

# LEGAL UPDATE



## Important Information

- Employers subject to EEO-1 reporting must file reports by March 31 each year.
- The 2024 deadline for submission of 2023 EEO-1 data has been delayed.
- The collection of 2023 EEO-1 data is scheduled to begin on **April 30, 2024**.
- The deadline for submitting 2023 data is **June 4, 2024**.
- Several previous deadlines for submission of EEO-1 data were also delayed.
- Employers should monitor [the EEOC's EEO-1 webpage](#) for updates.
- Employers filing EEO-1 Reports for the first time must [register](#) to receive a company login, password and further instructions for filing from the EEOC.

## Upcoming EEO-1 Reporting Deadlines

Under Title VII of the Civil Rights Act (Title VII), employers with 100 or more employees and certain federal contractors must submit a report about their workforces to the Equal Employment Opportunity Commission (EEOC) by March 31 every year. This report, known as the EEO-1 report, is a federally mandated survey that collects workforce data categorized by race, ethnicity, sex and job category.

### Delayed Collection and Deadline for 2023 Reports

The collection of EEO-1 data from 2023 has been delayed, and [the portal for submitting EEO-1 reports](#) will not even be opened before the usual deadline in 2024. Instead, the EEOC expects to open the portal for employers to begin entering 2023 EEO-1 information on **April 30, 2024**.

The EEOC has also set a new deadline of **June 4, 2024**, for the 2023 reports.

### Updated Resources

According to the EEOC, its online message center for employers to ask questions and obtain other support for EEO-1 reporting will open along with the portal on April 30, 2024. The agency also indicated that it would release updated instructions and specifications for 2023 reporting by **March 19, 2024**. These new resources will be posted on [EEOC's EEO-1 Data Collection site](#) as they become available.

### Covered Entities

The following entities are subject to EEO-1 reporting:

- A **private employer** that has **100 or more employees** (with limited exceptions for schools and other organizations);
- A private employer with between 15 and 99 employees if it is part of a group of employers that legally constitutes a single enterprise that employs a total of 100 or more employees; and
- A **federal contractor** that has **50 or more employees**, is either a prime contractor or first-tier subcontractor, and has a contract, subcontract or purchase order amounting to **\$50,000** or more.

### Enforcement

Although the EEOC sends notification letters to employers it knows to be subject to the EEO-1 requirements, all employers are responsible for obtaining and submitting the necessary information prior to the appropriate deadline.

An employer that fails or refuses to file an EEO-1 report as required may be compelled to do so by a federal district court. Federal contractors also risk losing their government contracts for failures to comply.