



**Your resource for EEO &
Affirmative Action Planning**

File Format Document

A. Please Read

- Media** The EXCEL files may be submitted via Gerstco's Secure Extranet. Log on to the **Customer Connection** at www.gerstco.com and CLICK "Document Exchange". Attach a single file using the Browse button. Select a Document Category from the pull down menu. CLICK the "Only Gerstco" radio button. As an option, you may add a description of the file or any special notes in the text block. CLICK "Upload Document" and the file will be on its way to Gerstco. You will receive a confirming email that the file was received at Gerstco. Repeat process to add more files. You will also temporarily see all documents you uploaded in the "Documents Uploaded" list right below the Dialog Box. After the documents are detached at Gerstco, the document titles will no longer appear in this document listing. As an alternate, the EXCEL file may be submitted on a PC compatible 1.44 MB 3.5" High Density diskette, CD-Rom, or 100 MB zip drive via secure courier. Gerstco accepts Workforce and Activity Data for Affirmative Action Programs in an Excel format.
- Company Workforce File** Your EXCEL file for Workforce MUST consist of a set of data for every employee in an Affirmative Action Program. Each employee's information MUST be arranged in a single line of data.
- Company Activity Files** The data for various Activities (Applicants, Hires, Promotions, Terminations, and Transfers (optional)) MUST be submitted as five (5) separate EXCEL files. These Activity Files MUST be accompanied by a written indication of what type of activity each of the files contain, or the files must be named in such a way as their contents are obvious. For example, the file containing the hire activities could be titled HIRES.xls, the applicant file could be titled APPLIC.xls, etc. Format for Activity Files - Each line in the file(s) must contain the information for one (1) activity.
- Time Period of Data Capture** FOR WORKFORCE FILE - On or before your company's AAP Plan Date, a 'snapshot' of the company's active employee population should be taken based upon Gerstco's EXCEL file format (See section B: Required Data Fields by File Type – Workforce File (page 3 of this document)). The effective date of this snapshot MUST be communicated to Gerstco, and is referred to as the '**workforce snapshot date**' in this document.
- FOR ACTIVITY FILES (Applicant File, Hire File, Promotion File, Termination File, Transfer File) – Individual/separate data files are necessary and must identify all of the activities that took place during the twelve (12) month period ending on the workforce snapshot date, and is referred to as the '**activity period**' in this document. (e.g. If the workforce snapshot date were August 31, 2004, then the activity period MUST be September 1, 2003 through August 31, 2004) Each activity file should be prepared based upon Gerstco's EXCEL file format (See section B: Required Data Fields by File Type – Activity Files (pages 4, 5 & 6 of this document)).
- Required Files** In order to produce your Company's Affirmative Action Program, you MUST PROVIDE the following five data files, at a minimum:
• Workforce • Applicants • Hires • Promotions • Terminations
- Scheduling a Conference Call** If further clarification to this Gerstco File Format document is required, or assistance in communicating these requirements to your IT or HRIS resource would be beneficial, a conference call can be scheduled with a Gerstco Database Manager (DBM).
For assistance, please call (800) 700-0937

B. Required Data Fields by File Type

These required data fields are necessary to produce technically-compliant reporting for Affirmative Action. Omission of this data will make AAP reporting inaccurate and/or impossible.

Workforce File (A ‘snapshot’ of all of your company’s active employees on the workforce snapshot date.)

- ❖ Employee Name
- ❖ Race [WHT, BLK, HSP, AMI, ASN]
- ❖ Sex [M or F]
- ❖ Job Title
- ❖ Census Occupation Code (Optional)*
- ❖ EEO-1 Category**
- ❖ Employee ID or SS# [must be consistent in all files]
- ❖ Pay [Actual pay, in dollars]
- ❖ Pay Interval [Must reflect the “Pay” information used, such as Hourly, Daily, Every Week, Every Two Weeks, Monthly, Annually, etc.]
- ❖ Pay Grade [Required if your company has a formal compensation system]
- ❖ Department
- ❖ Organizational Unit
- ❖ Employee Work Location
- ❖ Supervisor’s Employee ID or SS# [must be consistent in all files]
- ❖ Employee Type [Exempt, NonExempt, Regular, Temp, etc.]
- ❖ Most Recent Hire Date
- ❖ Veteran Status*** [Vietnam Era Veteran, Special Disabled Veteran, Other Protected Veteran, Recently Separated Veteran****]
- ❖ Full-Time or Part-Time [FT or PT]

Notes:

*Census Occupation Codes= The 2000 Census population data (availability) is derived from the standard 471 Occupation Codes.

** EEO-1 Category (e.g., Official & Managers, Professionals, Technicians, Sales, Office & Clerical, Craft Workers, Operatives, Laborers, Service Workers).

*** Veteran Status (optional for AAP but required for Vets100 reporting) = Vietnam Era Veteran, Special Disabled Veteran, Other Protected Veteran= (Yes/No).

****Recently Separated Veteran= Place “Date of Discharge” from active duty in this field if “yes.”

B. Required Data Fields by File Type (continued)

Activity Files:

Applicant File

- ❖ Applicant Name
- ❖ Race or Ethnicity [**WHT, BLK, HSP, AMI, ASN, or Unknown (for Applicants only)**]
- ❖ Sex [**M, F or Unknown (for Applicants only)**]
- ❖ Date of Application
- ❖ Job Title Applied To
- ❖ EEO-1 Category *
- ❖ Source
- ❖ Disposition
- ❖ Location [**where application was submitted**]
- ❖ Requisition # [**Optional, if used by your company**]

Hire File

- ❖ New Hire Name
- ❖ Race or Ethnicity [**WHT, BLK, HSP, AMI, ASN**]
- ❖ Sex [**M or F**]
- ❖ Date of Hire
- ❖ Job Title Hired To
- ❖ EEO-1 Category Hired To [**required for Hires**]
- ❖ Pay at Hire [**Actual pay, in dollars**]
- ❖ Pay Interval [**Must reflect the “Pay” information used, such as Hourly, Daily, Every Week, Every Two Weeks, Monthly, Annually, etc.**]
- ❖ Pay Grade [**Required if your company has a formal compensation system**]
- ❖ Department Hired To
- ❖ Work Location Hired To
- ❖ Employee ID or SS# [**must be consistent in all files**]
- ❖ Supervisor’s Employee ID or SS# [**must be consistent in all files**]
- ❖ Veteran Status** [**Vietnam Era Veteran, Special Disabled Veteran, Other Protected Veteran, Recently Separated Veteran*****]

Notes:

* EEO-1 Category (e.g., Official & Managers, Professionals, Technicians, Sales, Office & Clerical, Craft Workers, Operatives, Laborers, Service Workers).

** (Optional) Veteran Status = Vietnam Era Veteran, Special Disabled Veteran, Other Protected Veteran=(Yes/No).

***Recently Separated Veteran= Place “Date of Discharge” from active duty in this field if “yes.”

B. Required Data Fields by File Type (continued)

Promotion File

- ❖ Employee Name
- ❖ Race or Ethnic Group [WHT, BLK, HSP, AMI, ASN]
- ❖ Sex [M or F]
- ❖ Date of Promotion [first day of new position]
- ❖ New/To Job Title
- ❖ Old/From Job Title
- ❖ New/To EEO-1 Category *
- ❖ Old/From EEO-1 Category [not required, but desirable to maximize reporting]
- ❖ New/To Department
- ❖ New/To Work Location
- ❖ Employee ID or SS# [must be consistent in all files]
- ❖ Supervisor's Employee ID or SS# [must be consistent in all files]

Termination File

- ❖ Employee Name
- ❖ Race or Ethnic Group [WHT, BLK, HSP, AMI, ASN]
- ❖ Sex [M or F]
- ❖ Date of Termination [employee's last day on the payroll]
- ❖ Reason for Termination [VOL, INVOL, LAYOFF]
- ❖ Department
- ❖ Job Title
- ❖ EEO-1 Category or Job Group
- ❖ EEO-1 Location
- ❖ Employee ID or SS# [must be consistent in all files]
- ❖ Supervisor's Employee ID or SS# [must be consistent in all files]

Note:

* EEO-1 Category (e.g., Official & Managers, Professionals, Technicians, Sales, Office & Clerical, Craft Workers, Operatives, Laborers, Service Workers).

B. Required Data Fields by File Type (continued)

Transfer File (Optional)

- ❖ Employee Name
- ❖ Job Title
- ❖ Race or Ethnic Group [WHT, BLK, HSP, AMI, ASN]
- ❖ Sex [M, F]
- ❖ Date of Transfer [first day at new department, business unit, org. unit, etc.]
- ❖ New/To Department
- ❖ Old/From Department
- ❖ To EEO-1 Location
- ❖ From EEO-1 Location
- ❖ Employee ID or SS# **[must be consistent in all files]**
- ❖ Supervisor's Employee ID or SS# **[must be consistent in all files]**

C. Examples

Workforce Data File in EXCEL

Employee Name	Race	Sex	Job Title	EEO1 Cat./ Job Group	Empl ID or SS#	Pay (\$)	Pay Interval	Pay Grade (Optnl)	Dept	Org Unit	Work Location	Supvr SS# or ID#	Empl Type	Most Recent Hire Date	Vietn Vet (Y/N)	Disable Vet (Y/N)	Othr Vet (Y/N)	Recent Sep Vet (If Y, Date of Dischge)	Full/ Part Time
Carson, Eric	WHT	M	DSM	Sales	2354	5500	Weekly	S00	Sales	Nat Sales	San Jose	5342	Intern'l	12/30/99	Y	N	N	N	FT
Brown, Mary	BLK	F	VP Engr	Exec	6788	7500	Weekly	EX10	Engin'g	G&A	Palo Alto	8899	Reg	1/1/00	Y	Y		N	FT
Nguyen, Larry	ASN	M	Assmby	Oper	9087	2500	Monthly	O12	Final Test	Fab	Sac	5678	Temp	6/1/88				1/01/03	PT

Applicant Data File in EXCEL

Applicant Name	Race or Ethnic Group	Sex	Date of Application	Job Title Applied to	Source	Disposition	Work Location	EEO-1 Cat	Requisition Number (Optional)
Logan, Dee	WHT	U	7/14/99	SW Engr	WEB	Hired	Portland, OR	Tech Prof	367890

Hire Data File in EXCEL

New Hire Name	Race or Ethnic Group	Sex	Date of Hire	Job Title	EEO-1 Cat	Pay at Hire (\$)	Pay Interval	Pay Grade	Dept	Work Location	Employee ID or SS#	Supervisor SS# or ID#	Vietn Vet (Y/N)	Disabled Vet (Y/N)	Other Vet (Y/N)	Recently Separated Vet (If Y, Date of Discharge)
Flanagan, Bill	WHT	M	9/11/99	Assembler	Operatives	2500	Monthly	012	Assy	San Jose	4539	3322	Y	N	N	1/01/03

Notes:

* EEO-1 Category (e.g., Official & Managers, Professionals, Technicians, Sales, Office & Clerical, Craft Workers, Operatives, Laborers, Service Workers).

(√ = Additional information needed to address new AAP reporting requirements, effective 12/13/00.)

** (Optional) Veteran Status = Vietnam Era Veteran, Special Disabled Veteran, Other Protected Veteran, Recently Separated Veteran (Yes/No).

***Recently Separated Veteran= Place "Date of Discharge" from active duty in this field if "yes."

C. Examples (continued)

Promotion Data File in EXCEL

Employee Name	Race or Ethnic Group	Sex	Date of Promotion	To Job Title	From Job Title	To EEO1 Cat/ Job Group*	From EEO1 Category	To Department	Employee ID# or SS#	Work Location	Supervisor SS# or ID#
Carmody, Terry	WHT	F	01/01/01	Sales Rep II	Sales Rep I	Sales	Sales	Marketing	3456	Seattle	4378

Termination Data File in EXCEL

Employee Name	Race or Ethnic Group	Sex	Date of Term	Vol/Invol/ Layoff	Job Title	EEO-1 Category	Work Location	Employee ID# or SS##	Supervisor ID# or SS#	Department
Vick, Matthew	WHT	M	12/30/99	INVOL	Sales Rep	Sales	San Francisco	6790	2134	Engineering

Transfer Data File in EXCEL (Optional)

Employee Name	Empl Job Title	Race or Ethnic Group	Sex	Date of Transfer	To Dept	From Dept	To Work Location	From Work Location	Employee ID# or SS#	Supervisor ID# or SS#
Dodson, Arthur	Sr. Engineer	BLK	M	04/12/99	Test	Admin	San Jose	Milpitas	4599	9011

Notes:

* EEO-1 Category (e.g., Official & Managers, Professionals, Technicians, Sales, Office & Clerical, Craft Workers, Operatives, Laborers, Service Workers).
 (√ = Additional information needed to address new AAP reporting requirements, effective 12/13/00.)

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