

Hexcel's Workday User Manual

Chapter 10-05 Admin

EEO-1 REPORTING

Overview

This chapter provides the procedures to be followed to complete the EEO-1 reporting for Hexcel. This reporting must be complete by September 30th each year and should be based upon the year from August to August. This project is done with the help of all US HR Managers and Representatives.

Run Report

1. Run the EEO-1 Employment Data report in Workday

File EEO-1 Report

2. Log onto EEOC webpage - <http://www.eeoc.gov/employers/eeo1survey/index.cfm>
 - a. Email Id: james.pierson@hexcel.com
 - b. Login ID = 017702
 - c. Password = XXXXXXXX **Password is updated each year by the government.*
3. Main company screen
 - a. Click – Edit EEO-1 to create, edit, and submit the current year report
 - b. Click the first entry – Hexcel Corporation
 - c. Answer questions on header screen
 - i. YES – company has more than 100 employees
 - ii. NO – we are not affiliated through common ownership...
 - iii. Enter biweekly pay period used
 - iv. Click “accept” to the terms of agreement
 - v. Click next...
 - d. Verify data on certifying official screen
 - i. Data is probably fine from the prior year
 - ii. Click next...
 - e. Repeat the following steps for each location
 - i. Select a location by clicking the applicable “Go” button
 - ii. Review the establishment data – pre-populated
 1. Click save and continue
 - iii. Enter numbers in all applicable boxes
 1. Note – prior year data will be pre-populated
 2. Click Save and Continue
 - iv. Confirm NAICS coding from prior year and click Save and Continue
 - v. On the Government Contractor screen

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1. Confirm Yes is selected
 2. Enter payroll dates
 3. Add remarks if applicable (I've never done this)
 4. Click Save and Continue
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- f. Review totals for Hexcel Corporation
 - g. Click Certify Reports
 - h. Click Print Reports Screen
 - i. Click "Print or view in PDF format"
 - i. Save all PDF copy of all files
 - ii. Distribute PDF copies to local HR

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<i>12 Sept 2014</i>	<i>New Chapter...SFB</i>
<i>28 April 2015</i>	<i>Chapter renumbered...DLB</i>
<i>8 Sept 2016</i>	<i>Updated password</i>