For Reporting Year 2023

California Pay Data Reporting Portal

USER GUIDE

CALIFORNIA CIVIL RIGHT DEPARTMENT

VERSION 6.0

Table of Contents

1. Introduction 5
1.1 User Guide Overview 5
1.2 Top 4 Changes for Reporting Year 2023 6
2. Overview of the California Pay Data Report's Content 8
2.1 Payroll Employee Report 8
2.2 Labor Contractor Employee Report 9
3. Basic Structure of the California Pay Data Report 11
3.1 Key Terms 11
3.2 Determine Report Type: Payroll Employee Report or Labor Contractor Employee Report 15
3.3 Single-Establishment Employer 16
3.3.1 Single-Establishment Report Structure 17
3.4 Multiple-Establishment Employer 19
4. Portal Overview 21
4.1 Welcome Page 21
4.2 User Registration Page 22
4.3 Pay Data Home Page 23
4.4 Pay Data Reports Page 24
4.5 Employer Information Detail Page 25
4.6 Submission Info Page 25
4.7 Establishment & Employee Details Page 27
4.8 Create New Establishment Page 28
4.9 Establishment and Employee Detail Page 29
4.10 Certification and Submission Page 30
4.10.1 Certification and Submission Charts 31

5. Logging Into the Portal 32
5.1 Option I: New User Login 32
5.1.1 Step 1: Obtain a Username 33
5.1.2 Step 2: Login to the Portal 35
5.2 Option II: Existing User Login 36
5.2.1 Step 1: Login to the Portal 37
5.2.2 Step 2: View the Welcome Page 38
5.2.3 Step 3: View Pay Data Reports 39
5.2.4 Step 4: Forgotten Password 40
6. Submitting the Pay Data Report 42
6.1 Create a New Report 43
6.1.1 Step 1: Start a Submission 43
6.1.2 Step 2: Select Reporting Year 44
6.1.4 Step 4: Employer Selection 45
6.1.5 Step 4a: Select an Existing Employer 46
6.1.6 Step 4b: Create a New Employer 47
6.1.7 Step 5: State of California Contractor Information 48
6.1.8 Step 5a: Determine if Payroll Employee or Labor Contractor Employee Report 49
6.2 Enter Section I: Employer Information Data 50
6.2.1 Enter Section I: Adding Affiliated Entities to a Pay Data Report 51
6.2.2 Enter Section I: Submission Information and Snapshots 52
6.3 Enter Section II: Establishment Information & Employee Detail Data 53
6.3.1 Option I: Create a Report by Uploading an Employer-Prepared Excel or .CSV File 53
6.3.2 Option II: Create a Report by Using the Portal's Fillable Forms 62
6.4 Certifying the Report 69

6.4.1 Certification Complete 70
6.4.2 Certification and Submission Charts 71
6.5 Decertifying the Report 72
7. Accessing In-Process Reports 76
8. Options for In-process Pay Data reports 77
9. Appendix A: Building the California Pay Data Report Excel File 78
10. Appendix B: Building the California Pay Data Report .CSV File 79
10.1 Section II – Establishment Information and Employee Detail Record Layout 79
Table 1 – Payroll Employee Report Record Format: Detail Record Layout, Section II 79
Table 2 – Labor Contractor Employees Report: Detail Record Layout 85
10.2 Section II – Establishment Information and Employee Detail File Specification 91
11. Appendix C: Release Notes 93
Release 6.0 93
12. Appendix D: Reporting Labor Contractor Employees 94
13. User Guide – FAQ 94
13.2 Do I have a File a Pay Data Report? 94
Payroll Pay Data Reports: 94
Labor Contractor Employee Report 94
13.2 Do I report all of my Employees or only California Employees? 95
13.3 How do I report remote employees in a Pay Data report? 96
13.4 Can we submit our payroll data into the Pay Data Portal? 97
13.5 How do I switch the user who files the Pay Data report for my employer? 97
13.6 Who provides what data for a Labor Contractor Employee Report? 98

1. Introduction

California law (Government Code § 12999) requires private employers with 100 or more employees (and at least one in California) and/or 100 or more workers hired through labor contractors (and at least one in California) to annually submit pay, hours worked, demographic, and other workforce data to the Civil Rights Department (CRD). Employers must submit their reports covering reporting year 2023 by May 8, 2024. For reporting year 2023, there are two report types: Payroll Employee Reports and Labor Contractor Employee Reports. For information about which employers are required to file with CRD, the different report types and required content, and answers to frequently asked questions (FAQs), visit: https://calcivilrights.ca.gov/paydatareporting/faqs/.

1.1 User Guide Overview

This User Guide explains how an employer subject to the California pay data reporting requirement should create and submit Payroll Employee Reports and/or Labor Contractor Employee Reports. An employer must submit its report(s) through CRD's online Pay Data Reporting Portal, using one of three available methods: 1) uploading an Excel file using the template described in Appendix A; 2) uploading a .CSV file consistent with the layout described in Appendix B; or 3) manually entering information using the portal's fillable form. CRD recommends using either option 1 or 2. CRD will not accept reports by email or hard copy.

This User Guide is organized into the following sections:

Introduction	Introduces this User Guide and overviews the content of a Pay Data Report.
Basic Structure of the CA Pay Data Report	Describes the basic structure of the Pay Data Report. The description includes how single- and multi-establishment employers report both payroll and labor contractor employees.
Portal Overview	Provides a general description of each page in the Pay Data Reporting Portal along with the actions available on the page.
Logging Into the Portal	Describes how to create a new user account and how to match it with an existing employer record or create a new employer record.
Submitting the Pay Data Report	Describes how to create a new Pay Data Report by either uploading an Excel file, uploading a .CSV file, or manually entering data via the portal.
Accessing In-Process Reports	Describes how to return to a previously uploaded or manually created report to complete the certification process.

1.2 Top 4 Changes for Reporting Year 2023

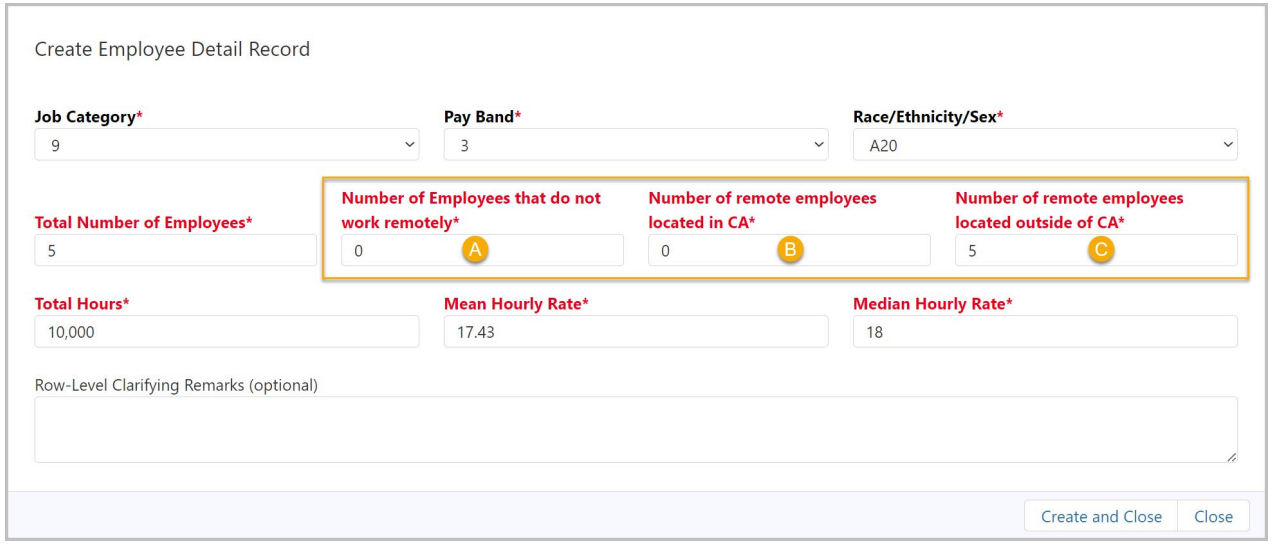
1. New Due Date

- The due date for pay data reports covering reporting year 2023 is **May 8, 2024**. There is no deferral period.

2. Collecting Remote Worker Data

- To assist filers in accurate reporting of eligible California remote workers, three data fields were added to identify remote worker status for every employee detail collected:
  - Number of employees that do not work remotely (A)
  - Number of remote employees located in California (B)
  - Number of remote employees located outside of California assigned to a California establishment (C)

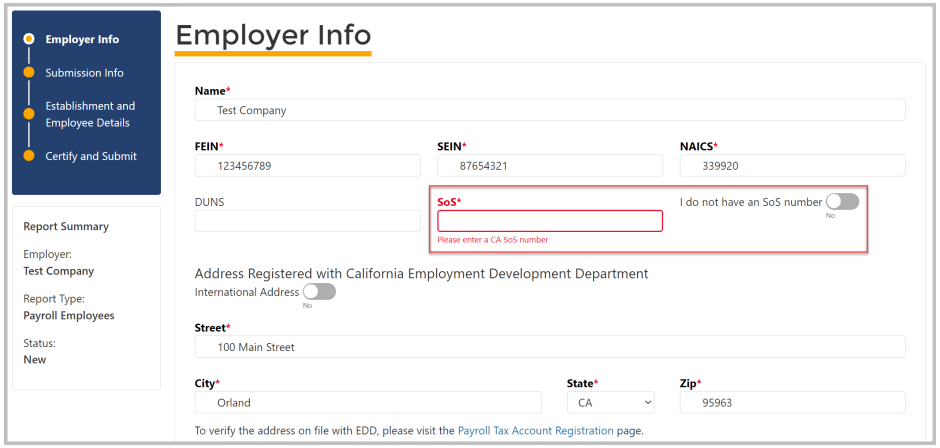
- For every employee detail, Total Number of Employees = A + B + C). See example below:



3. Collecting California Secretary of State (SoS) Number

The SoS number is an identification number issued by the Secretary of State of California. The SoS is a seven or twelve-digit number. You can look up your SoS number at the following link: https://bizfileonline.sos.ca.gov/search/business. If you would like to get a SoS number, contact the Secretary of State at https://www.sos.ca.gov/administration/contact-information.

If you are a sole proprietor or are not required to register with the California Secretary of State, you may opt out of reporting a SoS number by toggling the "I do not have an SoS number" switch. (See below)



4. Updated Portal

- The portal has been updated in several ways, including accommodating reporting of remote worker status, ensuring that only California Employees are reported, and updating error/warning messages to aid filers in completing and certifying Pay Data reports.

2. Overview of the California Pay Data Report's Content

There are two separate California pay data reports: the Payroll Employee Report, which covers an employer's payroll employees, and the Labor Contractor Employee Report, which covers an employer's workers hired through labor contractors. Employers may be required to file one or both types of reports, depending on the employer's staffing in 2023. For Labor Contractor Employee Reports, labor contractors must supply necessary data to the client employer, which is responsible for submitting the report.

2.1 Payroll Employee Report

A Payroll Employee Report requires an employer to group its payroll employees by job category, pay band, race, ethnicity, and sex. In addition, employers are required to report remote worker status, mean hourly wages, median hourly wages and total hours worked. For employers with more than one establishment, employers must organize and report their data by establishment (defined in Section 3.1 of this User Guide). To build its pay data report(s), the employer will need to:

- Create a "snapshot" of the employer's payroll employees to identify the employees who must be reported on.
  - To create a snapshot, the employer selects a single pay period between October 1, 2023, and December 31, 2023 ("Snapshot Period").
    - A specific time period needs to be selected because throughout the course of a year an employer's employees may change.
    - An "employee" is an individual on an employer's payroll for whom the employer is required to withhold federal social security taxes from that individual's wages.
  - All of the employer's employees assigned to a California establishment and/or working within California during the Snapshot Period must be included in the employer's Pay Data Report.
    - In a change from prior years, employees assigned to establishments outside of CA and working outside of CA **should not** be included in the report.
  - For additional guidance, review Part IV of CRD's FAQs.
- For each payroll employee, an employer is required to report on, identify, or calculate each employee's:
  - Establishment
  - Job category
  - Race/ethnicity and sex
  - Remote worker status: The number of employees that do not work remotely, work remotely while located in California, or work remotely while located outside of California. (see section 1.2 or 13.3 for detailed description)
  - Earnings in 2023 (not just during the Snapshot Period), as shown in Box 5 (Medicare wages and tips) of the employee's IRS Form W-2, and the employee's corresponding pay band.

        - If any employee has wages not reported in Box 5, use W-2 Box 1 for that employee and note this in the associated remarks field.
        - For employees who did not work the entire year, do not annualize their pay.
    - Number hours worked in 2023 (not just during the Snapshot Period).
        - Include the number of hours an employee was on any form of paid time off for which the employee was paid by the employer, such as vacation time, sick time, or holiday time.
        - For employees who did not work their entire year, do not annualize their hours worked.
    - Hourly rate
    - For additional guidance, review Parts III – VI of CRD's FAQs
- For a Payroll Employee Report, group payroll employees with the same establishment, job category, pay band, and race/ethnicity/sex. Then, total the number of payroll employees in each group, identify the number of employees by remote worker status, and calculate the group's mean hourly rate, median hourly rate, and the total hours worked for the group in 2023.
    - A group may have only one payroll employee, and be reported as such, if no other payroll employee shares the same combination.
    - The mean hourly rate is calculated by adding the individual hourly rates for each payroll employee in the group, then dividing that sum by the number of employees in the group.
    - The median hourly rate is calculated by ordering the hourly wages of each payroll employee in the group from smallest to largest and selecting the middle number.
- There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
    - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
    - A bird's eye illustration of all of 2,520 possible combinations is available here.
- Gather other required employer and establishment level information, as well as any explanatory information that may need to be noted in the clarifying remarks fields.

2.2 Labor Contractor Employee Report

A Labor Contractor Employee Report requires an employer to group its labor contractor employees by contractor and their FEINs, job category, pay band, race, ethnicity, and sex. In addition, employers are required to report remote worker status, hourly wages, and total hours worked. For employers with more than one establishment, employers must organize and report their data by establishment (defined in Section 3.1 of this User Guide). To build its pay data report(s), the employer will need to:

- Create a "snapshot" of the employer's labor contractor employees to identify the labor contractor employees who must be reported on
    - The Snapshot Period may vary for each Labor Contractor a client employer uses.
    - For additional guidance, review Part V of CRD's FAQs.

- For each Labor Contractor employee an employer is required to report on, identify or calculate each employee's:
  - Establishment
  - Contractor(s) FEIN
  - Snapshot Period
  - Job category
  - Race/ethnicity and sex
  - Remote worker status: The number of employees that do not work remotely, work remotely while located in California, or work remotely while located outside of California. (see section 1.2 or 13.3 for detailed description)
  - Earnings in 2023 (not just during the Snapshot Period), as shown in Box 5 (Medicare wages and tips) of the employee's IRS Form W-2, and the employee's corresponding pay band.
    - If any employee has wages not reported in Box 5, use W-2 Box 1 for that employee and note this in the associated remarks field.
    - For employees who did not work the entire year, do not annualize their pay.
  - Number hours worked in 2023 (not just during the Snapshot Period)
    - Include the number of hours an employee was on any form of paid time off for which the employee was paid by the employer, such as vacation time, sick time, or holiday time.
    - For employees who did not work their entire year, do not annualize their hours worked.
  - Hourly rate
  - For additional guidance, review Parts III – VI of CRD's FAQs
- For a Labor Contractor Employee Report, group labor contractor employees with the same establishment, labor contractor, job category, pay band, and race/ethnicity/sex. Then, total the number of labor contactor employees in each group, identify the number of employees by remote worker status, calculate the group's mean hourly rate, median hourly rate, and the total hours worked in 2023.
  - A group may have only one labor contractor employee, and is reported as such, if no other labor contractor employee shares the same combination.
  - Identify the number of labor contractor employees by remote worker status for the group of labor contractor employees. (see section 1.2 or 13.3 for detailed description)
  - The mean hourly rate is calculated by adding the individual hourly rates for each labor contractor employee in the group, then dividing that sum by the number of employees in the group.
  - The median hourly rate is calculated by ordering the hourly wages of each labor contractor employee in the group from smallest to largest and selecting the middle number.
  - If a labor contractor employee has worked for more than one client employer over the course of the calendar year, their hours worked should be allocated respectively to each client employer, based on the hours of work performed for that client employer.

- There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
  - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
  - A bird's eye illustration of all of 2,520 possible combinations is available here.
- Gather other required employer and establishment level information, as well as any explanatory information that may need to be noted in the clarifying remarks fields.

3. Basic Structure of the California Pay Data Report

An employer's pay data report – whether a Payroll Employee Report or a Labor Contractor Employee Report – has two sections. In Section I, Employer Information, the employer provides information at the full organizational level. In Section II, Establishment Information and Employee Detail, the employer provides information at the establishment and employee levels. Provided below are key terms used in this User Guide, followed by several illustrations that demonstrate how a pay data report is structured for single- and multiple-establishment employers. Additional key terms are explained in Section 1.3 of this User Guide and specifically defined in CRD's FAQs.

3.1 Key Terms

Employer

- A Payroll Employee Report covers only a single employer.
- A Labor Contractor Employee Report covers only a single client employer but includes data from all of the employer's labor contractors.
- For more information about which employers are required to file a Payroll Employee Report and/or a Labor Contractor Employee Report, including guidance on how to determine if an employer has the requisite number of employees, see Parts IV and V of the FAQs.

Establishment

- An establishment is an economic unit producing goods or services, such as a factory, office, store or mine.
- A pay data report covers each of an employer's establishments to which one or more California employees are assigned. For a single-establishment employer, employer and establishment are synonymous.
- For the purposes of the pay data reports due to CRD by May 8, 2024, employers should utilize the same establishments that they use for their EEO-1 Reports, and employers should assign employees to the establishment where the employer reports the employee for federal EEO-1 purposes.
- A multiple-establishment employer must report on all of its CA establishments, including those with fewer than 50 employees, in the same manner.
- For more information, see FAQ, "What does "establishment" mean? What does it mean for an employee to be "assigned to" an establishment?", among others.

Employee Types

- There are two type of employees that must be reported:
  - Payroll Employees
  - Labor Contractor Employees
    - Each of these employee types requires a separate pay data report to be filed. An Employer that has more than 100 payroll employees and more than 100 labor contractor employees will have to file two reports with CRD.
    - For more information on the definition of a labor contractor employee, see CRD's FAQs.

Employee Detail

- For Payroll Employee Reports, payroll employees at an establishment are organized into groups that share the same combination of job category, race/ethnicity/sex, and pay band.
- For Labor Contractor Employee Reports, labor contractor employees at an establishment are organized into groups that share the same combination of labor contractor, job category, race/ethnicity/sex, and pay band.
- Employers report the number of employees in the same group and report the mean hourly rate, median hourly rate, and total number of hours worked by this group during 2023.
- There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
  - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
  - A bird's eye illustration of all of 2,520 possible combinations is available here. Zoom in to see each cell more clearly.
- Each job category, race/ethnicity/sex combination, and pay band has an associated code in the pay data report, as illustrated in the examples on the following pages.
- Remote Workers Status: Report the number of employees in the detail that work from their assigned establishment, work remotely while located in California or work remotely while located outside of California.
- For more information, see Parts III - VI of CRD's FAQs.

Job Categories

1. Executive senior level officials and managers
2. First or mid-level officials and managers
3. Professionals
4. Technicians
5. **Sales workers**
6. Etc.

Race/Ethnicity/Sex

A10 - Hispanic/Latino - Male
A20 - Hispanic/Latino - Female
A30 - Hispanic/Latino - Non-Binary
B10 - Non-Hispanic/Non-Latino - Male - White
B20 - Non-Hispanic/Non-Latino - Male - Black or African American
Etc.

Pay Bands

1. $19,239 and under
2. $19,240 - $24,959
3. $24,960 - $32,239
4. $32,240 - $41,079
5. **$41,080 - $53,039**
6. Etc.

For example, assume that a single-establishment employer has 100 employees. Of these, ten are Sales workers, Latina, and Female; each made between $41,080 and $53,039 during the Reporting Year. This group would be reported in Section II of the Pay Data Report with the following Employee Details:

Job Category = 5 Race/Ethnicity/Sex = A20 Pay Band = 5 Number of Employees = 10

Remote Worker Status – Payroll Employee Report Excel Template

	P	Q	R	S
1	Number of Employees *	Number of employees that do not work remotely*	Number of remote employees located within California*	Number of remote employees located outside of California*
2	3	3	0	0
3	3	3	0	0
4	4	0	1	2

Note the relationship between the Number of Employees in an Employee Detail

Number of Employees (Column P)
=
Number of employees that do not work remotely (Column Q)
+
Number of remote employees located within California (Column R)
+
Number of remote employees located outside of California (Column S)

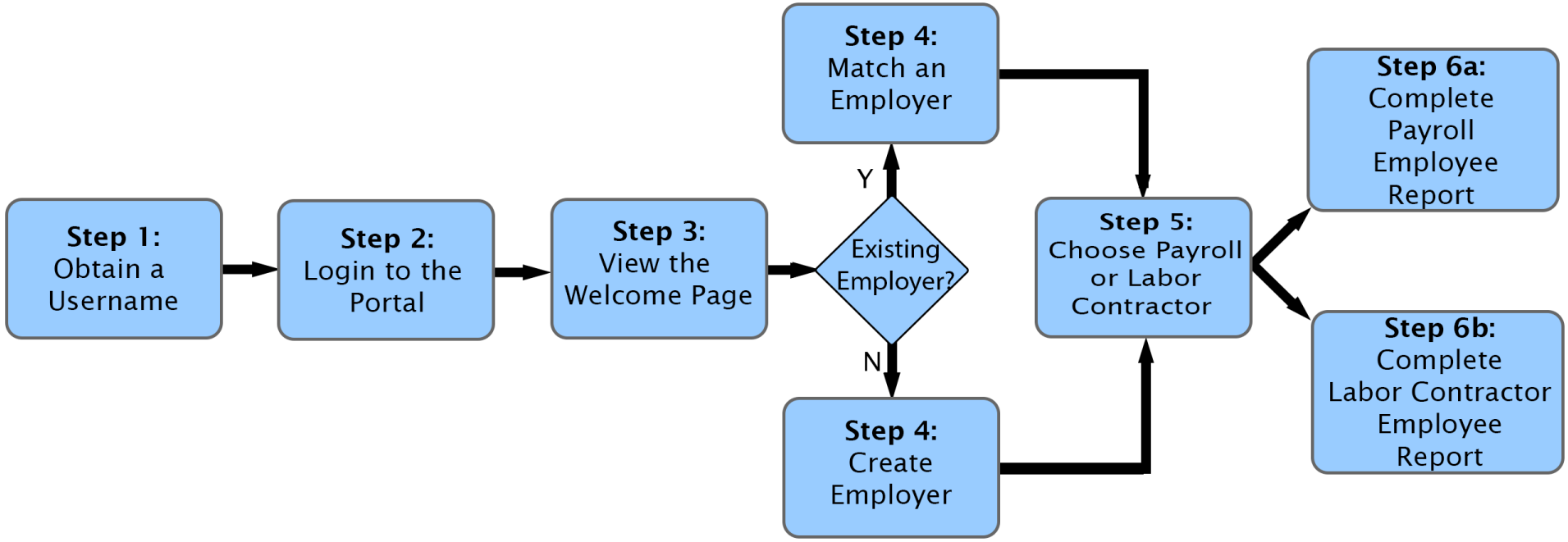
2023 Payroll and Labor Contractor Excel templates are designed to highlight rows with a red font for rows where remote workers are reported incorrectly.

To complete Section II of the Pay Data Report, the employer would create similar groupings for all remaining employees who worked at the establishment. With these key terms in mind, the following pages provide examples.

3.2 Determine Report Type: Payroll Employee Report or Labor Contractor Employee Report

You will need to determine the type of report you are submitting: a Payroll Employee Report or a Labor Contractor Employee Report. An employer that is obligated to submit both report types would complete both Step 6a and Step 6b in the image below.

An employer submitting a Labor Contractor Employee Report submits one report that covers its labor contractor workers at all of the employer's establishments, even if the employer uses more than one labor contractor.



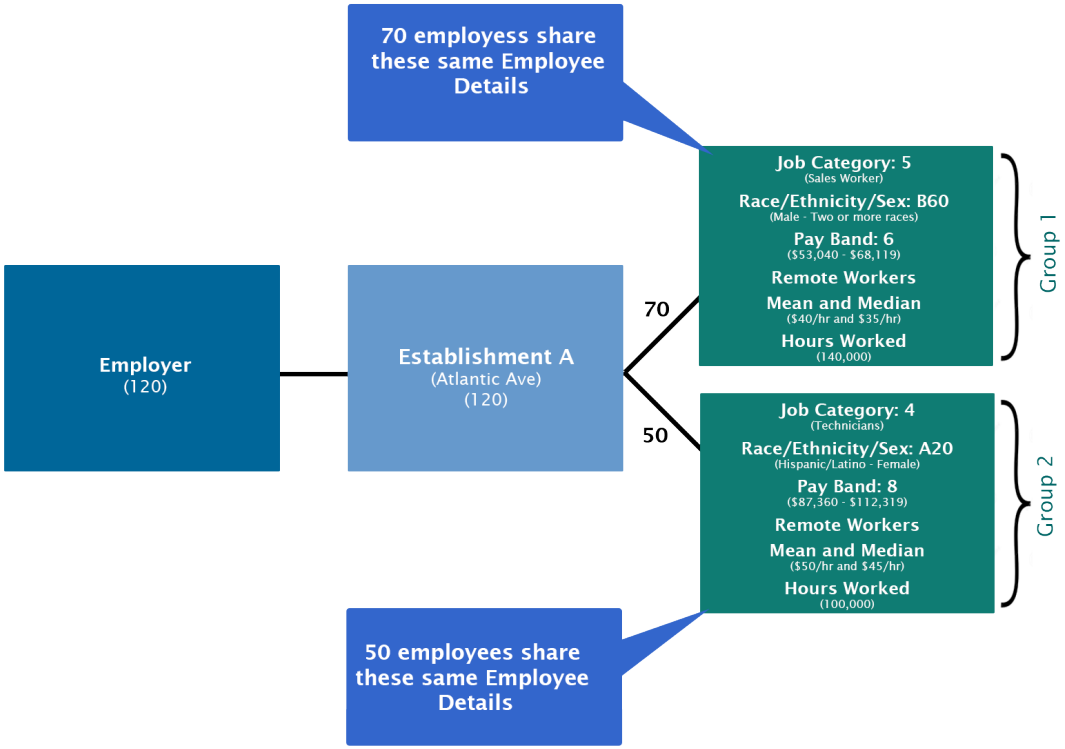
3.3 Single-Establishment Employer

The example below depicts a single-establishment employer with 120 employees.

Pay Data Report Example

Single-Establishment Employer

- This employer has only one establishment:
  - Establishment A – Atlantic Ave with 120 employees
  - Employer and Establishment A are the same.
- Establishment A employees fit into two groups:
  - Group 1 (70 employees)
  - Group 2 (50 employees)
  - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band.



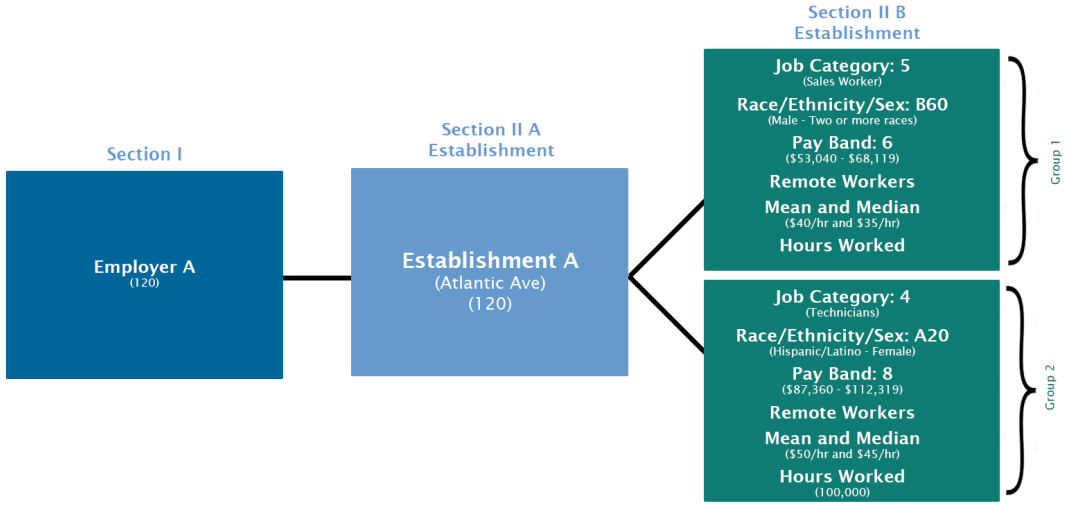
3.3.1 Single-Establishment Report Structure

The illustration below depicts how the employer from the previous example would organize its information for submission in the Pay Data Report.

Pay Data Report Example

Report Structure (single establishment)

- The Pay Data Report includes two sections:
- Section I – Employer Information
  - Section I captures information at the employer level.
  - Section I includes information such as name, address, SEIN, FEIN, contact information and affiliate FEINs.
  - Each Pay Data Report includes only one Section I.
- Section II – Establishment Information and Employee Detail
  - Section II captures two types of data: establishment information and employee information.
  - Establishment information includes data such as the establishment's name, address, and total number of employees (for a single-establishment employer, some fields in Section II will be the same information provided in Section I).
  - Employee Detail includes job category, race/ethnicity/sex, pay band, the total number of employees who share the same grouping, mean hourly rates, median hourly rates, and the group's hours worked in 2023.
  - For Labor Contractor Employee Reports, Employee Detail additionally includes labor contractor name and labor contractor FEIN.



- The employer would fill in the Pay Data Report Template (Excel) as follows:
  - The example contains only a partial excerpt from the contents of the Pay Data Report Template.
  - See Appendix A: Building the CA Pay Data Report Excel File for a complete and detailed example.

Payroll Employee Report

Section II.A - Establishment Information			Section II.B - Employee Detail									
Establishment Name*	Address Line 1*	Total Number of Employees at Establshiment*	Job Categories*	Race/Ethnicity/Sex*	Pay Band*	Number of Employees *	Number of employees that do not work remotely*	Number of remote employees located within California*	Number of remote employees located outside of California*	Mean - Hourly Rate*	Median - Hourly Rate*	Totals Hours*
Establishment A	Atlantic Ave	70	5	B60	6	30	30	0	0	40	35	140,000
Establishment A	Atlantic Ave	70	4	A20	8	40	40	0	0	50	45	100,000

Labor Contractor Employee Report

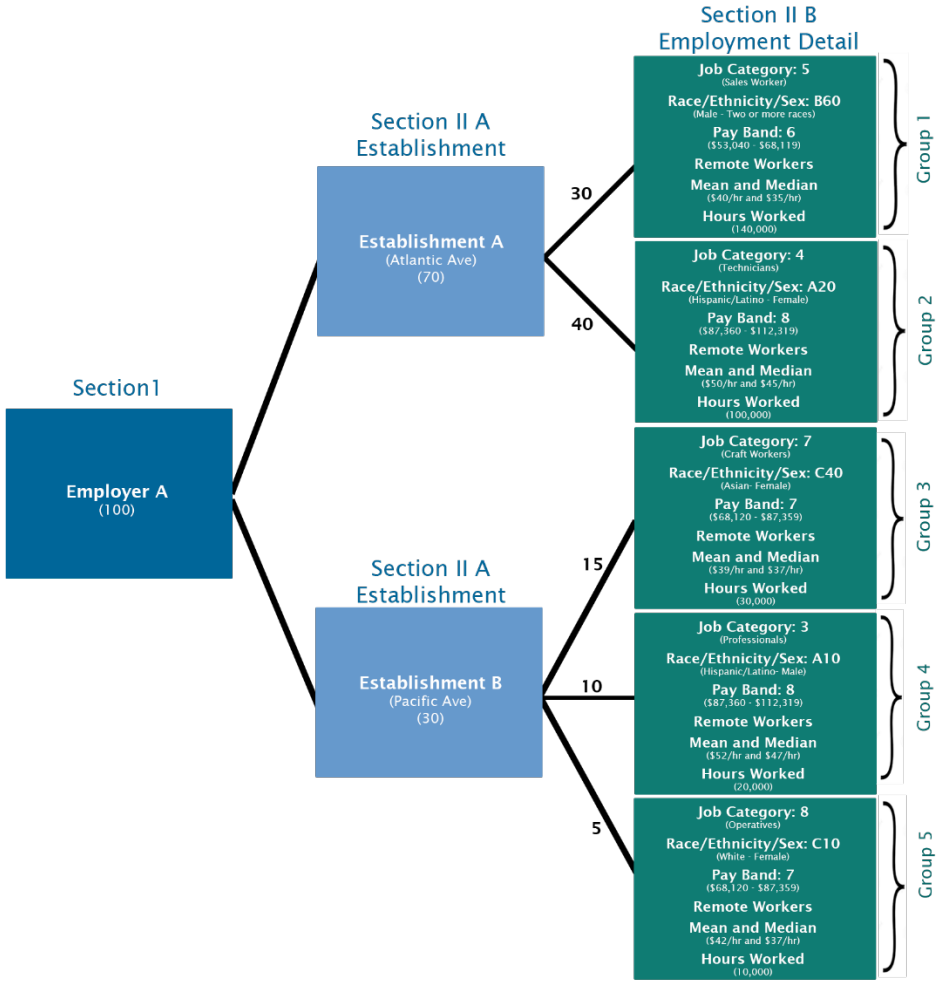
Section II.A - Establishment Information			Section II.B - Employee Detail			
Establishment Name*	Address Line 1*	Total Number of Employees at Establishment*	Labor Contractor Name*	Labor Contractor FEIN*	Snapshot - Begin Date	Snapshot - End Date
Establishment A	Atlantic Ave	70	Pete's Team	123456789	12/1/2023	12/15/2023
Establishment A	Atlantic Ave	70	Pete's Team	123456789	12/1/2023	12/15/2023

3.4 Multiple-Establishment Employer

Pay Data Report Example

Report Structure (multiple establishment)

- The Pay Data Report includes two sections:
- Section I – Employer Information
  - Section I captures information at the employer level.
  - Section I includes information such as name, address, SEIN, FEIN, and contact information.
  - Each Pay Data Report includes only one Section I.
- Section II – Establishment Information and Employee Detail
  - Section II captures two types of data: establishment information and employee information.
  - Establishment information includes data such as the establishment's name, address, and total number of employees.
  - Employee Detail information includes job category, race/ethnicity/sex, pay band, the total number of employees who share the same grouping, mean hourly rates, median hourly rates, and the group's hours worked in 2022.
  - For Labor Contractor Employee Reports, Employee Detail additionally includes labor contractor name and labor contractor FEIN.



3.4.1 Multiple-Establishment Report Structure

- The employer would fill in the Pay Data Report Template (Excel) as follows
- The example below contains only a partial excerpt from the contents of the Pay Data Report Template
- See Appendix A: Building the CA Pay Data Report Excel File for a more complete and detailed example

Payroll Employee Report

Section II.A - Establishment Information			Section II.B - Employee Detail									
Establishment Name*	Address Line 1*	Total Number of Employees at Establshiment*	Job Categories*	Race/Ethnicity/Sex*	Pay Band*	Number of Employees *	Number of employees that do not work remotely*	Number of remote employees located within California*	Number of remote employees located outside of California*	Mean - Hourly Rate*	Median - Hourly Rate*	Totals Hours*
Establishment A	Atlantic Ave	70	5	B60	6	30	30	0	0	40	35	60,000
Establishment A	Atlantic Ave	70	4	A20	8	40	40	0	0	50	45	80,000
Establishment B	Pacific Ave	30	7	C40	7	15	15	0	0	39	37	30,000
Establishment B	Pacific Ave	30	3	A10	8	10	5	5	0	52	47	20,000
Establishment B	Pacific Ave	30	8	C10	7	5	0	0	5	42	37	10,000

Labor Contractor Employee Report

Section II.A – Establishment Information					Section II.B – Employee Detail									
Establishment Name*	Address Line 1*	Labor Contractor(s) Name*	Labor Contractor(s) FEIN*	Establishment Total Employees*	Job Category*	Race/Ethnicity /Sex*	Pay Band*	Number of Employees *	Number of employees that do not work remotely*	Number of remote employees located within California*	Number of remote employees located outside of California*	Mean - Hourly Rate *	Median - Hourly Rate *	Hours Worked*
Establishment A	Atlantic Ave	Pete's Team	123456789	70	5	B60	6	70	70	0	0	40.00	35.00	140,000
Establishment A	Atlantic Ave	Pete's Team	123456789	70	4	A20	8	50	50	0	0	50.00	45.00	100,000
Establishment B	Pacific Ave	Ann's Temp Agency	341580040	30	1	C20	11	10	10	0	0	115.00	115.00	1,987
Establishment B	Pacific Ave	Ann's Temp Agency	341580040	30	2	C50	10	5	0	0	5	90.00	88.75	9,050
Establishment B	Pacific Ave	Ann's Temp Agency	341580040	30	2	B10	10	15	15	0	0	85.00	86.75	9,112

4. Portal Overview

This section provides an overview of the primary pages that comprise the California Pay Data Reporting Portal. The pages are presented in a typical sequence that employers will experience when uploading/creating, editing, and certifying a Pay Data Report.

Step-by-step instructions are provided below in Section 5: Submitting the CA Pay Data Report.

4.1 Welcome Page

Welcome Page

- This is the first page displayed upon accessing the Portal.
- This page provides information about filing requirements and links to helpful resources.
- Once a user logs in to the portal, they have access to Pay Data Portal and the reports they have filed.

Actions Available

1. Log into the Portal
2. Register a new user
3. Reset a forgotten password

4.2 User Registration Page

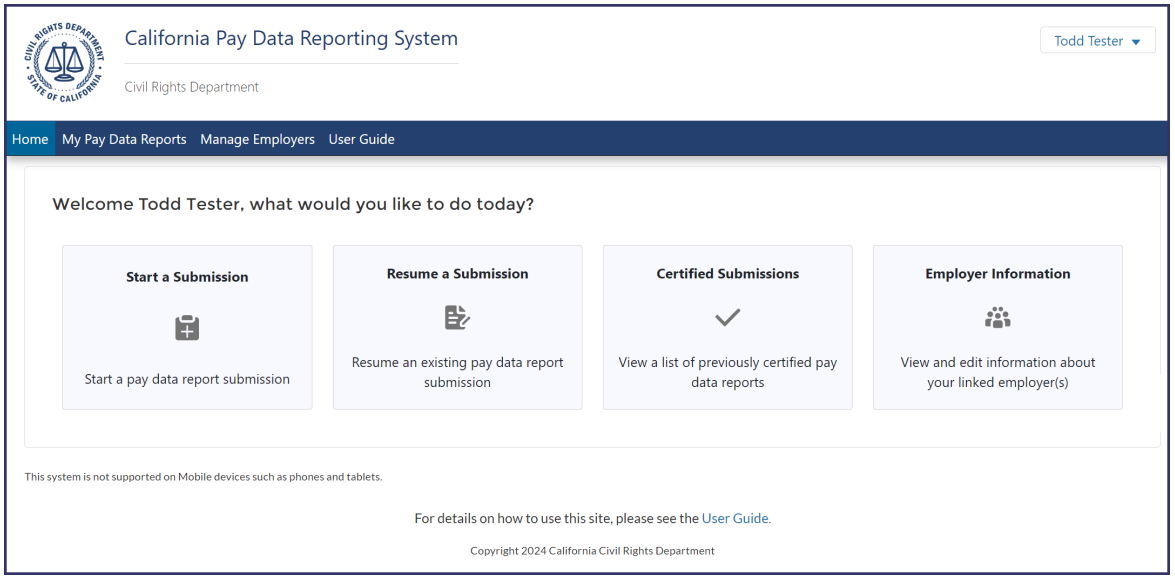
User Registration Dialogue

- This page allows registered users to log into the Portal.
- Detailed instruction can be found in Section 5 – Logging into the Portal.

Actions Available

1. Register a new user

4.3 Pay Data Home Page



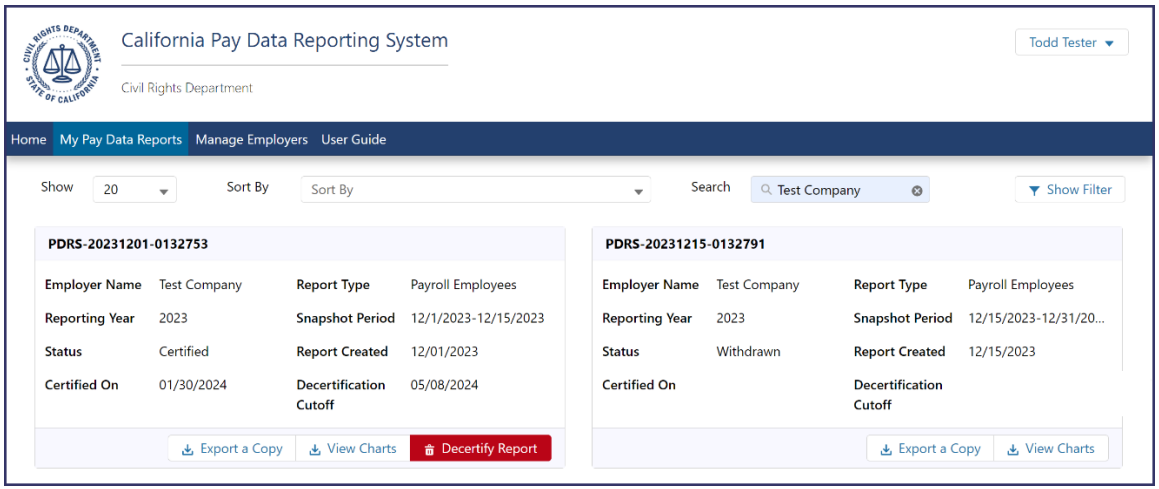
Pay Data Home Page

- This page is the jumping off point for the Pay Data Portal. From here you can navigate throughout the portal.

Actions Available

1. Start a New Submission
2. Resume a Submission
3. Review Certified Submissions
4. Review Employer Information

4.4 Pay Data Reports Page



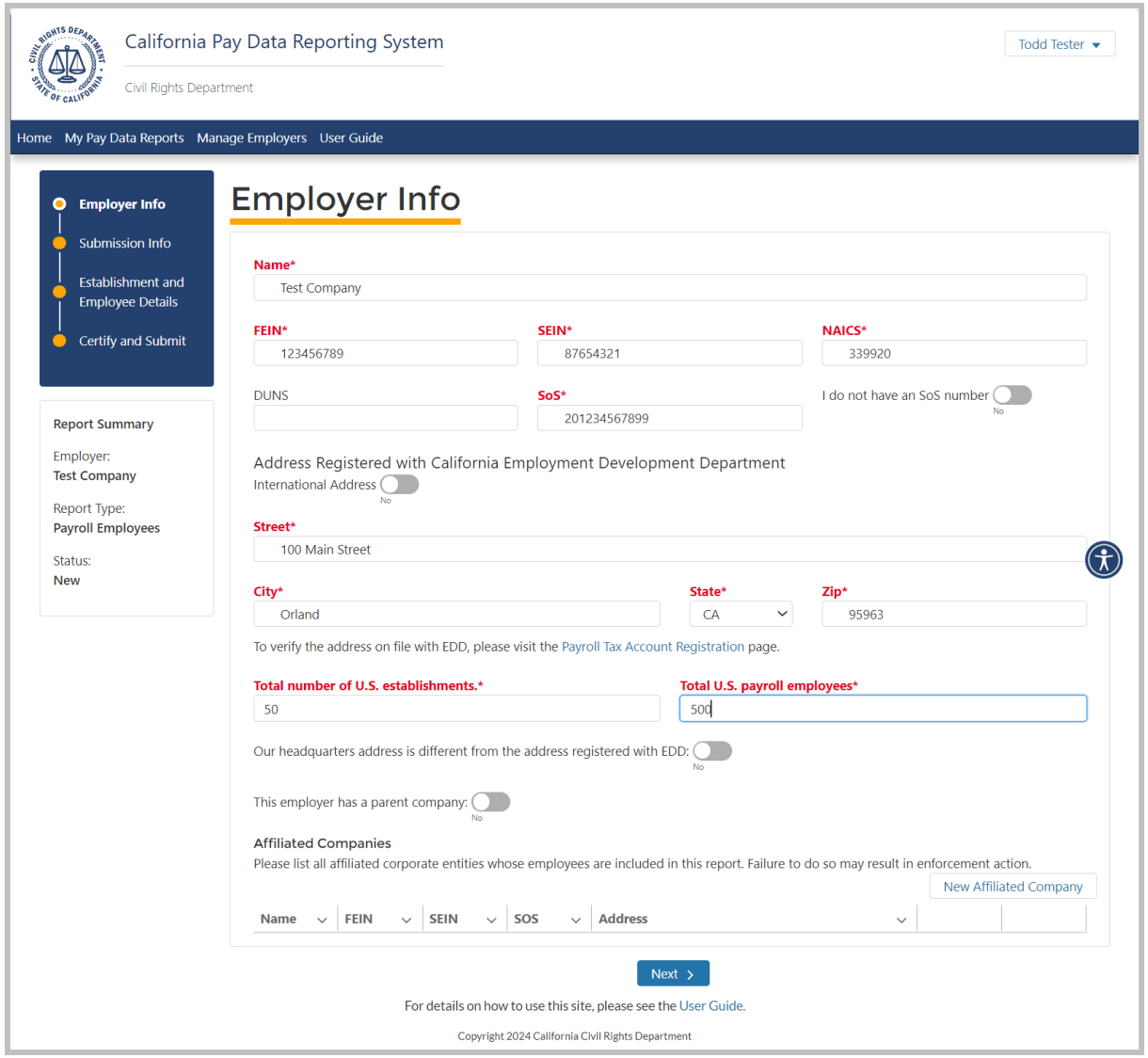
Pay Data Reports Page

- This page provides a list of all Pay Data Reports for the employer.
- While an employer can have more than one certified report for the same reporting year listed on this page, CRD will use the most recently certified report for the reporting period.
- Why might an employer have more than one certified report for the reporting year? This might happen if a Pay Data Report is certified and then the employer discovers an error and certifies a corrected report.
- Under this scenario, both reports will display, but only the most recently certified report would be considered the certified report for the reporting year by CRD.

Actions Available

5. Edit or Review a Pay Data Report
6. View Pay Data Report Charts visualizing the employer's certified data on its workforce.
7. Navigate the Pay Data Portal

4.5 Employer Information Detail Page



Employer Info Page

- This page displays the Section I (Employer Information) for a given Pay Data Report.
- So, whereas the Pay Data Reports List page displays reports, this page displays the contents within a report.
- This page is the first of three steps to complete the report.

Actions Available

1. View and/or edit the Section I: Employer Information data record.
2. Designate a particular address as the employer's headquarters.
3. Add a Parent Company's information.
4. Add Affiliated Companies included in Pay Data Report.

Click the Step tabs to navigate through the report.

Submission Info Page

- This page allows the user to enter a summary of their Pay Data report.
- The data collected includes snapshot dates, the number of establishments reported, and the number of employees reported.

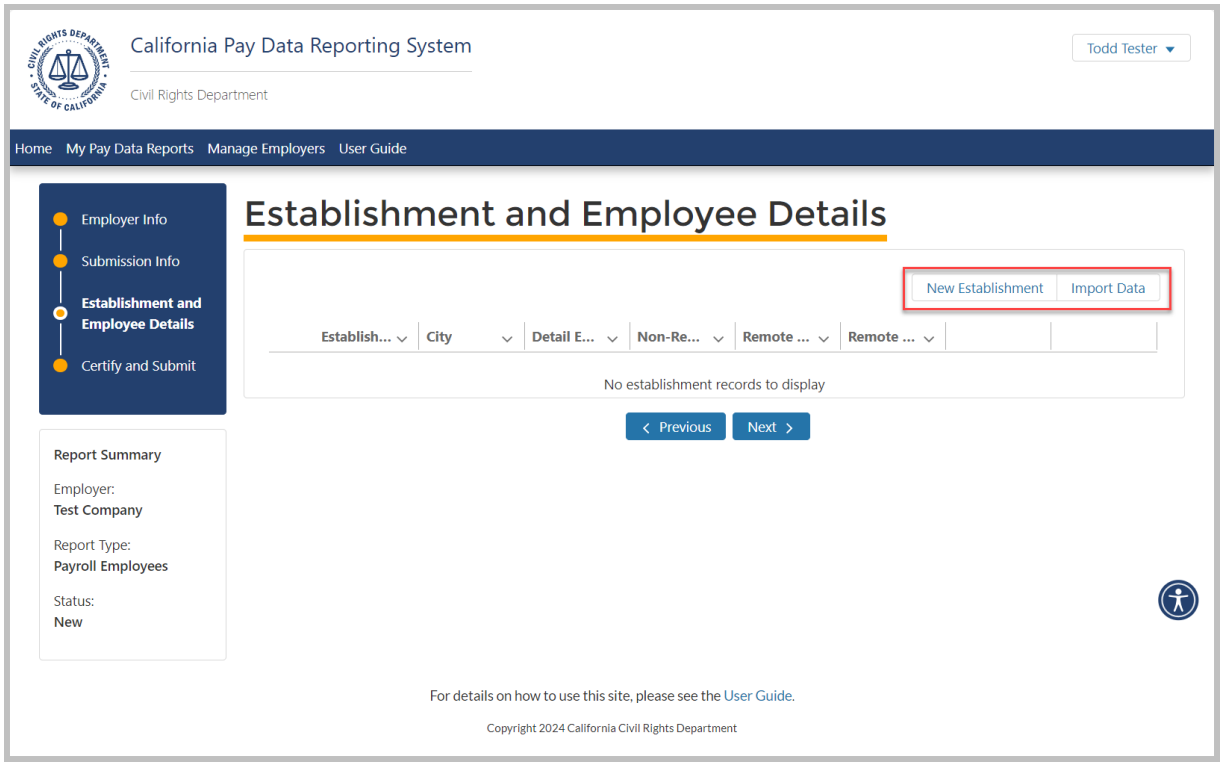
Actions Available

1. Enter or edit Snapshot Data.
2. Enter or edit the number of establishments report.
3. Enter or edit the number of employees in the report.

!

- *Snapshot dates are only collected for Payroll reports on the Submission info page.*
- *Since the 2022 Pay Data filing season, CRD only collects California employee pay data. CRD no longer collects non-California employee data on the Submission info page. For additional guidance, review Part III.D of CRD's FAQs*
- *Although the CRD does not collect pay data on non-California employees it is possible to have to report non-California establishments if they have California employees reporting to them.*

4.7 Establishment & Employee Details Page



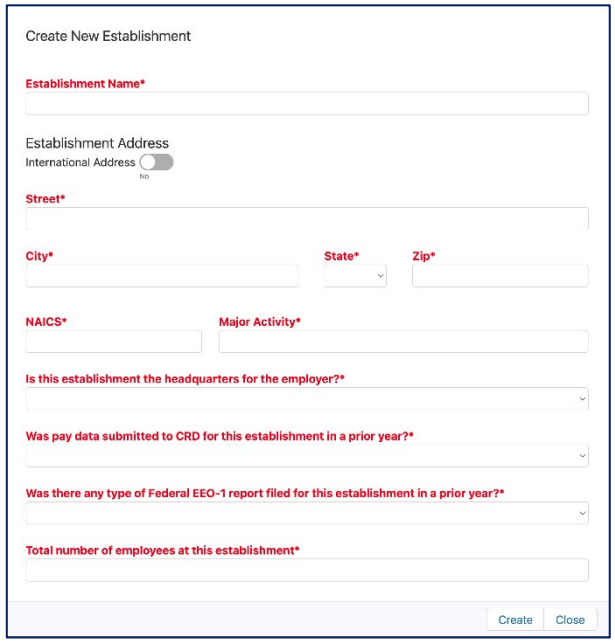
Establishment & Employee Details Page

- This page displays Section II (Establishment & Employee Details) for a given Pay Data Report.
- The Import Data button to upload a completed Excel or CSV file (Excel templates/CSV examples available at: https://calcivilrights.ca.gov/paydatareporting/). Uploading a completed Excel file is the preferred way to file a Pay Data report.
- To navigate to related Establishment data records, click the Edit button.

Actions Available

1. Upload Pay Data reports using the “Import Data” button.
2. Edit Establishment data that has been uploaded or manually enter using the “Edit” button.
3. To enter establishment information manually, select the “New Establishment” button.
4. Delete an Establishment’s data using the “Delete” button. Deleted data can no longer be edited.

4.8 Create New Establishment Page



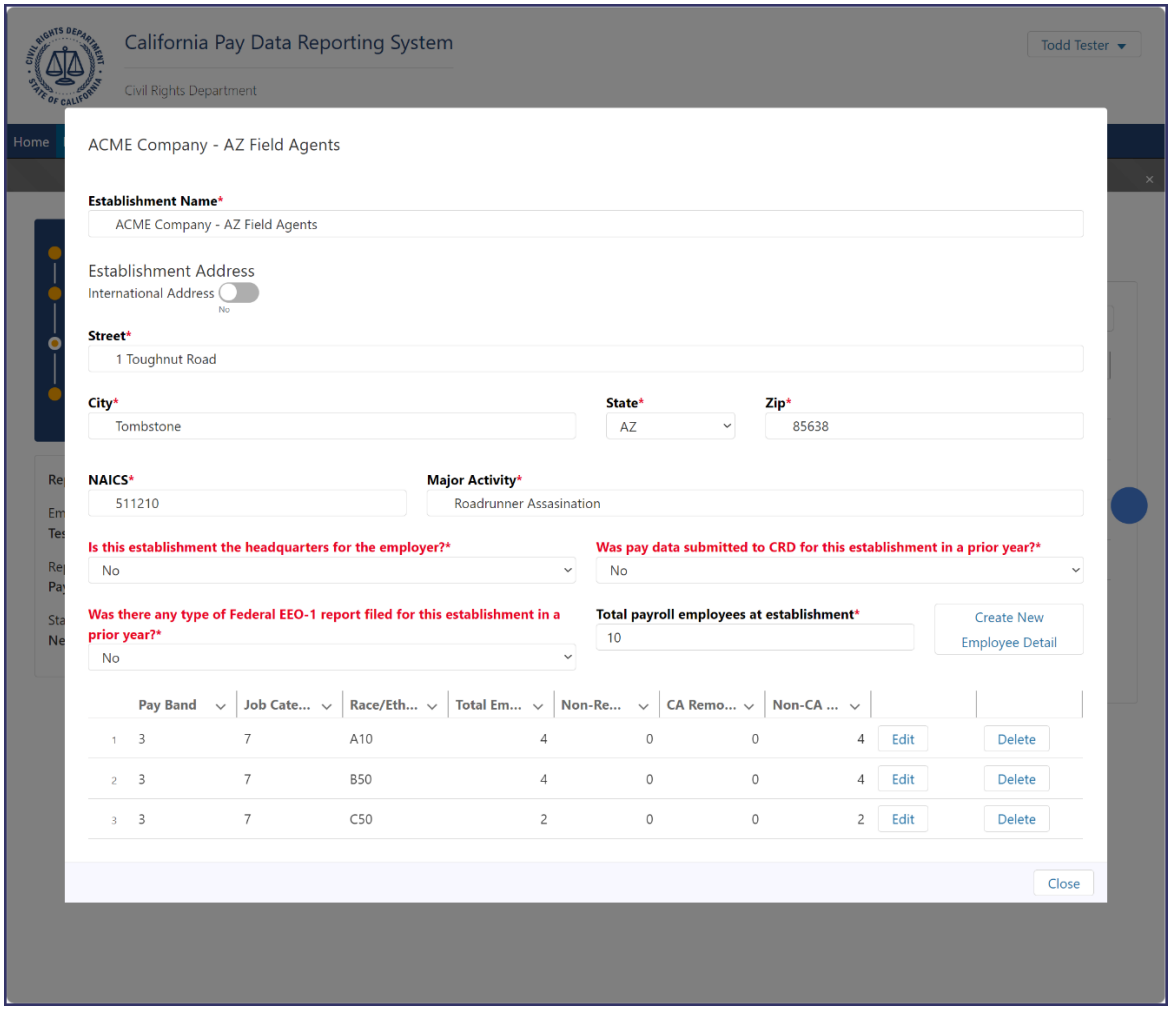
Entering Establishment Information Manually

- This page allows the user to enter Establishment information manually.

Actions Available

1. Enter or edit establishment information.
2. When data is correct, select the “Create” button to enter/update this data in the portal.

4.9 Establishment and Employee Detail Page



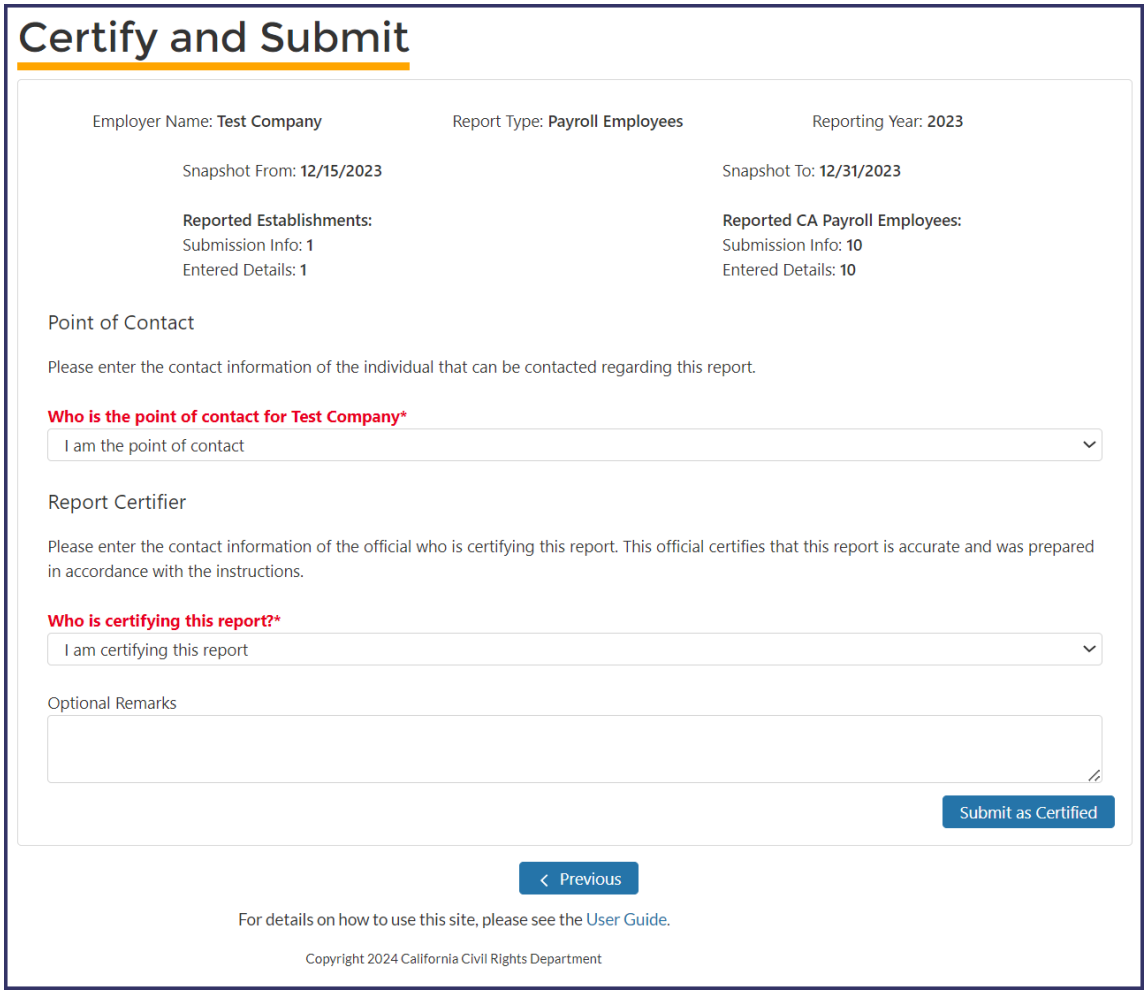
Establishment and Employee Detail Page

- This page displays the contents of the Employee Details assigned to a particular establishment.

Actions Available

1. View, edit, correct, and save information for the Employee Detail portion of a Section II data record.
2. Manually create and save the Employee Detail portion of a Section II data record.
3. Manually delete Employee detail records.

4.10 Certification and Submission Page



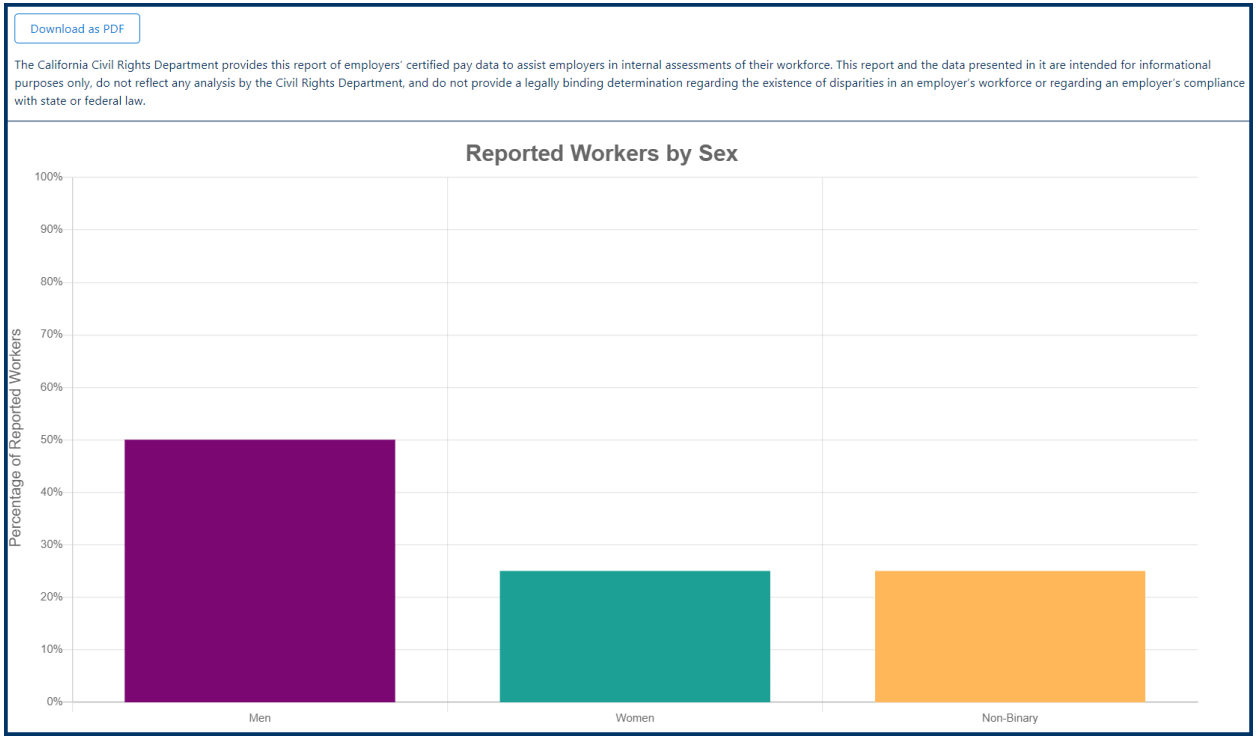
Certification and Submission

- After a Pay Data Report is uploaded or created manually, all validation errors are corrected, and the report is ready for submission to CRD, this page requires employers to certify the accuracy of the report for official submission to CRD.
- A Pay Data Report is not complete until it is certified by an official of the employer (not a third party).
- Contact information is captured for the point of contact for the employer.
- Contact information about the certifying official is captured.
- This page is the final step to complete the report.

Actions Available

1. Certify a Pay Data Report for final submission to CRD.
2. Click the links in the blue box in the upper left of the portal to navigate through your report.
3. Navigate back into the portal to update the Pay Data report by clicking the “Previous” button.

4.10.1 Certification and Submission Charts



Certification and Submission

- After certification is complete, the Portal will produce a graphical representation of your pay data.
- An email with proof of certification will be sent to the point of contact.

Actions Available

- Select "Download as a PDF" to download a PDF of this graphic report.

5. Logging Into the Portal

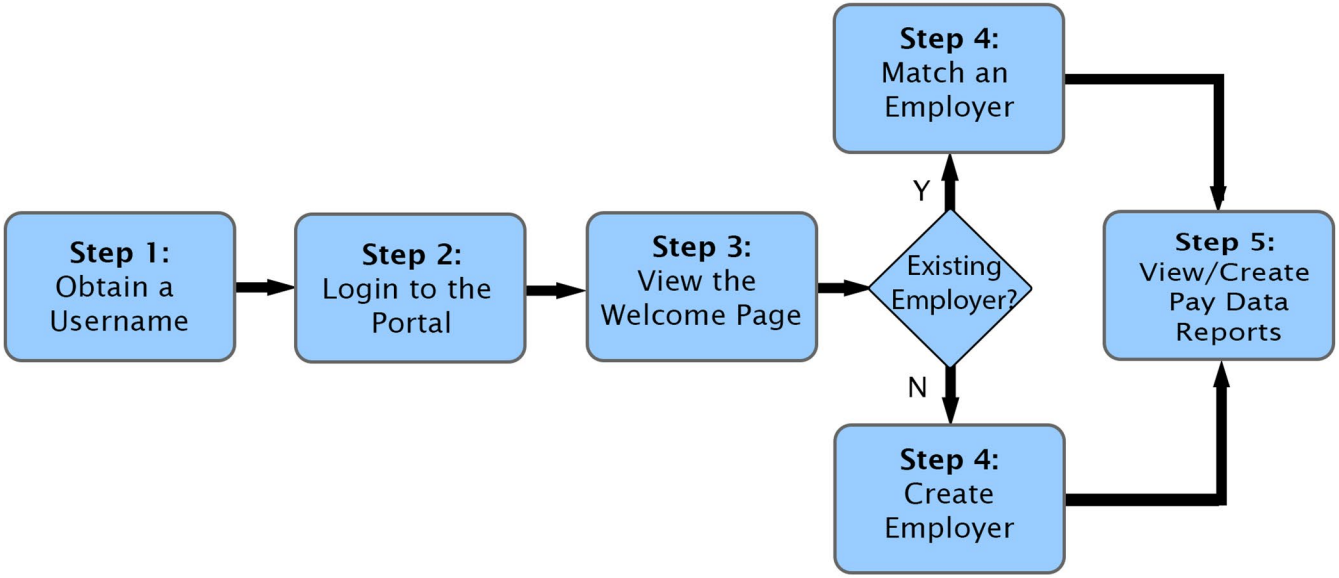
5.1 Option I: New User Login

Option I

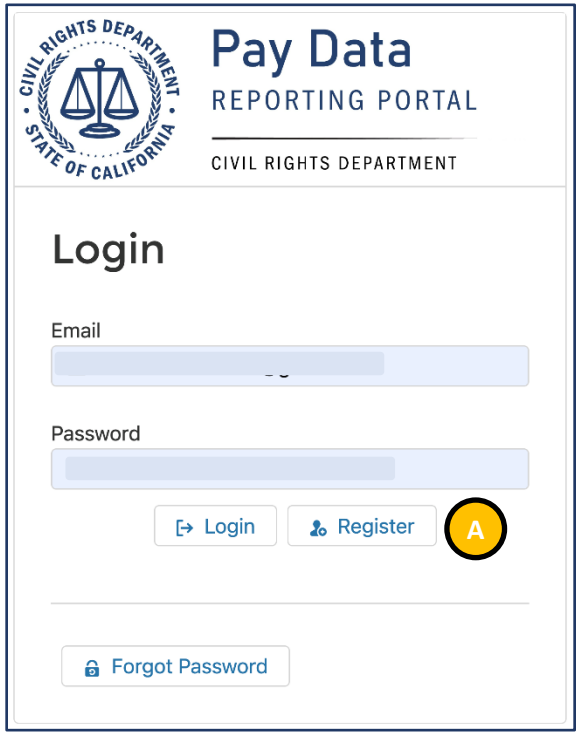
New User Login

This option will be used by each user accessing the Pay Data Portal for the first time. For returning users, refer to Option II: Returning User Login.

The flow diagram below shows the steps a first-time user will follow to submit their pay data report. Detailed instructions for completing each step are provided on the following pages.

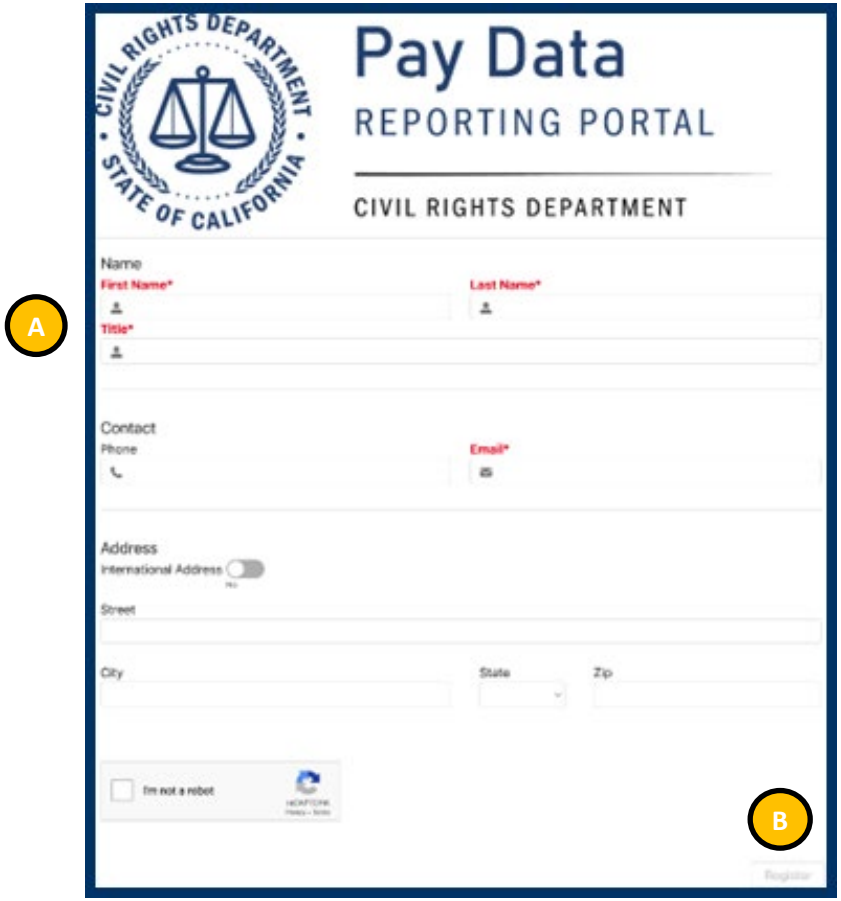


5.1.1 Step 1: Obtain a Username



A

- Select “Register”



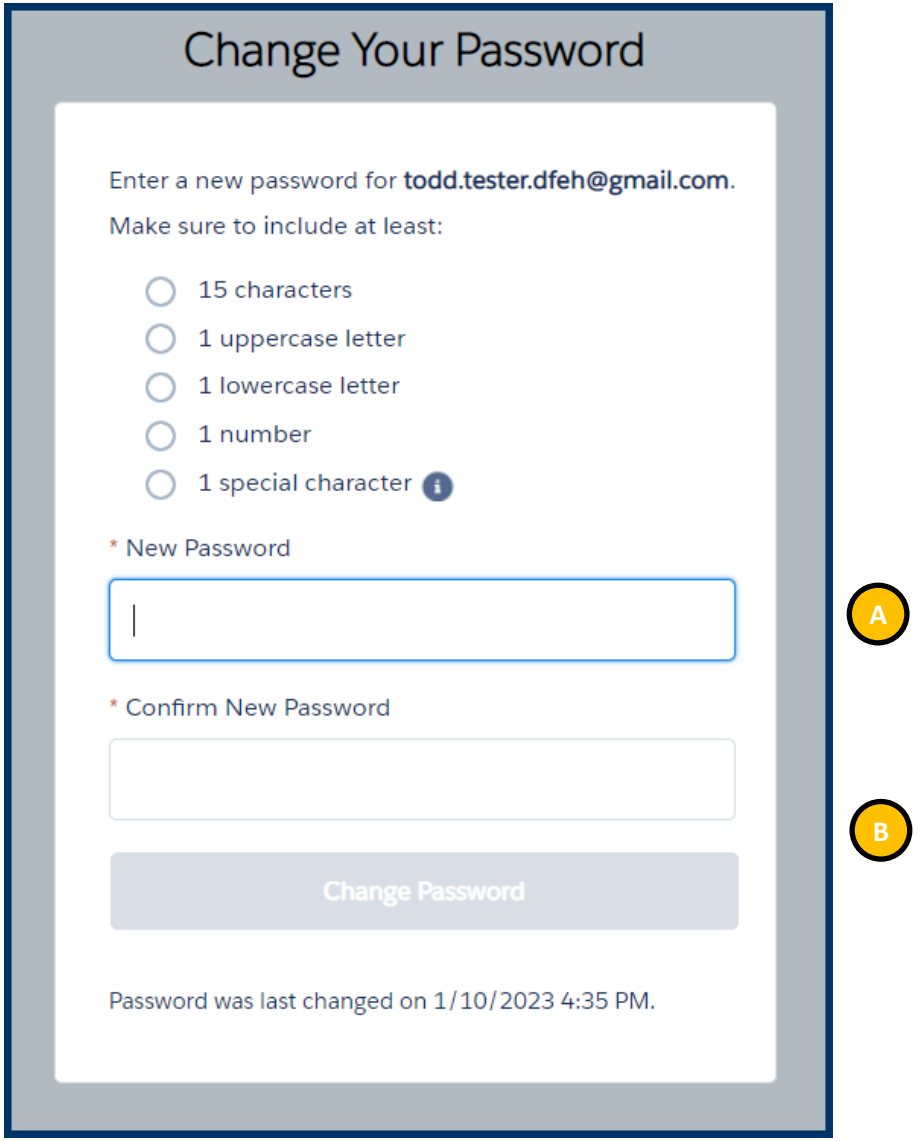
A

- Enter the new user's **First Name**, **Last Name**, **Title**, and **Email** to begin the registration process.

B

- Select "Register" to register.
- The Portal will send a verification link to the provided email address.
- Open the email from California Pay Data Reporting System
- Securely record the Username as it will be required when re-entering the Portal to view or edit pay data.
- Follow the provided instructions and select the secure link.

5.1.2 Step 2: Login to the Portal



A

- Enter a **New Password**, verifying the security requirements are met.
- Re-enter the password in the **Confirm New Password** field.
- The password must be at least 15 characters, include an uppercase letter, a lowercase letter, a number, and a special character.

B

- Select "Change Password" to set the password for accessing the Portal.
- Securely record the Password as it will be required when re-entering the Portal to view or edit pay data.

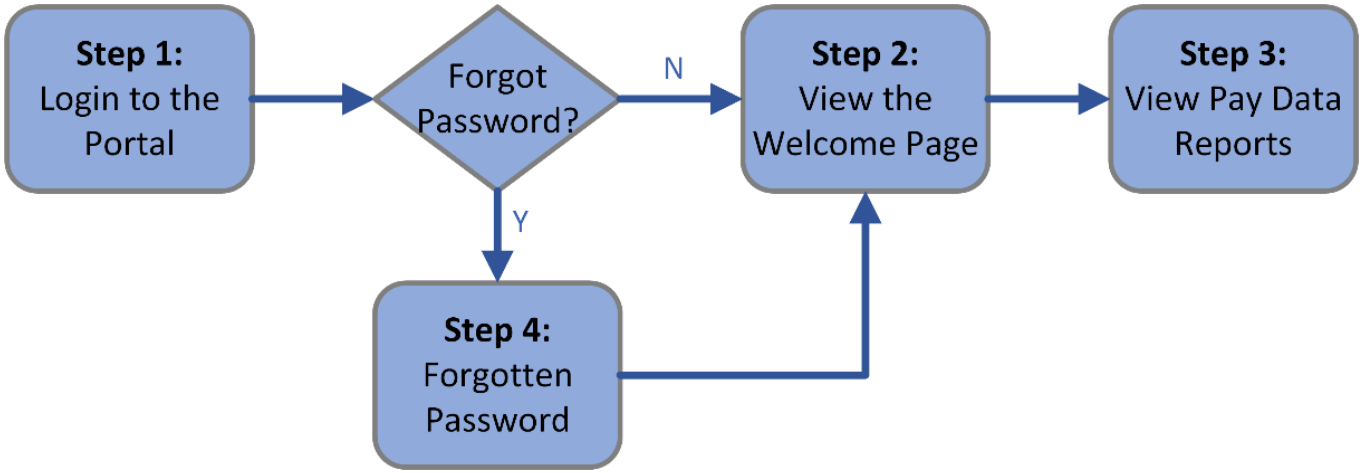
5.2 Option II: Existing User Login

Option II

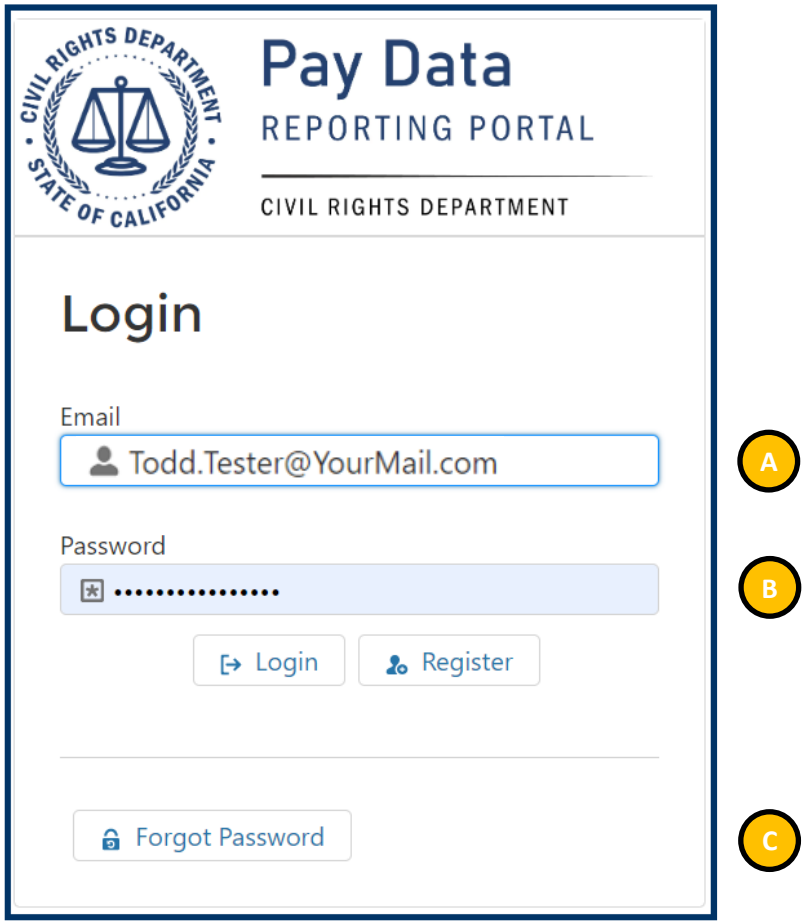
Existing User Login

This option will be used by each user returning to the Pay Data Portal after their initial login. For first-time users, refer to Option I: New User Login.

The flow diagram below shows the steps a user will follow to re-enter the portal to view and submit their pay data reports. Detailed instructions for completing each step are provided on the following pages.



5.2.1 Step 1: Login to the Portal



A

- Enter the **Username** created when first accessing the Portal.
- Enter the **Password** created when first accessing the Portal.

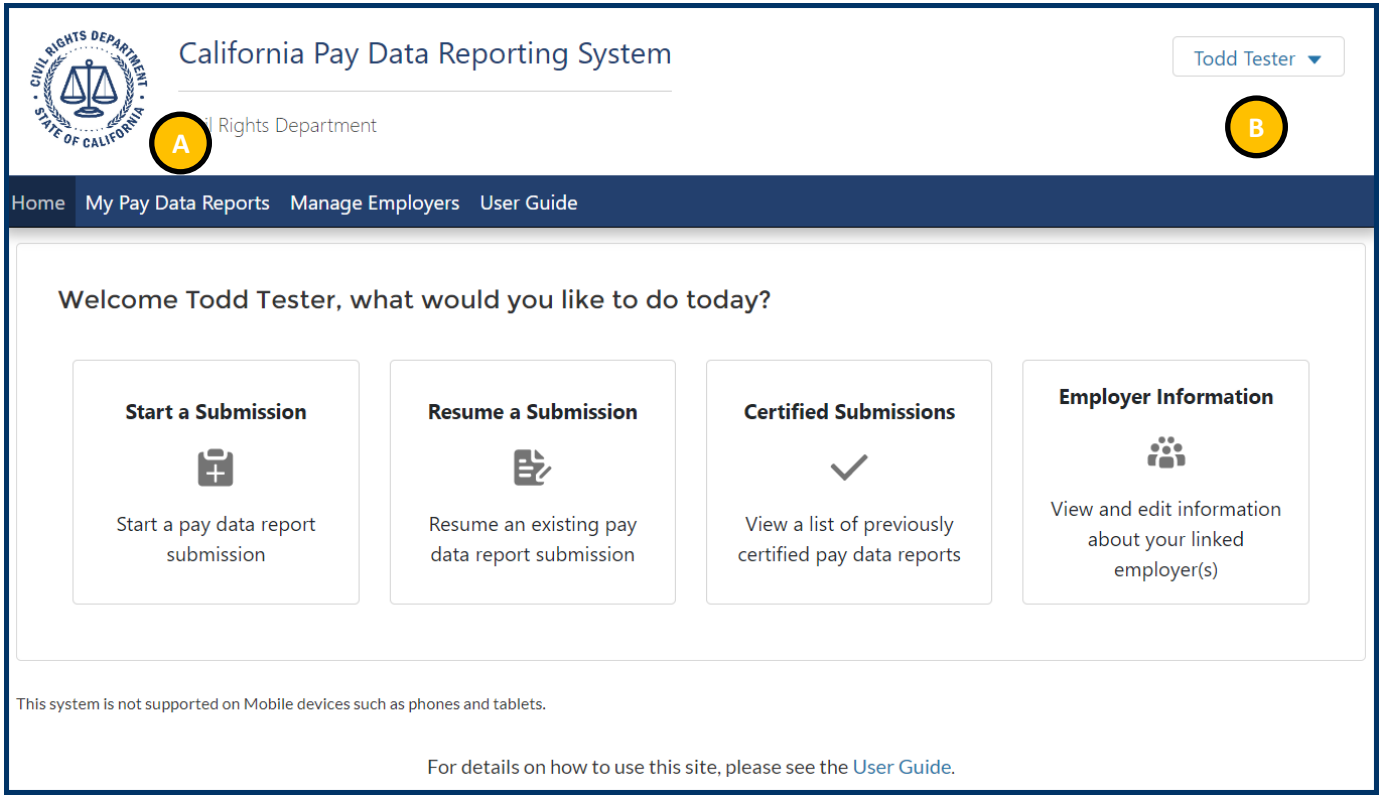
B

- Select "Login"

C

- In the event of a lost password, select "Forgot Password."
- See Step 4 for details.

5.2.2 Step 2: View the Welcome Page



- The Welcome Page gives the user several options for navigating the Pay Data Portal. Both the menus at the top of the page and the button in the body of the page are used to navigate.

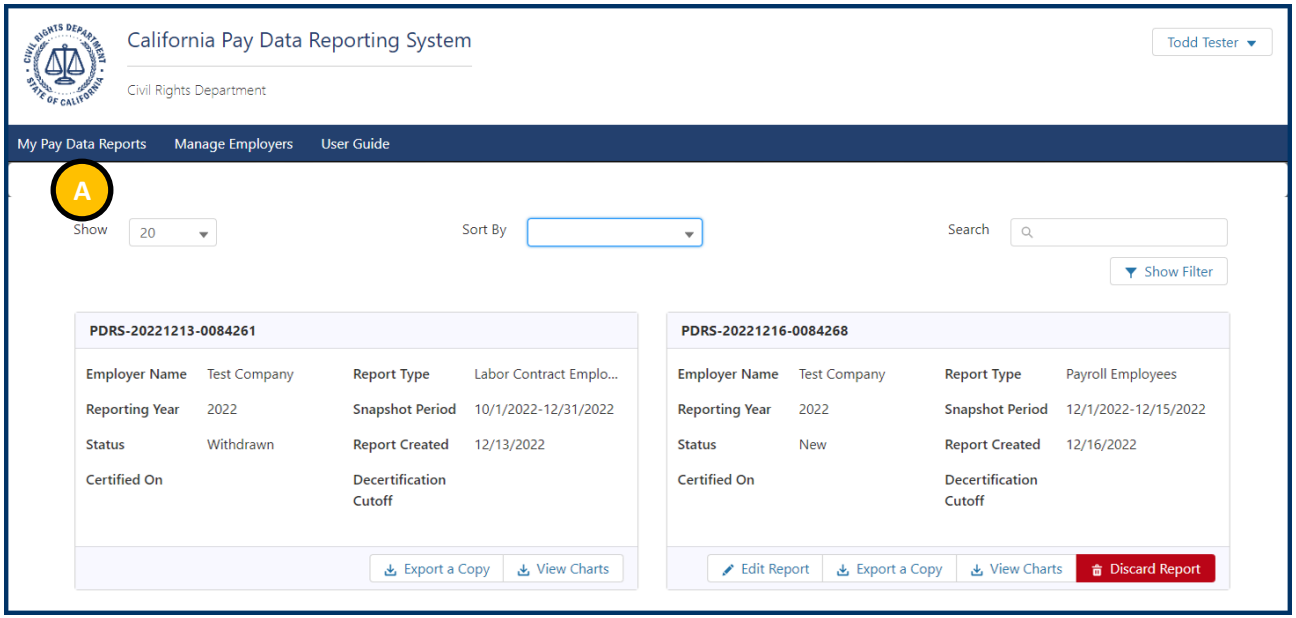
A

- Select “My Pay Data Reports” to view your pay data reports.

B

- Select “Log Out” under the Username to close your session and log out of the Portal.
- This is always available throughout the Portal.

5.2.3 Step 3: View Pay Data Reports



A

- The portal will display all pay data reports associated to the user.

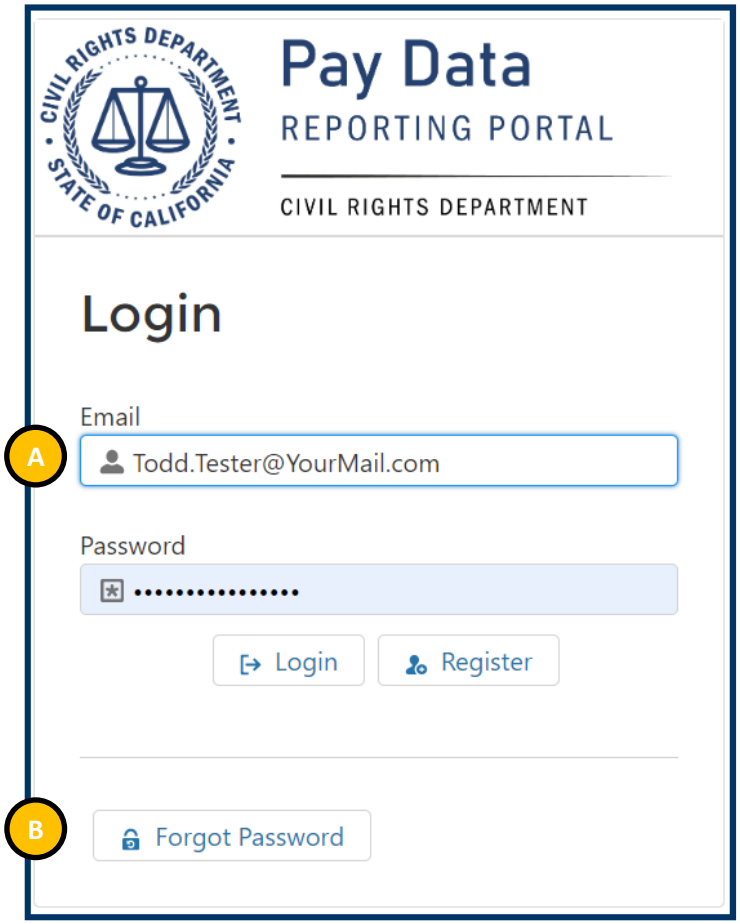
Actions Available

1. Pay Data reports can be Exported.
2. Pay Data reports can be Edited.
3. Pay Data Charts can be Viewed.
4. Reports can be Decertified or Discarded.

!

Both types of Pay Data reports are listed on the My Pay Data Reports page. All actions are applicable to Payroll Employee Reports and Labor Contractor Employee Reports.

5.2.4 Step 4: Forgotten Password

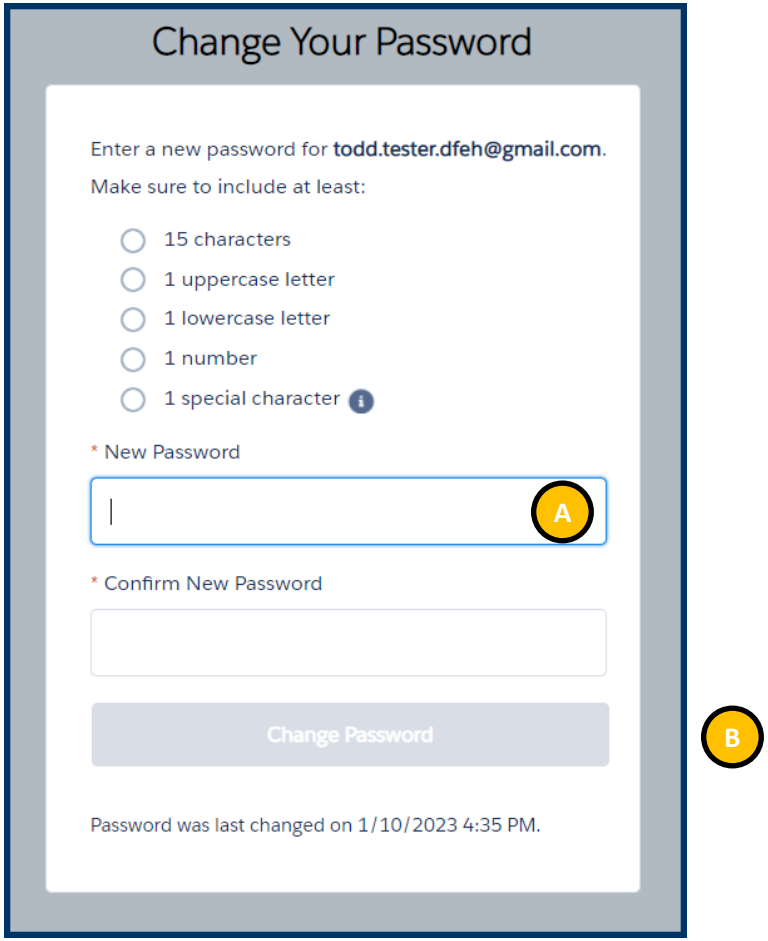


A

- Enter the **Username** created when first accessing the Portal.

B

- Select “Forgot Password.”
- The Portal will send a verification link to the provided email address.
- Open the email from California Pay Data Reporting System.
- Follow the provided instructions and select the secure link.



A

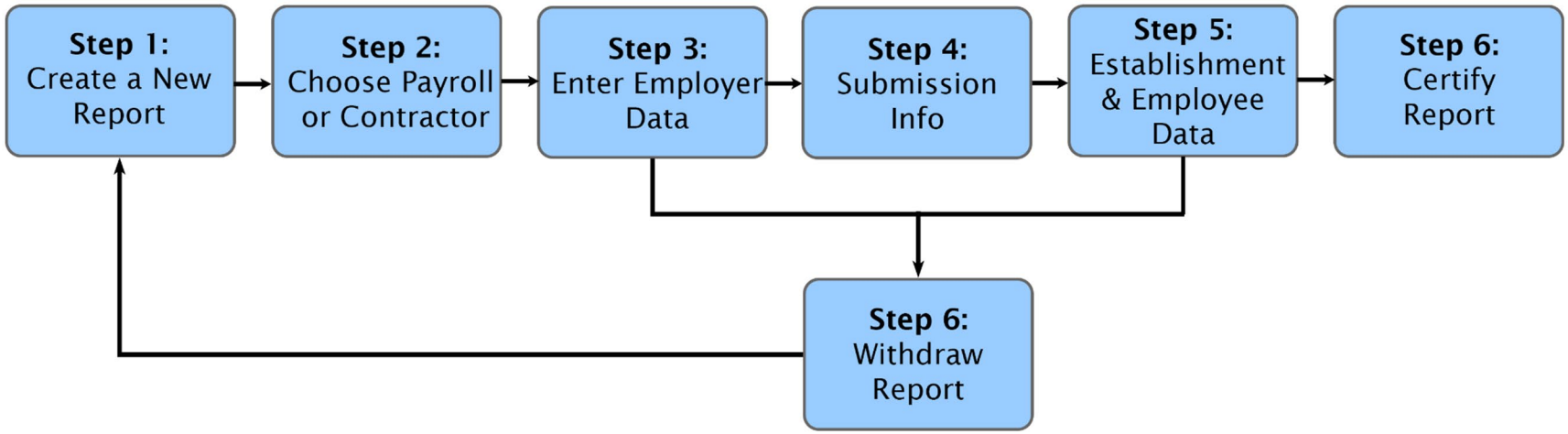
- Enter the **New Password**, verifying the security requirements are met.
- Re-enter the password in the **Confirm New Password** field.
- The password must be at least 15 characters, including an uppercase letter, a lowercase letter, a number, and a special character.

B

- Select “Change Password” to set the password for accessing the Portal.

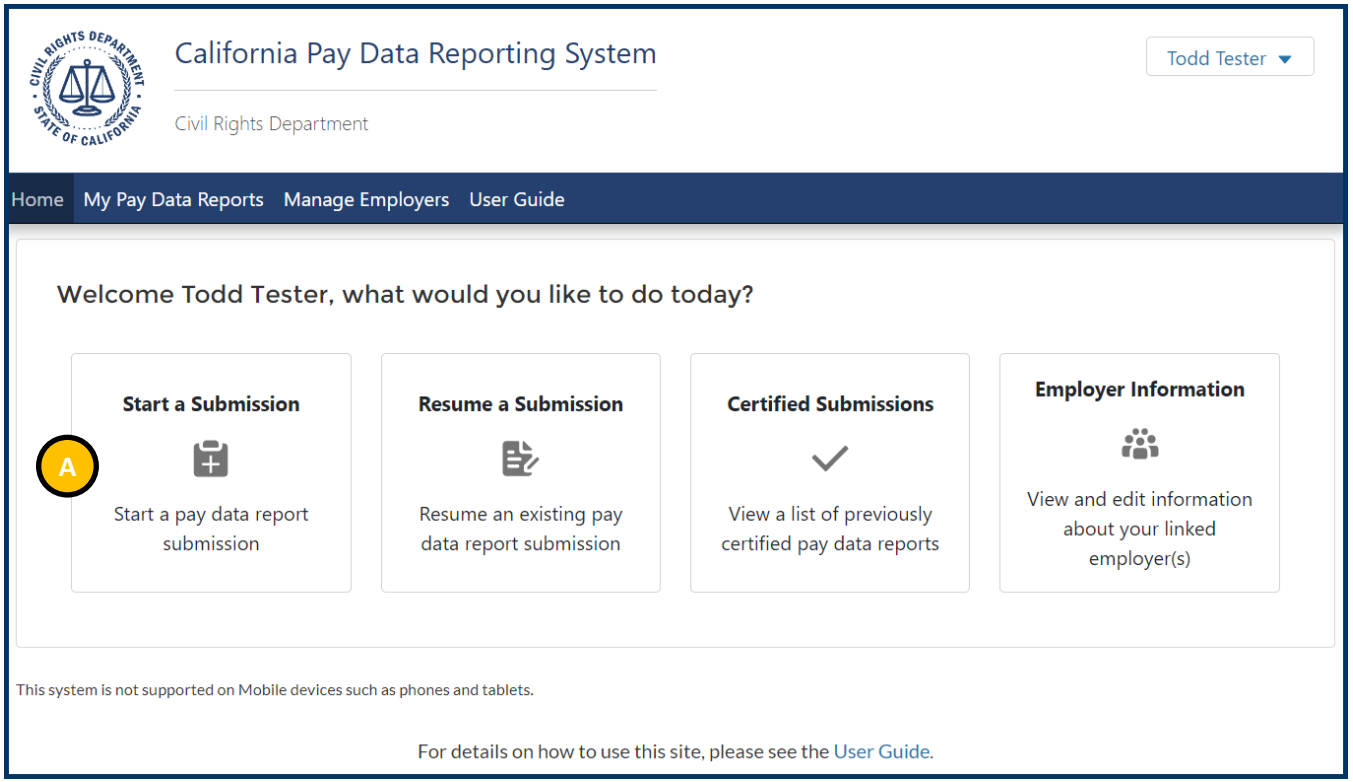
6. Submitting the Pay Data Report

As discussed in Section 2, Basic Structure of the California Pay Data Report, the pay data report consists of employer information, submission information, establishment information, and employee details. After creating a new report (Step 1) and selecting the type of report (Step 2), the user enters employer data (Step 3), followed submission information, and then the establishment information and the employee details (Step 4). The report can then be certified (Step 5) or withdrawn at any time (Step 6).



6.1 Create a New Report

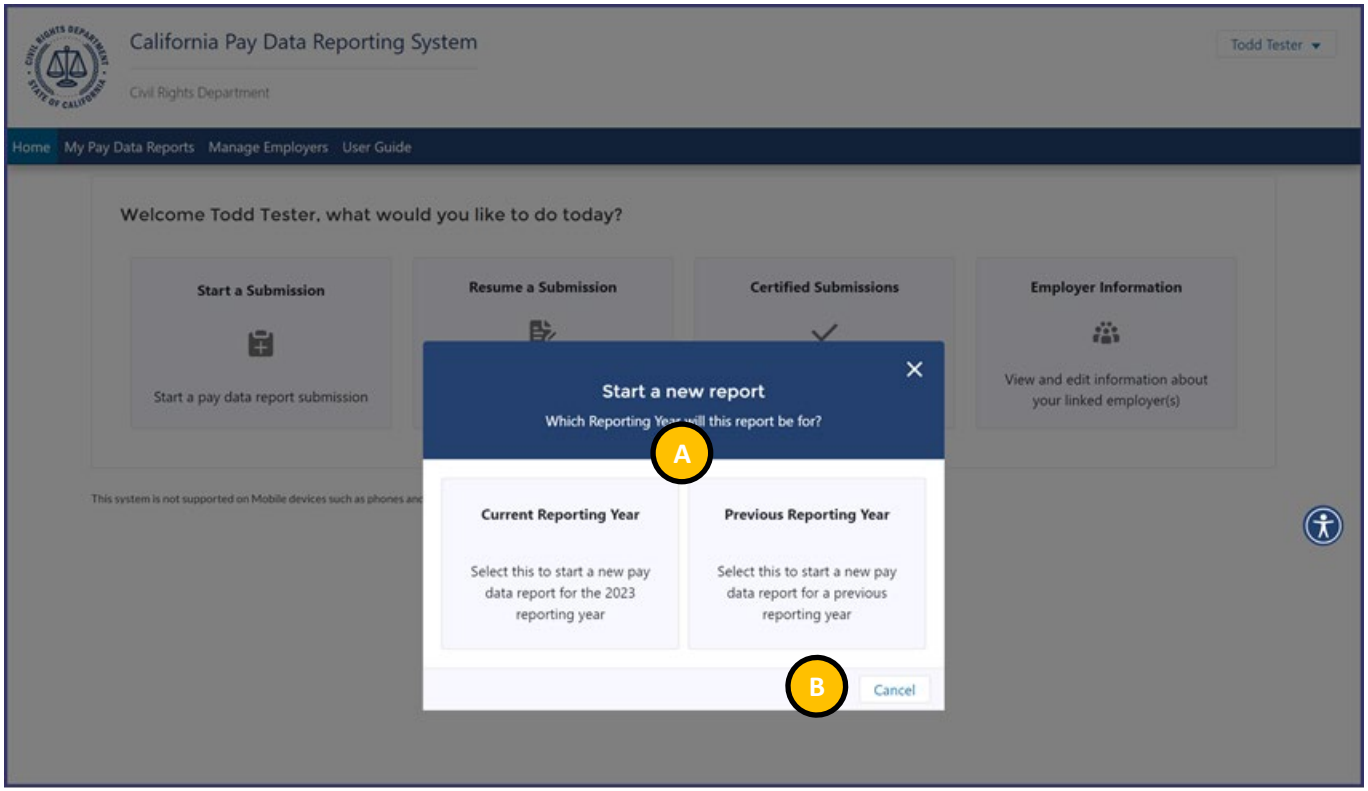
6.1.1 Step 1: Start a Submission



A

- Click “Start a Submission” to begin your report.

6.1.2 Step 2: Select Reporting Year



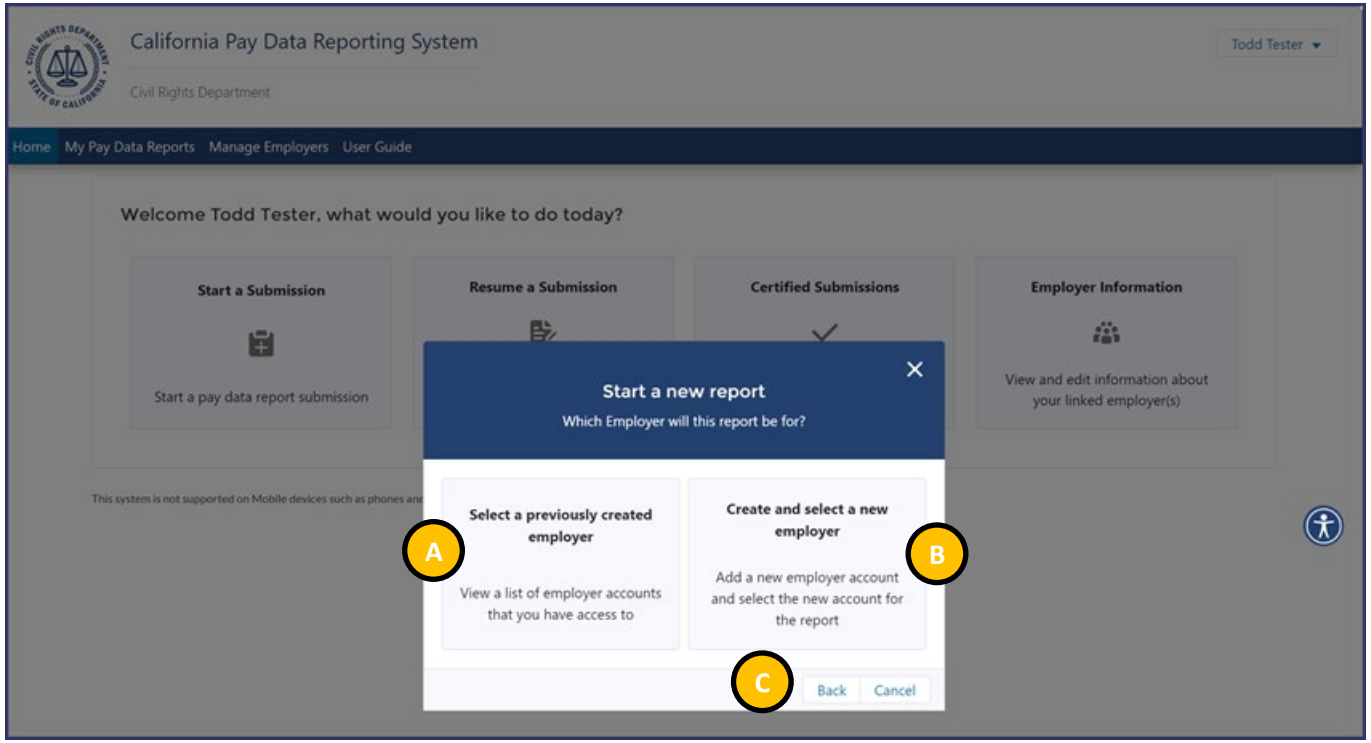
A

- Select the reporting year for your report.

B

- You may click the Cancel Button to cancel and exit.

6.1.4 Step 4: Employer Selection



A

- Click “Select a previously created employer” if you are submitting a report for a previously created employer account.

B

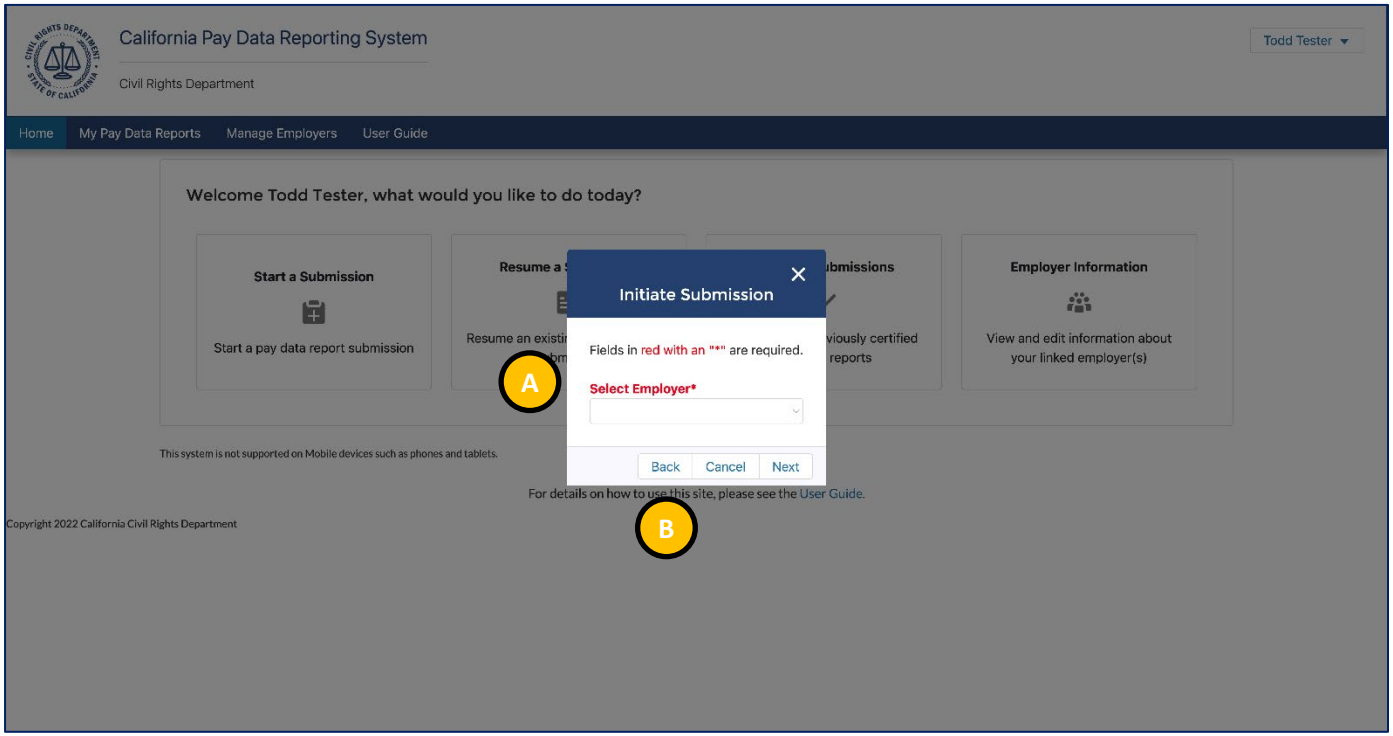
- Click “Create and select a new employer” if you are submitting a report for a new employer account.

C

- Click the Back Button to choose between submitting a current year report or previous year report.
- Click the Cancel Button to cancel and exit.

If there is not a match with an existing employer, a new employer is created.

6.1.5 Step 4a: Select an Existing Employer



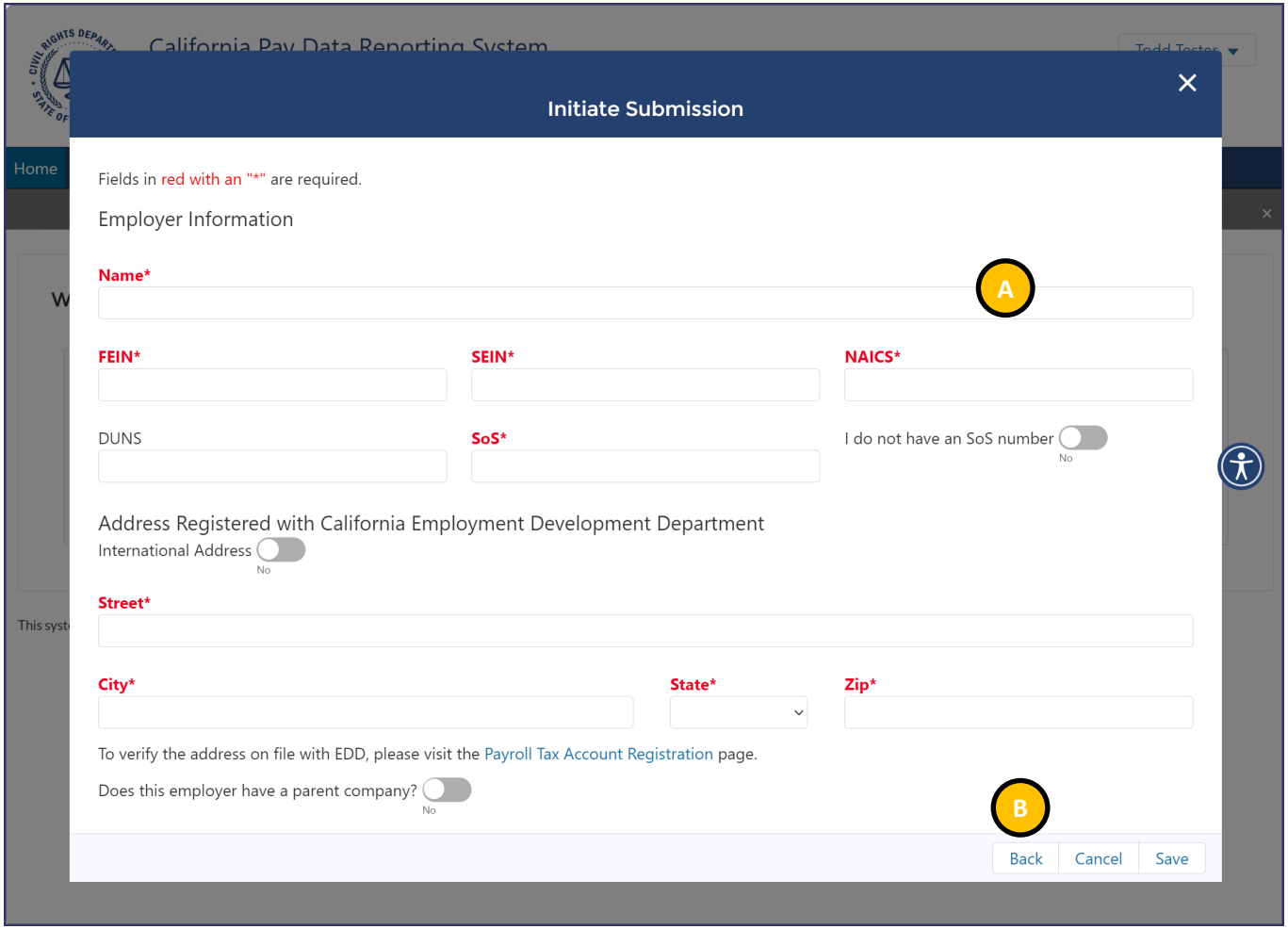
A

- Select the Employer from the dropdown menu.

B

- Click the Back Button to display the previous page.
- Click the Cancel Button to cancel and exit.
- Click the Next Button to display the Contractor page.

6.1.6 Step 4b: Create a New Employer



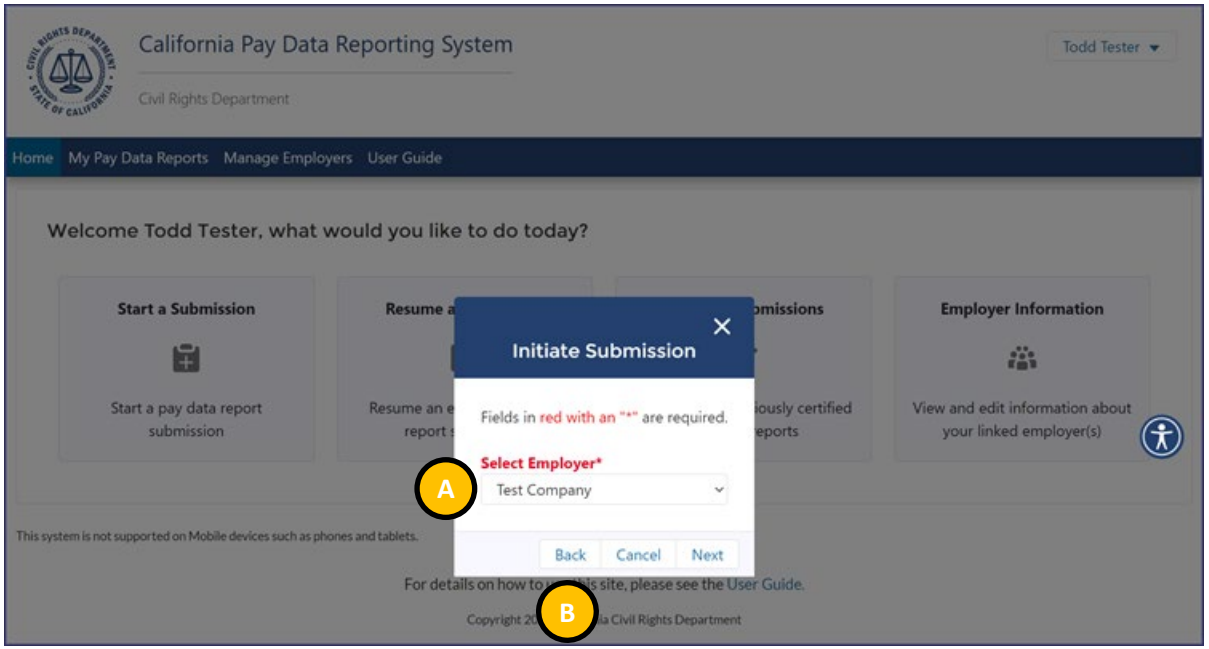
A

- Complete the Employer Information Form.
- Fields in red with an "*" are required.

B

- Click the Back Button to display the previous page.
- Click the Cancel Button to cancel and exit.
- Click the Next Button to display the Contractor page.

6.1.7 Step 5: State of California Contractor Information



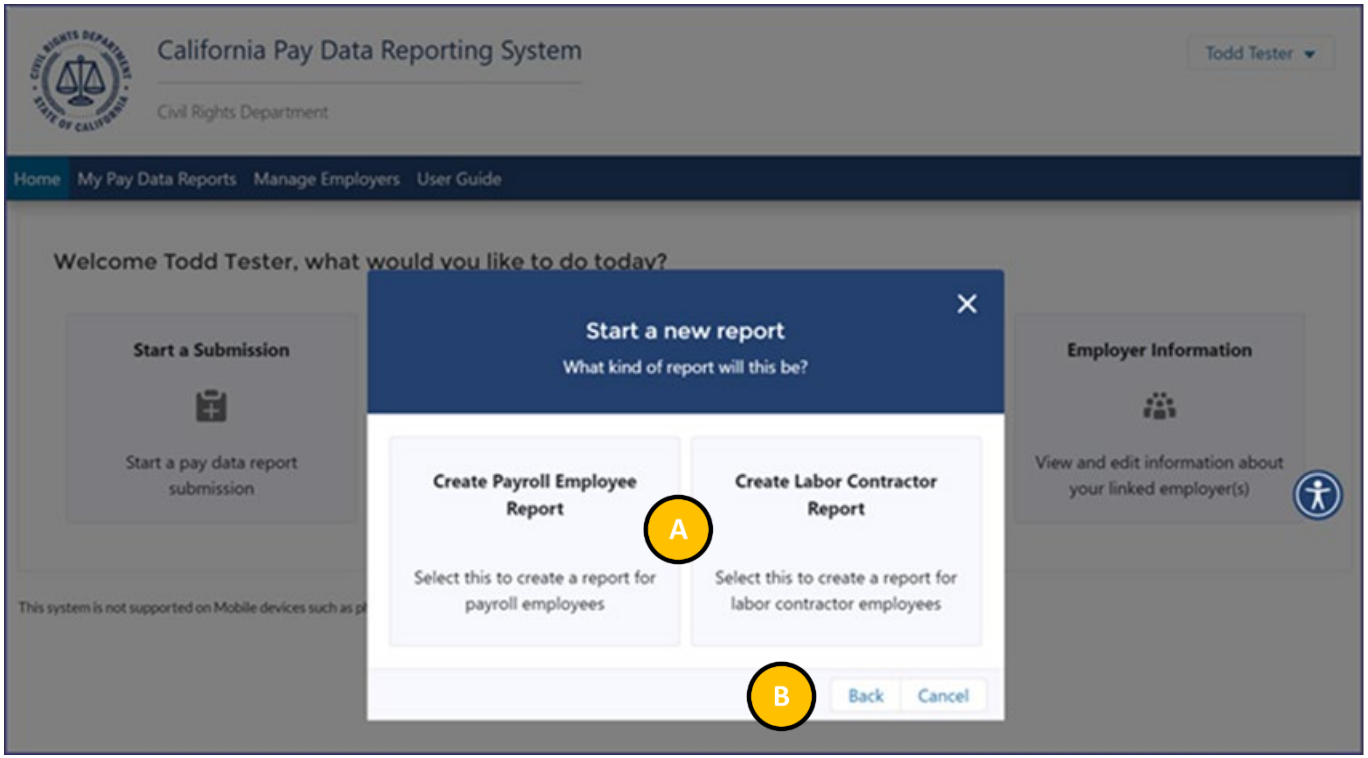
A

- Select from a list of previously created employers.

B

- Click the Back Button to display the previous page.
- Click the Cancel Button to cancel and exit the portal.
- Click the Next Button to move forward through the portal.

6.1.8 Step 5a: Determine if Payroll Employee or Labor Contractor Employee Report



A

- Choose between submitting a Payroll Employee Report or Labor Contractor Employee Report.

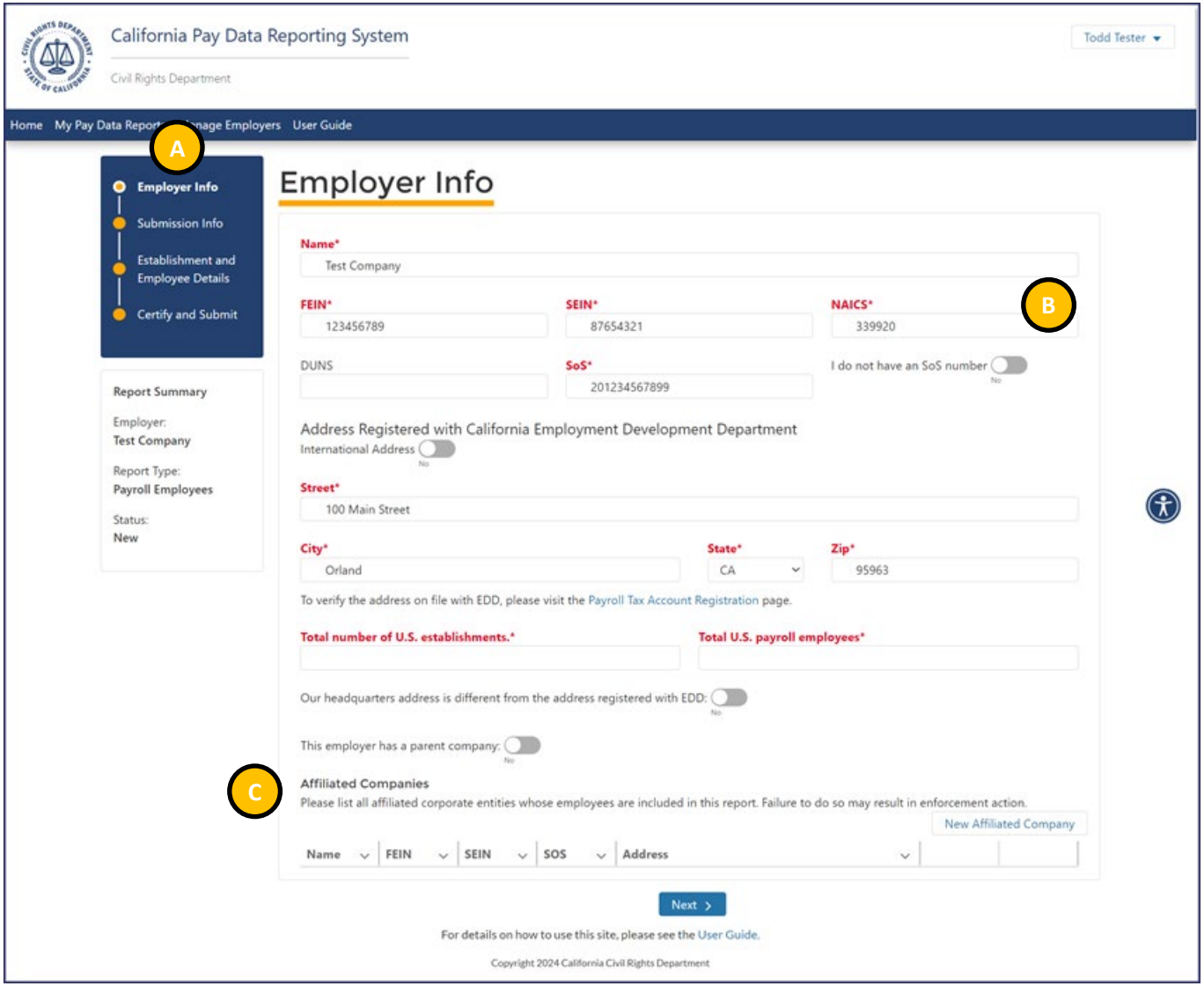
B

- Click the Back Button to display the previous page.
- Click the Cancel Button to cancel and exit.

!

SB 1162 requires employers report their labor contractor employees if they employ 100 or more employees hired through labor contractors. Filing a Labor Contractor Employee Report requires additional information not required as part of a Payroll Employee Report.. For a detailed explanation of the filing requirements for labor contractor employee reporting, refer to the FAQ for pay data reporting here: https://calcivilrights.ca.gov/paydatareporting/faqs/. Excel templates and CSV examples for both Payroll Employee Reports and Labor Contractor Employee Reports are available here: https://calcivilrights.ca.gov/paydatareporting/.

6.2 Enter Section I: Employer Information Data



A

- Navigation Panel: Each sub-header corresponds to a step required to complete the pay data report submission.
- Clicking on a sub-header will display that step's section.

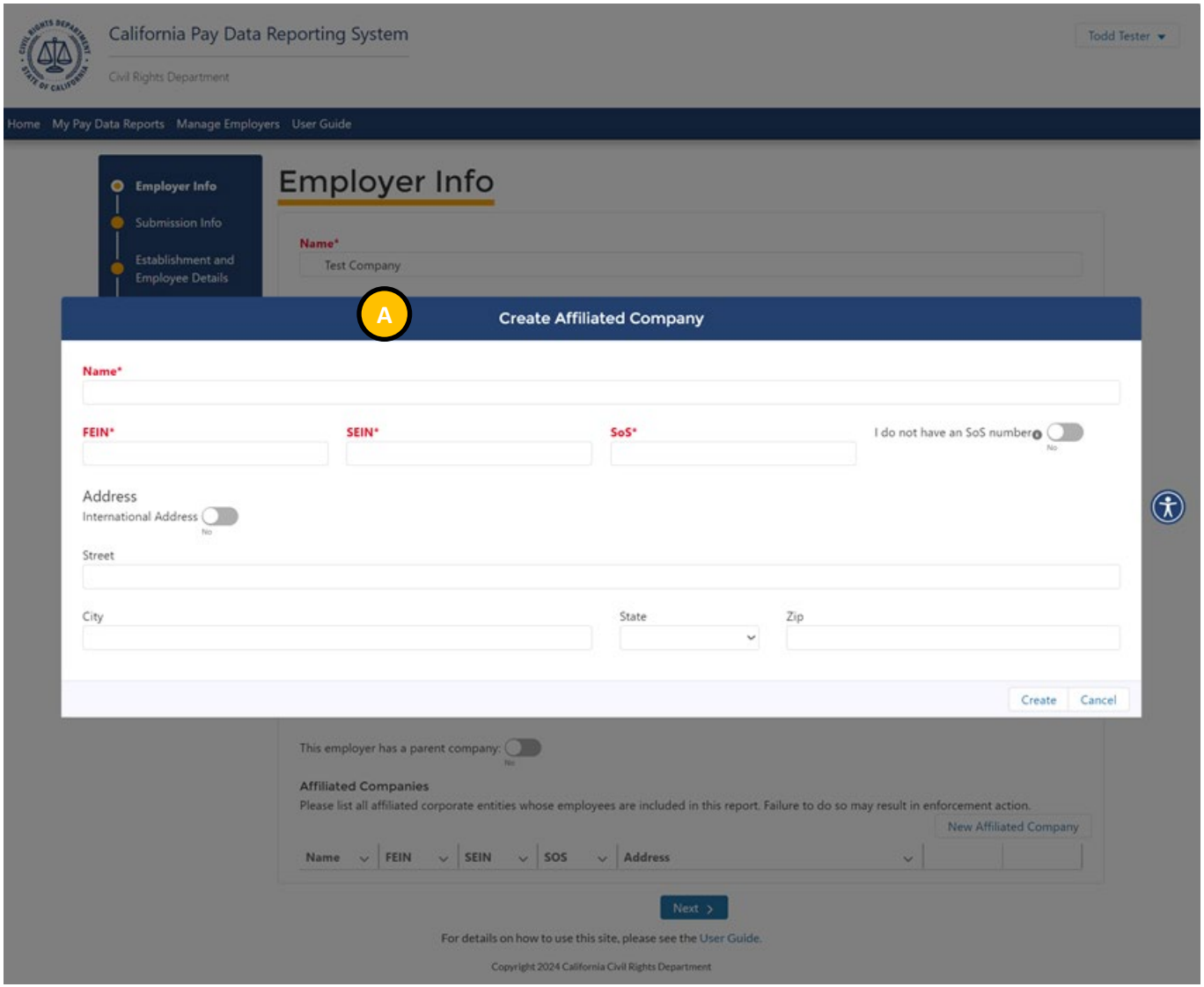
B

- Enter all required information in the pop-up window.
- Note: Many of the fields will be auto-filled from the Employer Account Information. However, if there are any discrepancies, please correct them here before moving forward.
- Required fields are denoted with a red asterisk (*) at the beginning of the field name.
- Two toggle buttons allow you designate this Employer location as the headquarters and a parent company.

C

- If multiple entities are being reported on in a single pay data report, each affiliated company must be listed here.

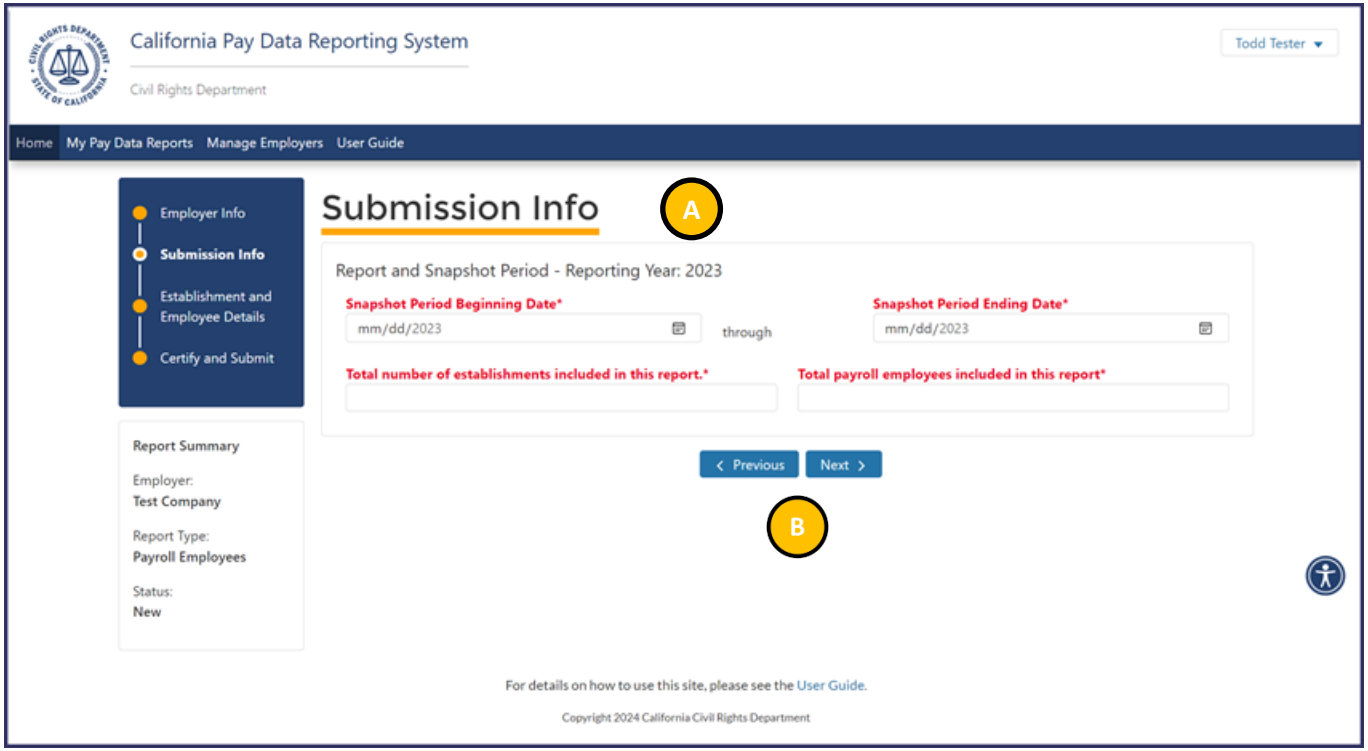
6.2.1 Enter Section I: Adding Affiliated Entities to a Pay Data Report



A

- If parent companies are including their affiliates in their Pay Data report, they are required to list these affiliates.

6.2.2 Enter Section I: Submission Information and Snapshots



A

- Enter all required information on the page.
- Employers declare a Snapshot date which represents a single pay period between October 1 and December 31.
- Required fields are denoted with a red asterisk (*) at the beginning of the field name.

B

- Click the Previous Button to display the Employer Info Section.
- Click the Next Button to display the Establishment and Employee Details Section.

The Submission Info page has been simplified from previous years. The Submission Info page is only asking for the number of establishments that included California employees and California Employees.

If you are filing a Labor Contractor Employee Report you will not have the option to enter in Snapshot dates here. The Snapshot dates will be collected when Section II data is collected. For a detailed description of how Labor Contractor Employee Snapshots work please refer to the FAQ at: https://calcivilrights.ca.gov/paydatareporting/faqs/

6.3 Enter Section II: Establishment Information & Employee Detail Data

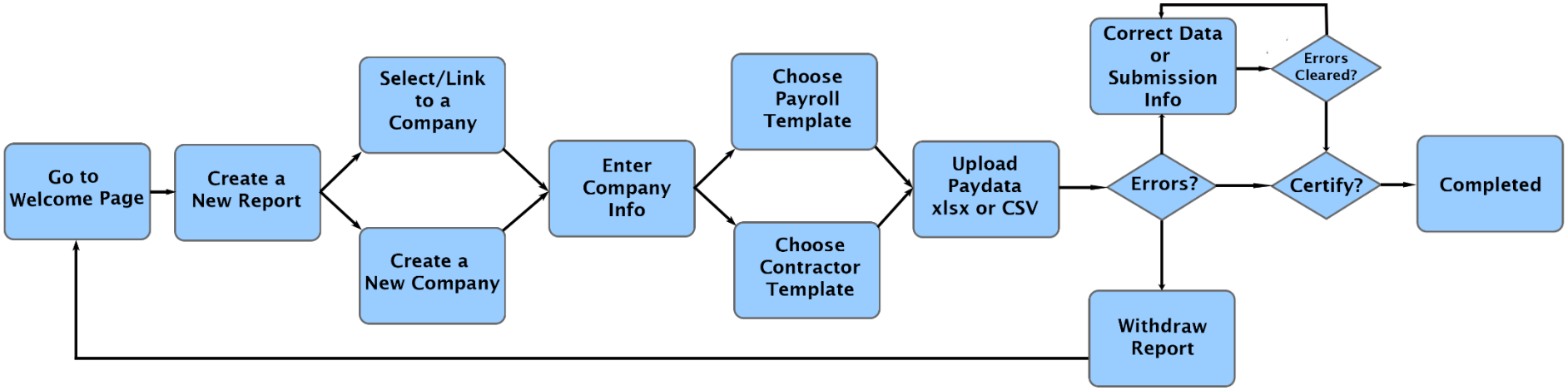
6.3.1 Option I: Create a Report by Uploading an Employer-Prepared Excel or .CSV File

Option I

Create a Report by Uploading Employer-Prepared File

This option is for employers that choose to download and prepare the Pay Data Report template (Excel) or produce a .CSV file containing the information required in the Pay Data Report. For details on preparing the Excel or .CSV files, see: Appendix A: Building the CA Pay Data Report Excel File or Appendix B: Building the CA Pay Data Report .CSV File

The flow diagram below shows the steps in Option I. Detailed instructions for completing each step are provided on the following pages.

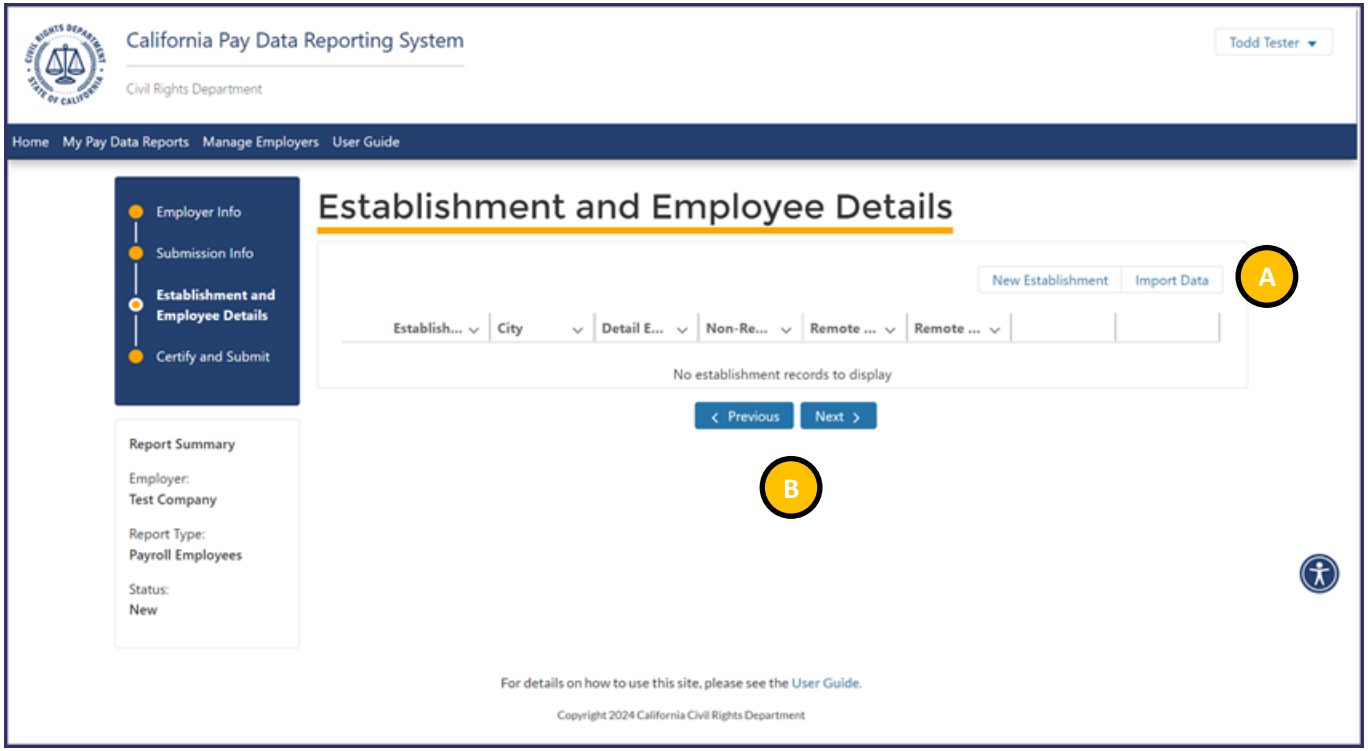


!

The above diagram describes how to correct data errors found in uploaded files. After corrections are made, employers are encouraged to download the updated data for their records (note that the Portal only provides Excel downloads).

Alternatively, employers can choose to fix data errors found by the Portal in their source files and then re-upload a corrected file. If so, withdraw the erroneous file and start over.

Upload Excel or CSV file



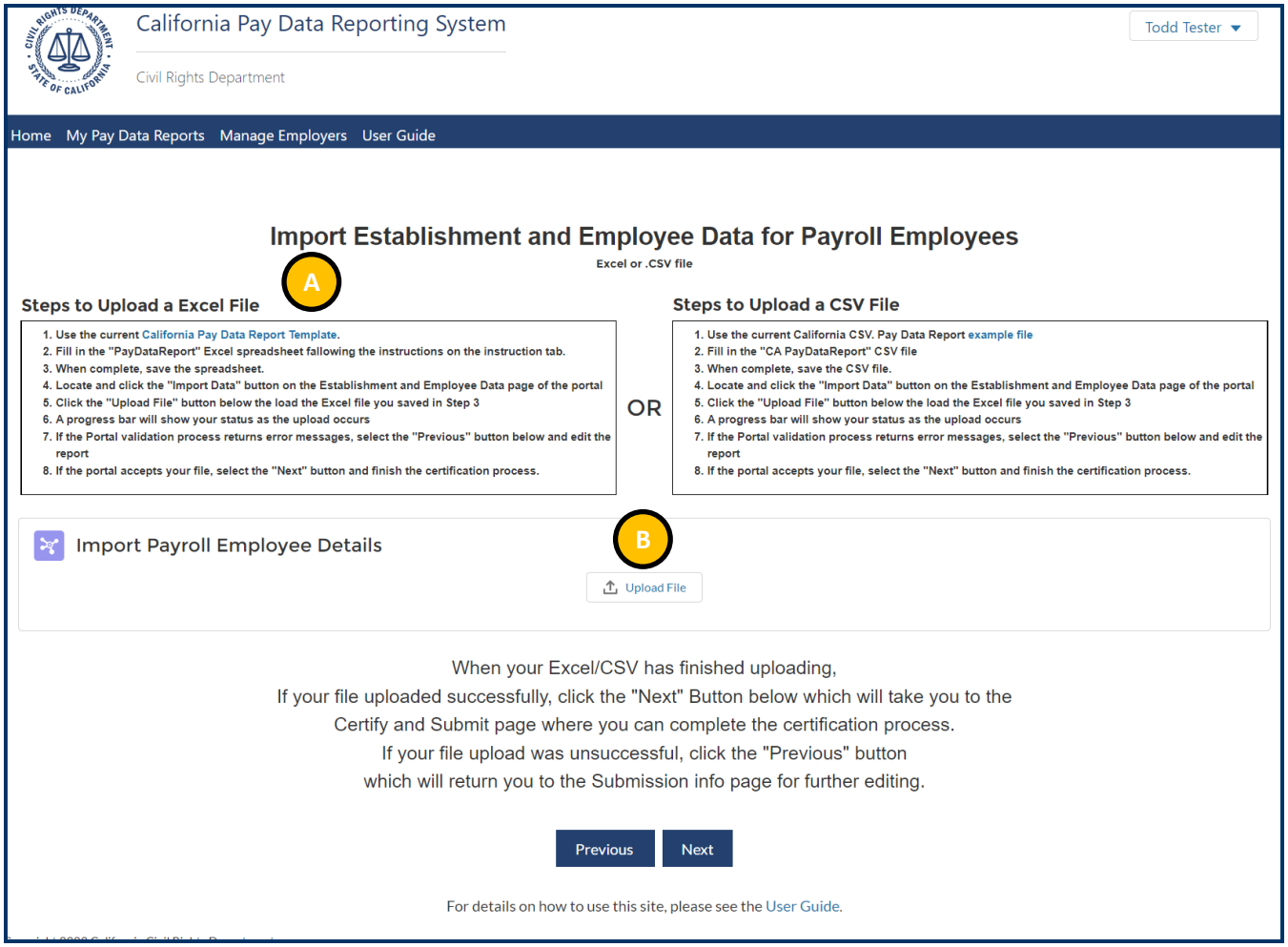
A

- Click the Import Data Button to upload an excel or csv. file. Note that if establishment and employee detail information already exists clicking this button will delete it to prevent duplicate reporting.

B

- Click the Previous Button to display the Submission Info Section.
- Click the Next Button to display the Certify and Submit Page.

6.3.2.1 Step 1: Prepare Excel or .CSV File



A

- Select “Download Template” and save the Pay Data Report Template (Excel) on a local computer.
- Fill in the required data consistent with the instructions provided in the template (and in Appendix A).
- Alternatively, employers can skip downloading the template and prepare a .CSV file consistent with the instructions in Appendix B.

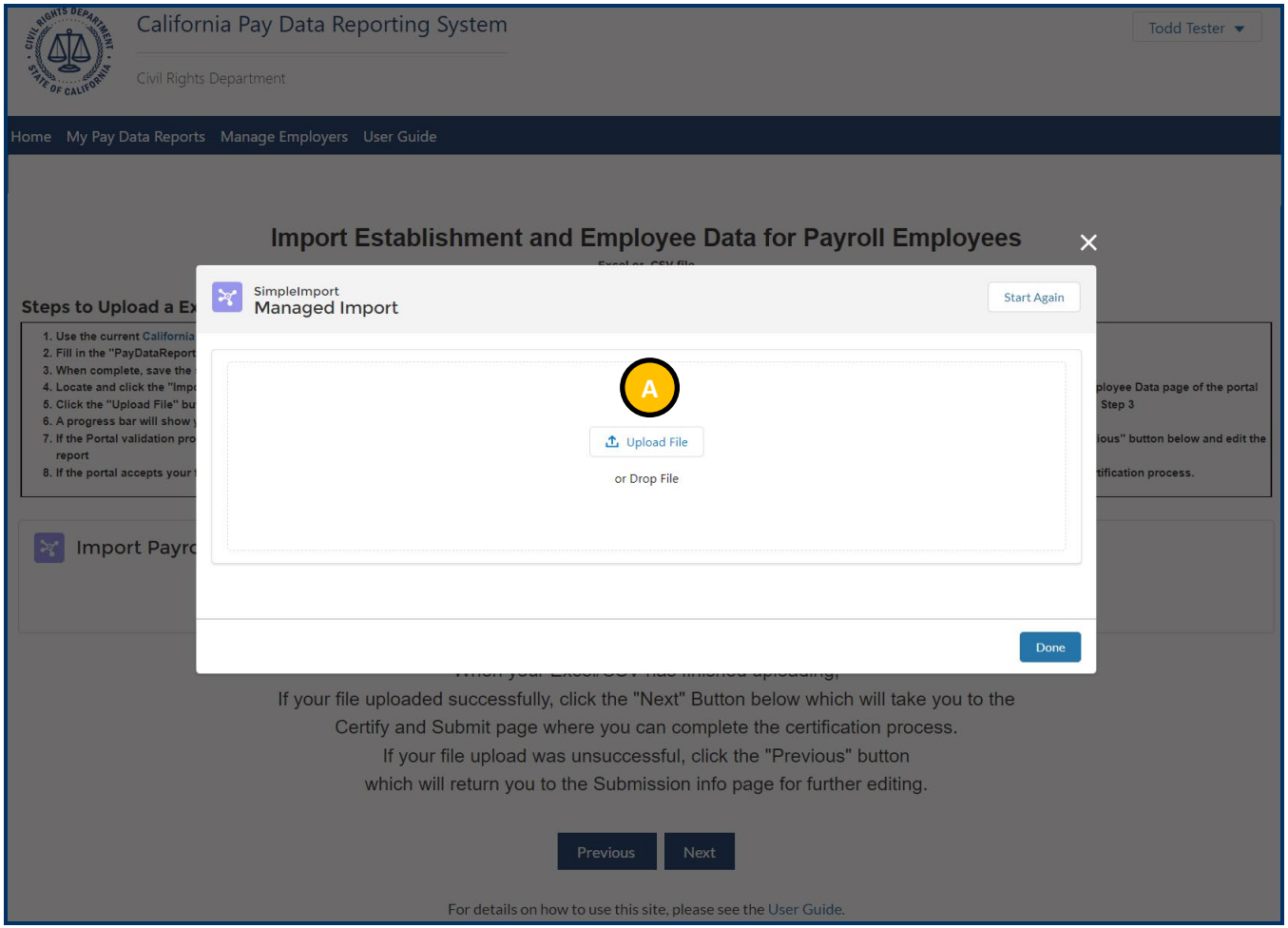
B

- The prepared Excel or .CSV file can be uploaded directly into the Portal.
- Select “Upload Data File” to begin the process.

!

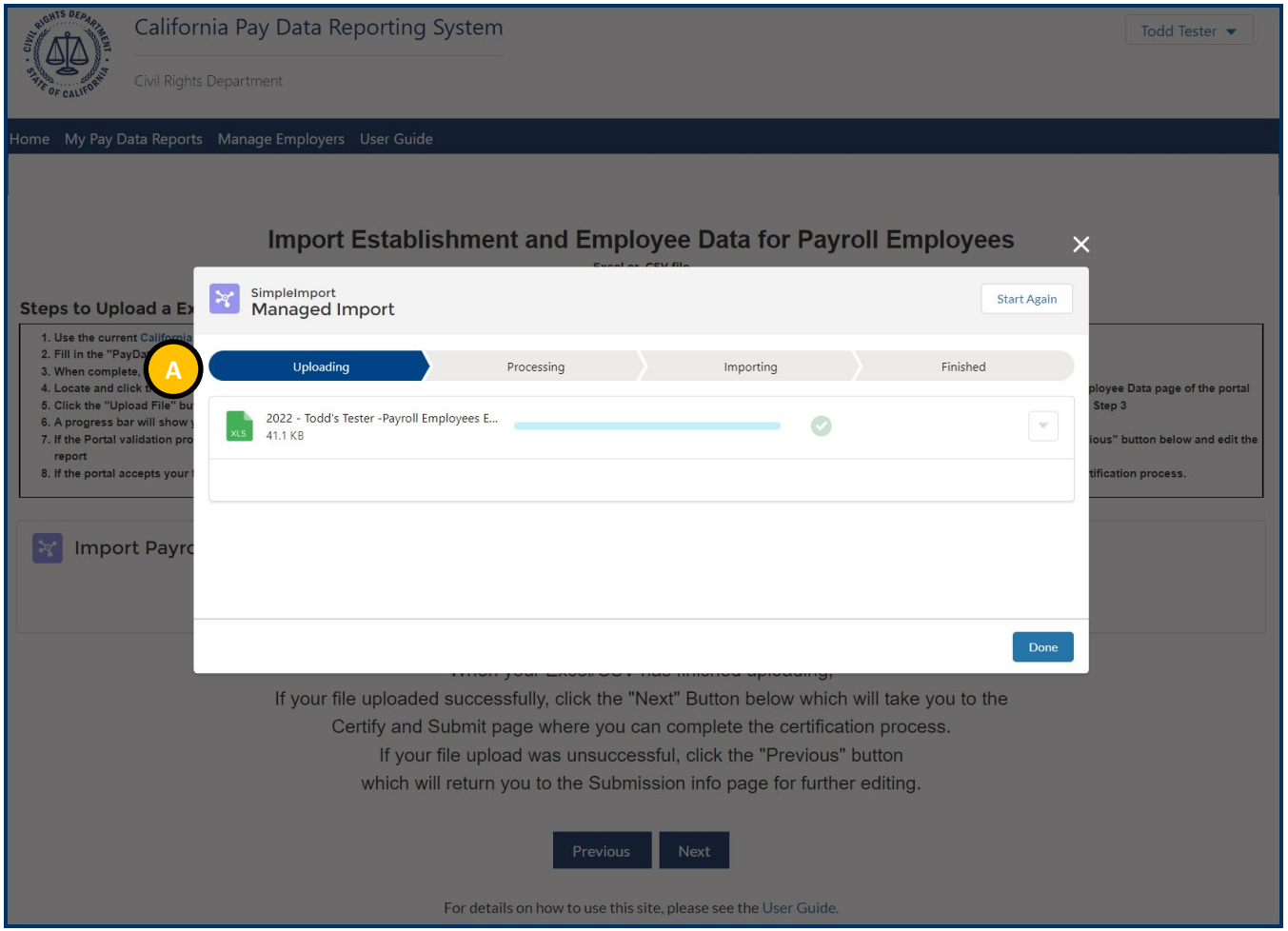
Ensure you are using the correct template for the report that you are filing. If you are filing a Payroll Employee Report, use the Payroll Employee template, if you are filing a Labor Contractor Employee Report, use Labor Contractor Employee template: https://calcivilrights.ca.gov/paydatareporting/

6.3.2.2 Step 2: Upload the Excel or .CSV File



A

- Select "Upload File."
- The Portal will then issue a prompt to identify the locally stored Excel file to be uploaded.
- Alternatively, the import file can simply be dragged and dropped into the pop-up window.

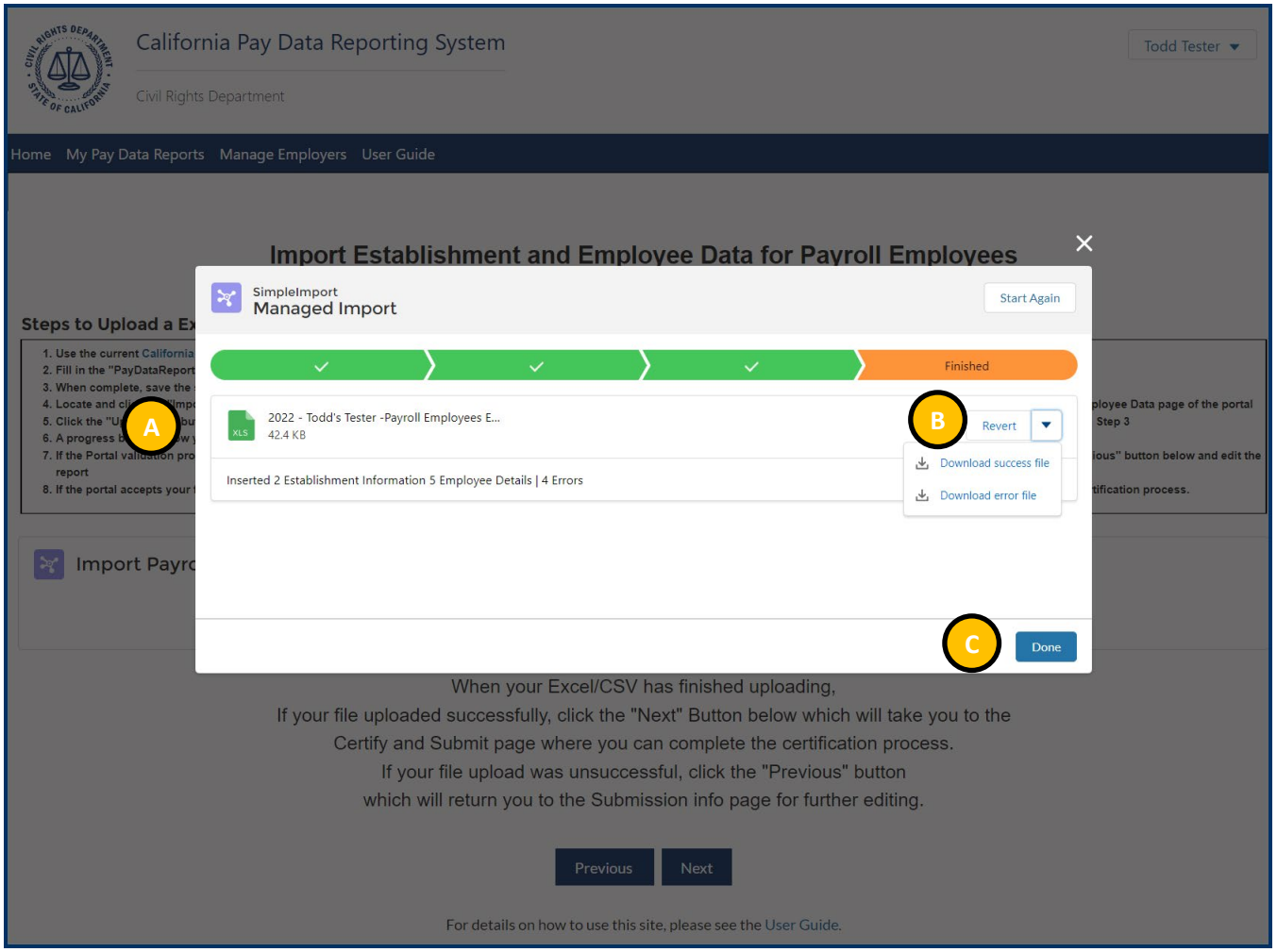


A

- The portal displays the current file import status as stages.
- The Uploaded status indicates the import file has been uploaded into the portal.
- The Processed status indicates that the file is the correct type and its structure is valid.
- The Imported status indicates that the data records have been inserted into the pay data report.

!

The time it takes for the portal to complete the import process depends on the number of records in the import file. Leave this pop-up window open until the process is finished.



A

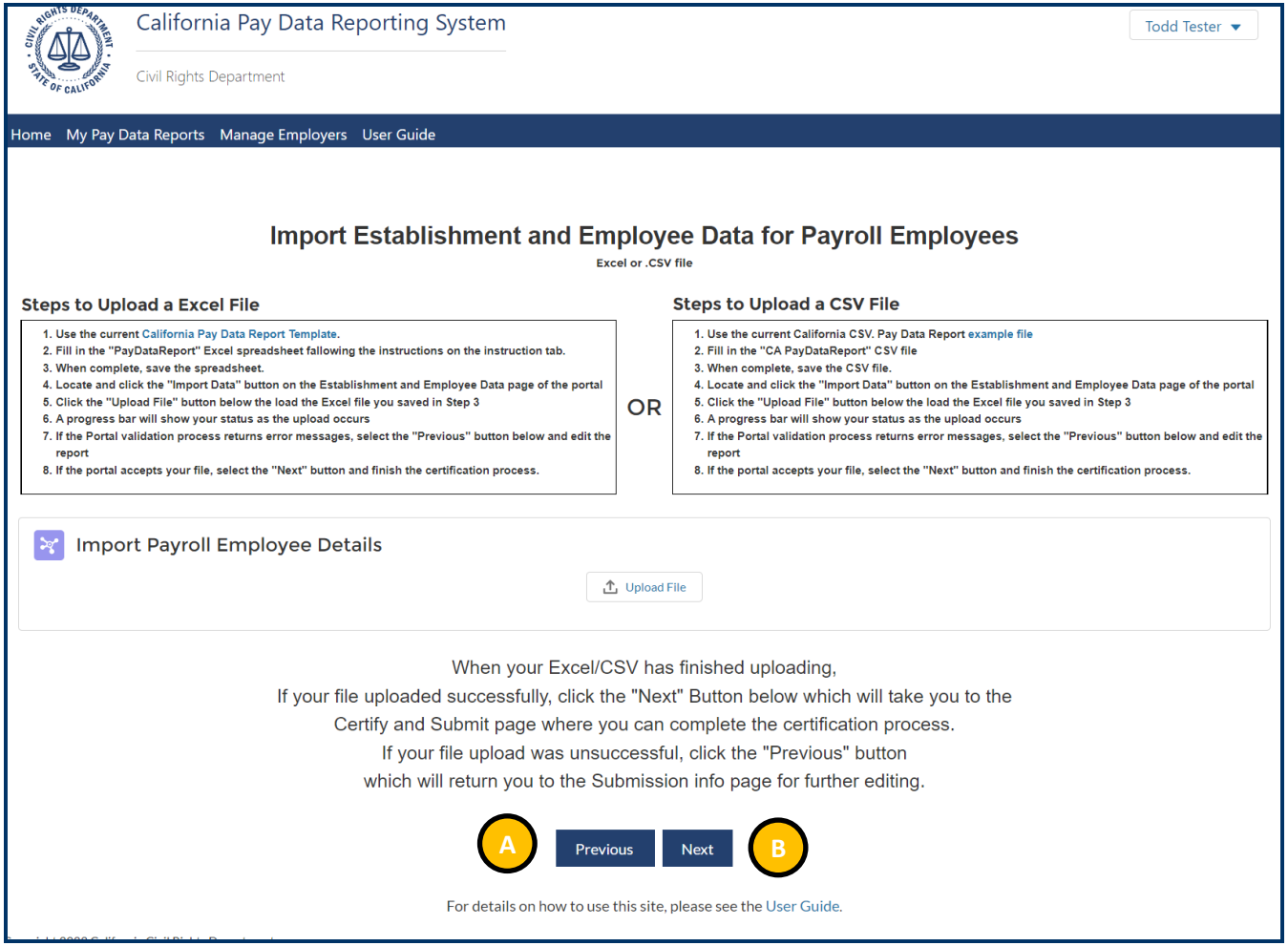
- The portal displays the results of the import process, including summary of all inserted records.
- The portal also displays the total errors.

B

- The “Revert” button allows you to undo all changes. Removing all records inserted into the pay data report.
- “Download success file” to view all successfully inserted records.
- “Download error file” to view all errors encountered by the portal during the upload process. The error file can be useful for troubleshooting a report. (see Step 5 for details).

C

- Select “Done” when the upload process is finished.



- Once the file has been uploaded into the portal, you are returned to the Import Establishment and Employee Data page.

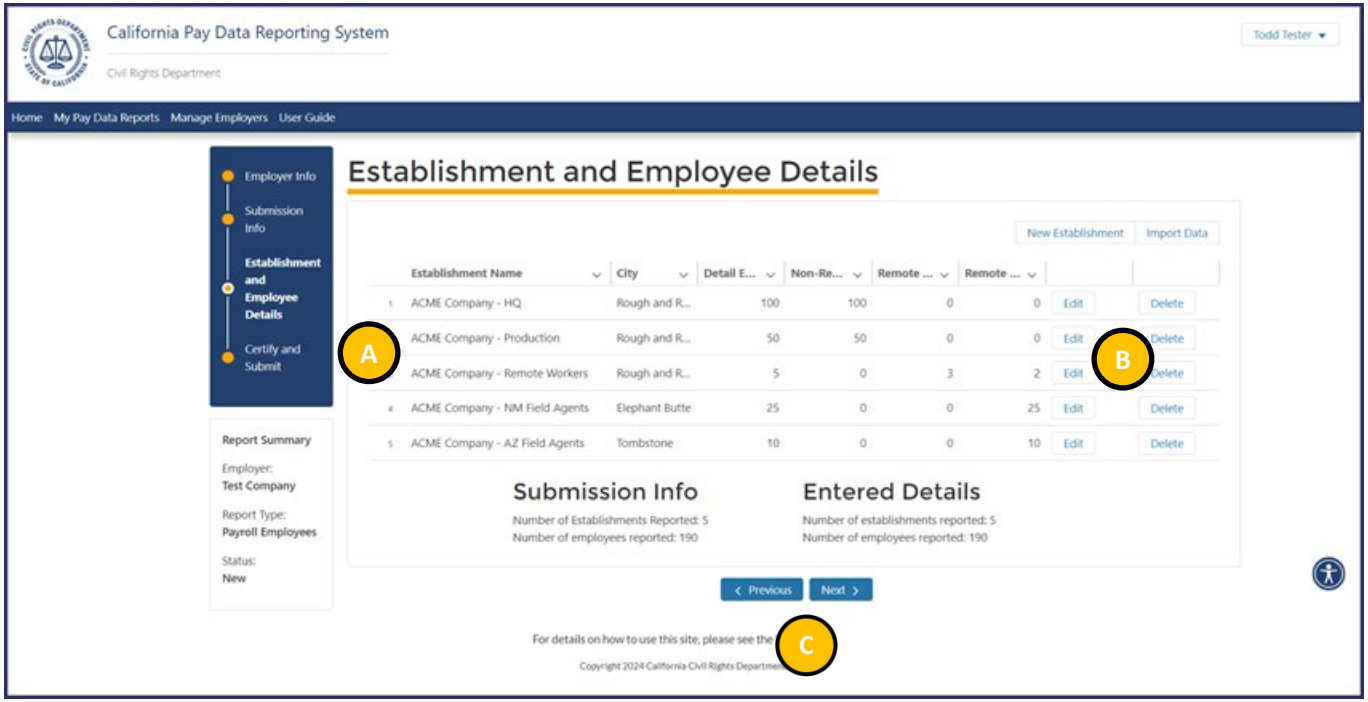
A

- If you received errors, you can correct the errors in your report and upload again.
- If the problem is with your Submission Info, you can select the previous button and move backwards through the portal to update that info.

B

- If your file uploaded successfully, you can finish the process by selecting the “Next” button and moving on to the Certification page.

6.3.2.3 Step 3: Review Pay Data Report – In case of errors.



A

- The portal displays the imported Establishment Information and Employee Details in a grid.
- Review the records to ensure they imported as expected.

B

- Click the Edit Button to select an Establishment to view the record's detailed information, including all associated Employee Detail records for the establishment.
- Review the records to ensure they imported as expected.
- The Delete Button allows users to delete the Establishment and its associated Employee Detail records.

C

- Click the Previous Button to display Submission Info
- Click the Next Button to display the Certify and Submit

6.3.2.4 Step 4: Correct Data Errors

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	SimpleImport: row number	Establishment Name*	Address Line 1*	Address Line 2	City*	State*	ZIP Code*	NAICS Code*	Major Activity*	Total Number of Employees at Establishment*	Was a California Pay Data Report filed for this establishment last year?*	Was an EEO-1 Report filed for this establishment last year?*	Is this establishment the employer's headquarters?*	Job Category*	Race/Ethnicity/Sex*	Pay Band*	Number of Employees*	Mean - Hourly Rate*	Median - Hourly Rate*	Total Hours*	Row-Level Clarifying Remarks	PDR_Submission_r.Id|Submission_c	PDR_Submission_r.Id|Submission_c	Input_Method__c	Input_Method__c	SimpleImport: error
2	1	Fungo Pro	100 GB Way		Orland	CA	95963	0	Make Fun	Yes	Yes	Yes	Yes	1	A10	1	3	20	21	100		{!Record.I	{!Record.I	SimpleImp	SimpleImp	Establishment_Information__c PDR_Total_Number_of_Employees__c: Unable to convert value 'Yes' to double;Employee_Detail__c: Establishment_Information__c object not found
3	2	Fungo Pro	100 GB Way		Orland	CA	95963	0	Make Fun	Yes	Yes	Yes	Yes	1	B20	1	3	30	31	100		{!Record.I	{!Record.I	SimpleImp	SimpleImp	Establishment_Information__c PDR_Total_Number_of_Employees__c: Unable to convert value 'Yes' to double;Employee_Detail__c: Establishment_Information__c object not found
4	3	Fungo Pro	100 GB Way		Orland	CA	95963	0	Make Fun	Yes	Yes	Yes	Yes	1	C30	1	3	40	41	100		{!Record.I	{!Record.I	SimpleImp	SimpleImp	Establishment_Information__c PDR_Total_Number_of_Employees__c: Unable to convert value 'Yes' to double;Employee_Detail__c: Establishment_Information__c object not found
5	4	Fungo Pro	100 GB Way		Orland	CA	95963	0	Make Fun	Yes	Yes	Yes	Yes	1	D50	1	1	50	51	100		{!Record.I	{!Record.I	SimpleImp	SimpleImp	Establishment_Information__c PDR_Total_Number_of_Employees__c: Unable to convert value 'Yes' to double;Employee_Detail__c: Establishment_Information__c object not found
6	5																10					{!Record.I	{!Record.I	SimpleImp	SimpleImp	Establishment_Information__c: Required fields are missing: [PDR_City__c, PDR_EEO_1_Report__c, PDR_Headquarters__c, PDR_Street_Address__c, Pay_Data_Report_Submitted_in_Prior_Year__c];Employee_Detail__c: Establishment_Information__c object not found

A

- If "Download error file" was selected in the managed upload pop-up window (see Step 3), open the downloaded .CSV file to view all errors encountered by the portal during the upload process.
- The column entitled SimpleImport: error displays the error.
- In the screenshot, the error is stating that the Submission Upload ID is not valid and the record was not imported.
- This can be corrected manually (see Option II, Step 2) or by correcting the import file and reuploading it (see Step 3).

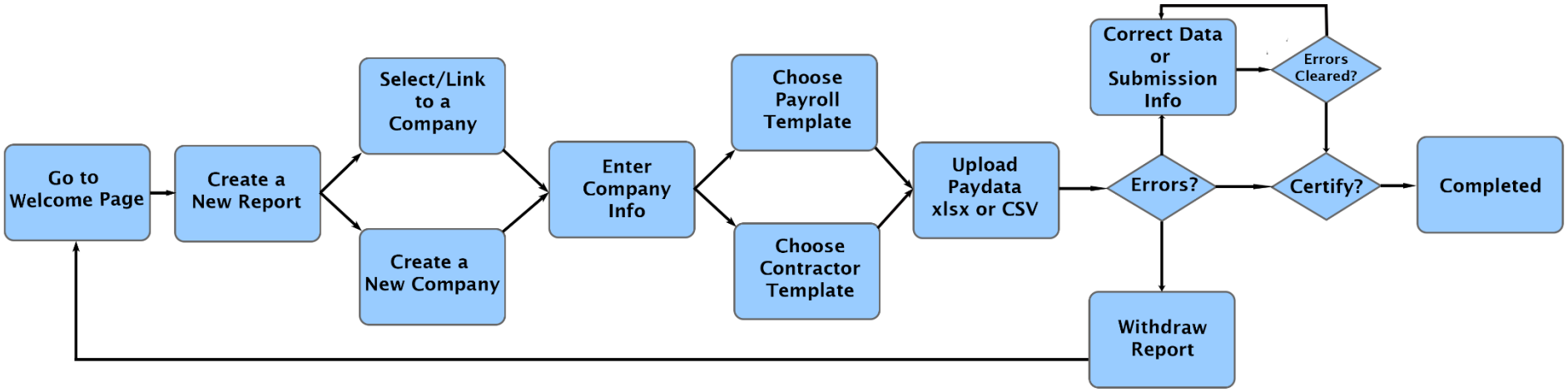
6.3.2 Option II: Create a Report by Using the Portal's Fillable Forms

Option II

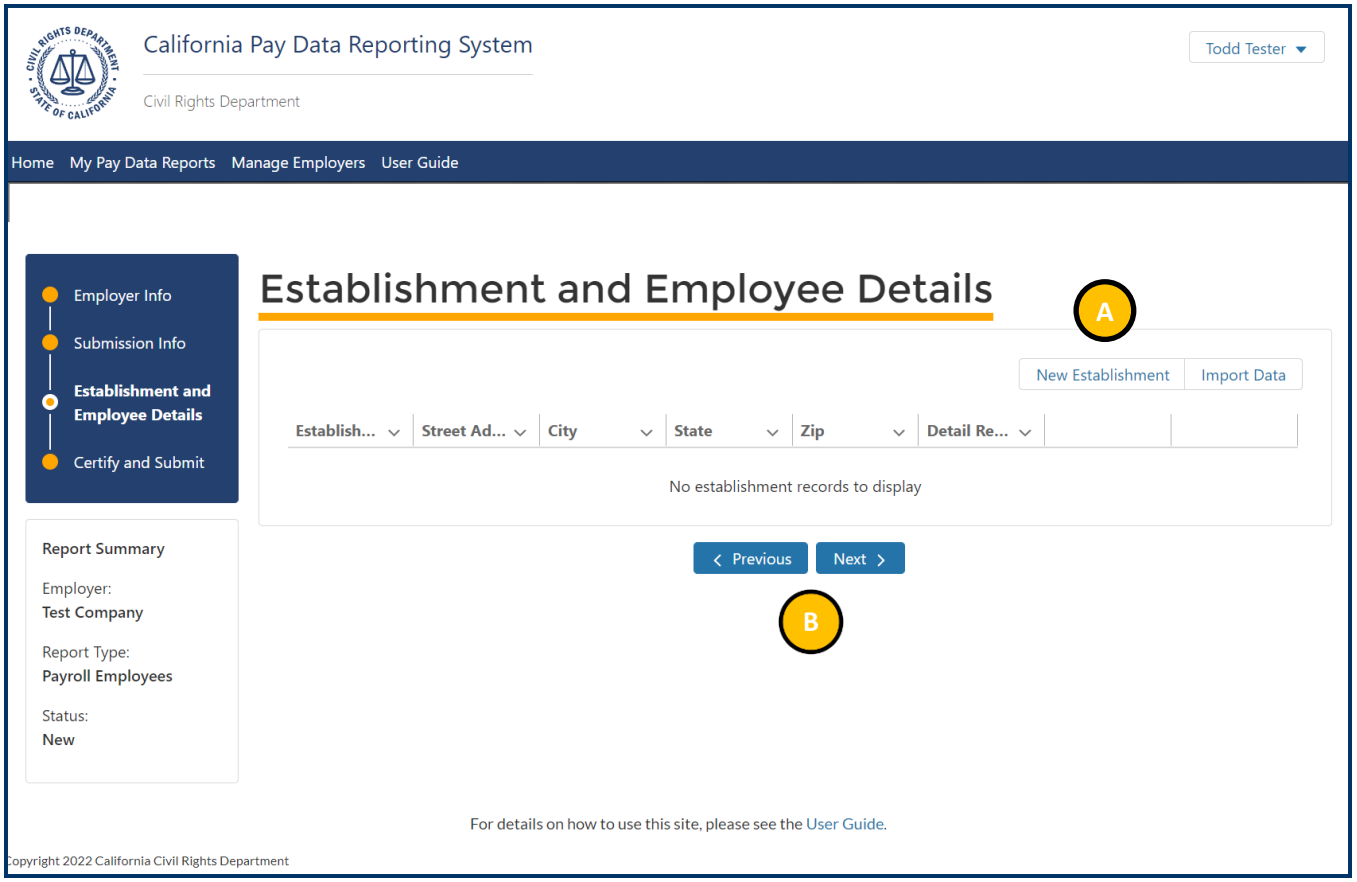
Create a Report by Using the Portal's Fillable Forms

Instead of creating an Excel or .CSV file with the employer's data and uploading that file to the Portal (Option 1), an employer may use the online fillable forms available in the Portal to manually enter the Pay Data Report information.

The flow diagram below shows the steps required to manually create a Pay Data Report using Option II. Detailed instructions for completing each step are provided on the following pages.



When filling via online forms follow the instructions for each data field provided in the Pay Data Report template (Excel) or this user guide's Appendix B.



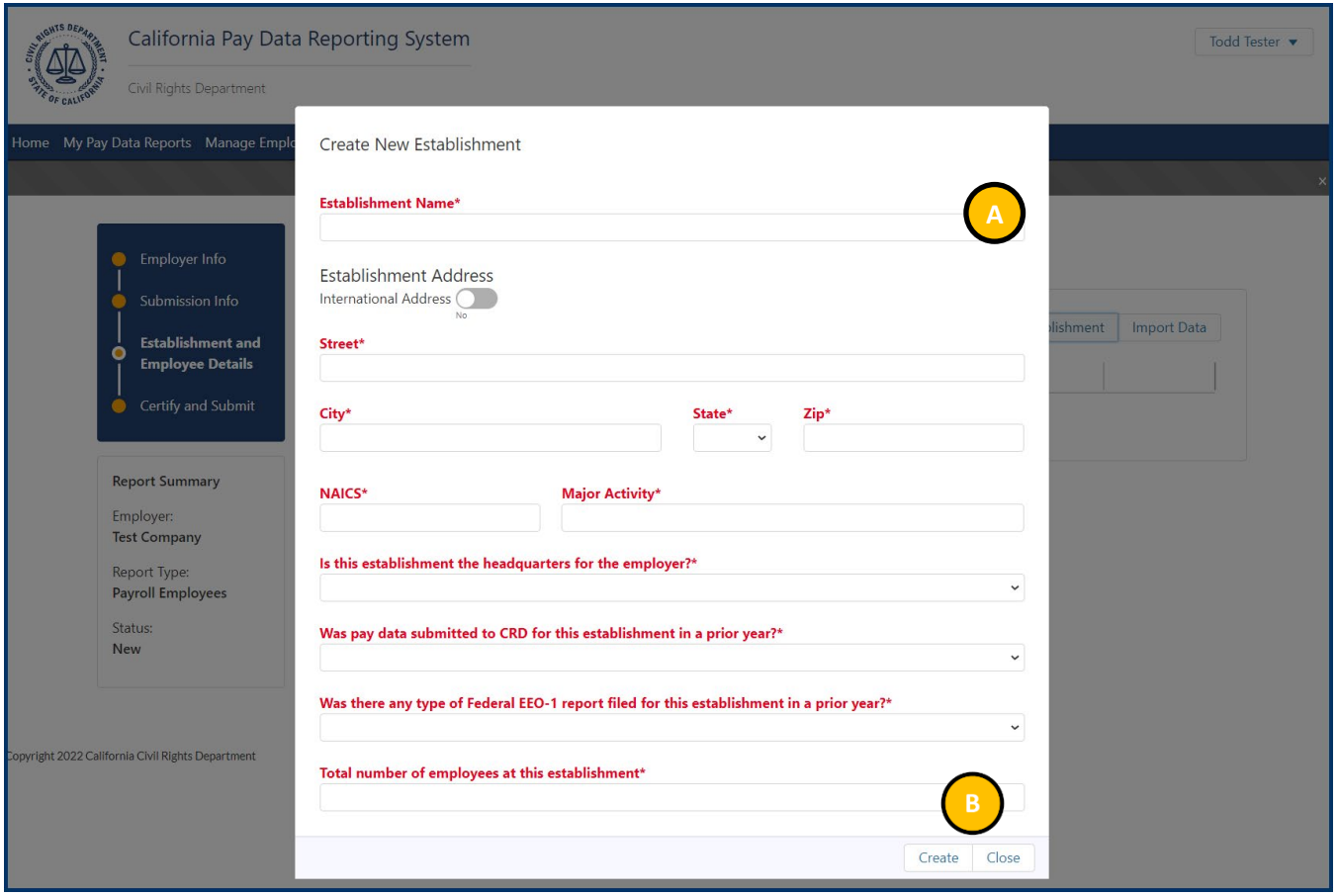
A

- Click the New Establishment Button to enter at least one establishment and employee details using the Portal's fillable forms.

B

- Click the Previous Button to display the Submission Info Section
- Click the Next Button to display the Certify and Submit Page

6.3.3.1 Step 1: Enter Establishment Information



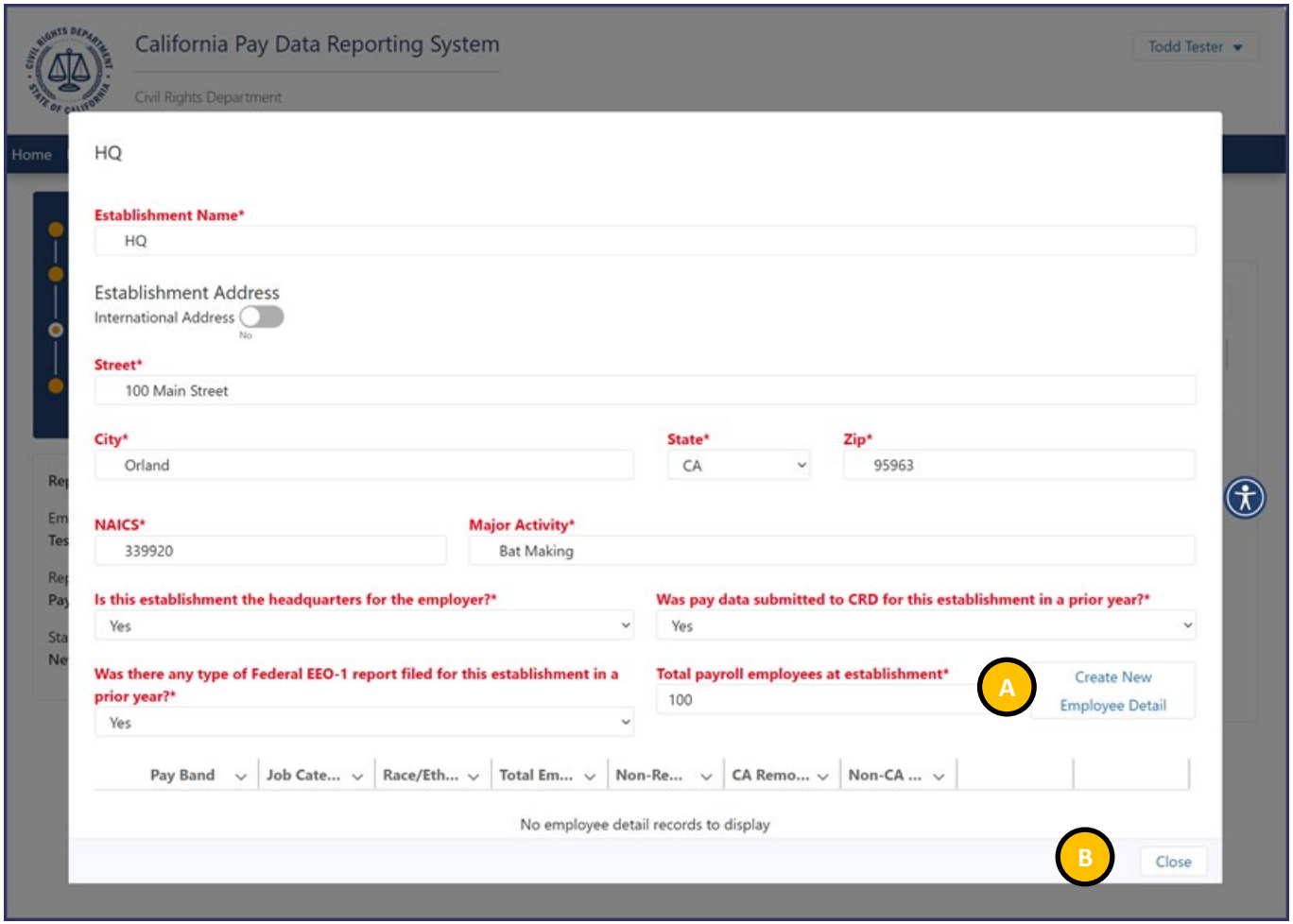
A

- Enter all required information in the New Create New Establishment pop-up window.
- Required fields are denoted with a red asterisk (*) at the beginning of the field name.

B

- After all information is entered, click the Create Button to save the data for the New Establishment and to display the Employee Details associated with the New Establishment
- The Portal will validate the entries just made.
- If errors exist, an error message will display at the top of the page.
- Navigate to the data field indicated in the error message and correct the data.
- Repeat this step for all errors listed in the error message at the top of the page.
- Click the Close Button to Exit this screen.

6.3.3.2 Step 2: Enter Employee Details



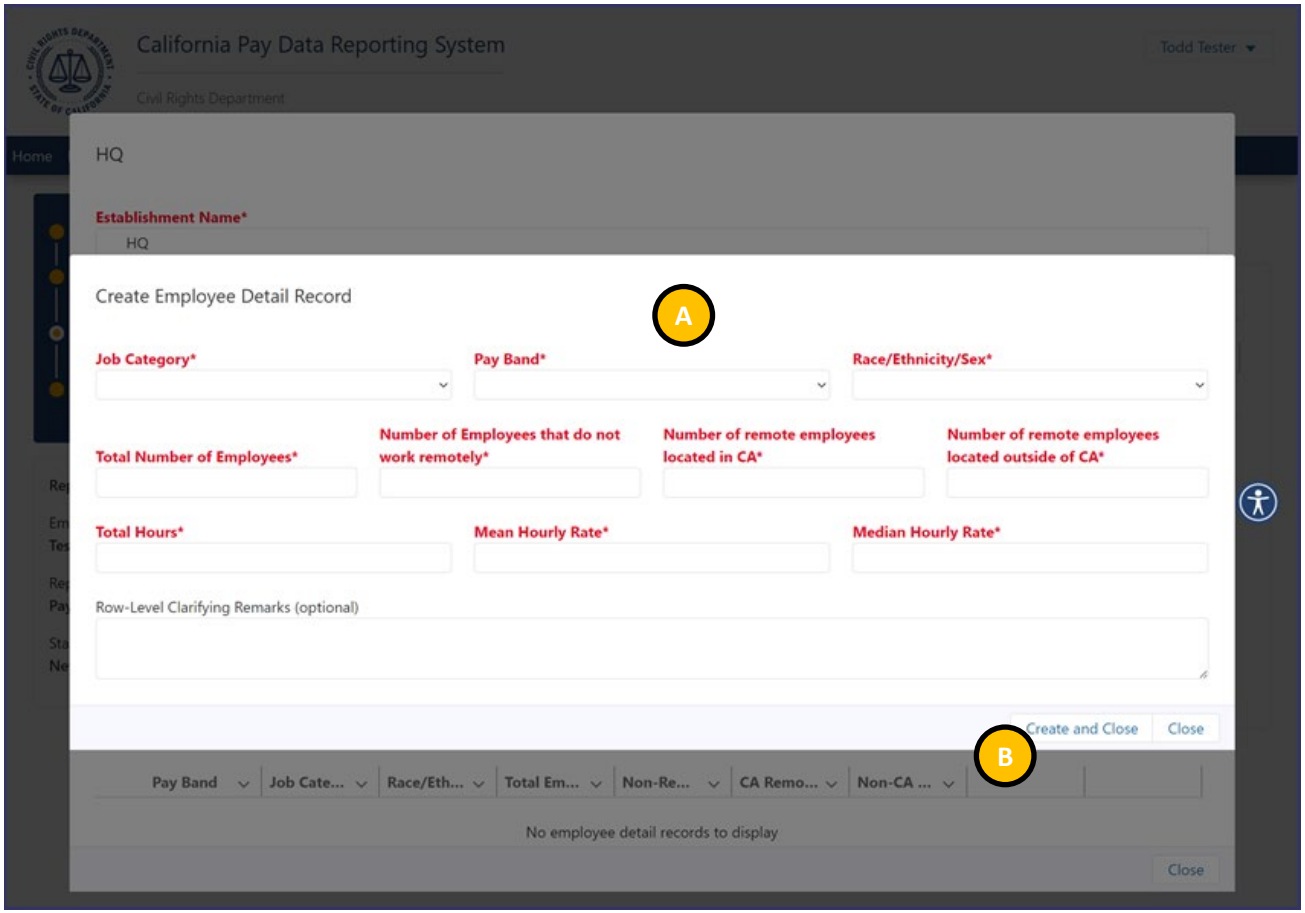
A

- Click the New Employee Detail Button to Display the Create Employee Detail Record Screen

B

- Click the Close Button to close this screen and return to the Establishment and Employee Detail Page

*Employee detail records are associated with a specific establishment. Previously entered establishments can be selected in the **Establishment Name** field.*



A

- Enter all required information in the New Employee Detail pop-up window.
- Required fields are denoted with a red asterisk (*) at the beginning of the field name.

B

- After all information is entered, select “Create and Close” to save the data.
- The Portal will validate the entries just made.
- If errors exist, an error message will display at the top of the page.
- Navigate to the data field indicated in the error message and correct the data.
- Repeat this step for all errors listed in the error message at the top of the page.
- Select “Close” to exit the screen without saving.
- Select “Create and Close” to save and close the screen.

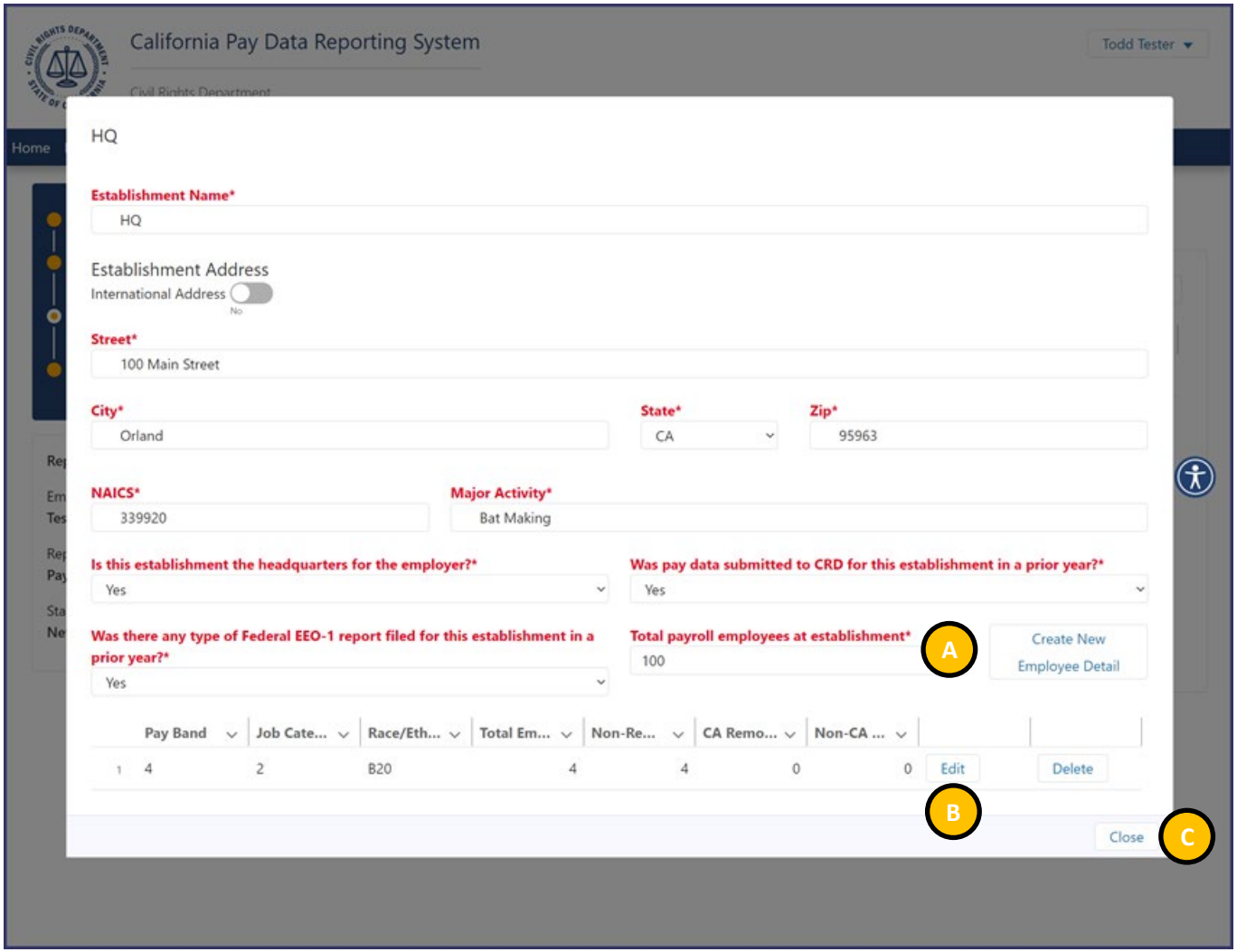
!

The mean hourly rate is calculated by adding the individual hourly rates for each employee in the group, then dividing that sum by the number of employees in the group.

The median hourly rate is calculated by ordering the hourly wages of each employee in the group from smallest to largest and selecting the middle number.

For a detailed description, see FAQ Part V Required Content - FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.

Snapshot Periods are one pay period between 10/1/2023 and 12/31/2023. The snapshot period is used to identify employees to report. For a detailed explanation of snapshots refer to the Pay Data FAQ, see Section IV.B Required Content - Labor Contractor Employee Report: https://calcivilrights.ca.gov/paydatareporting/faqs/.



A

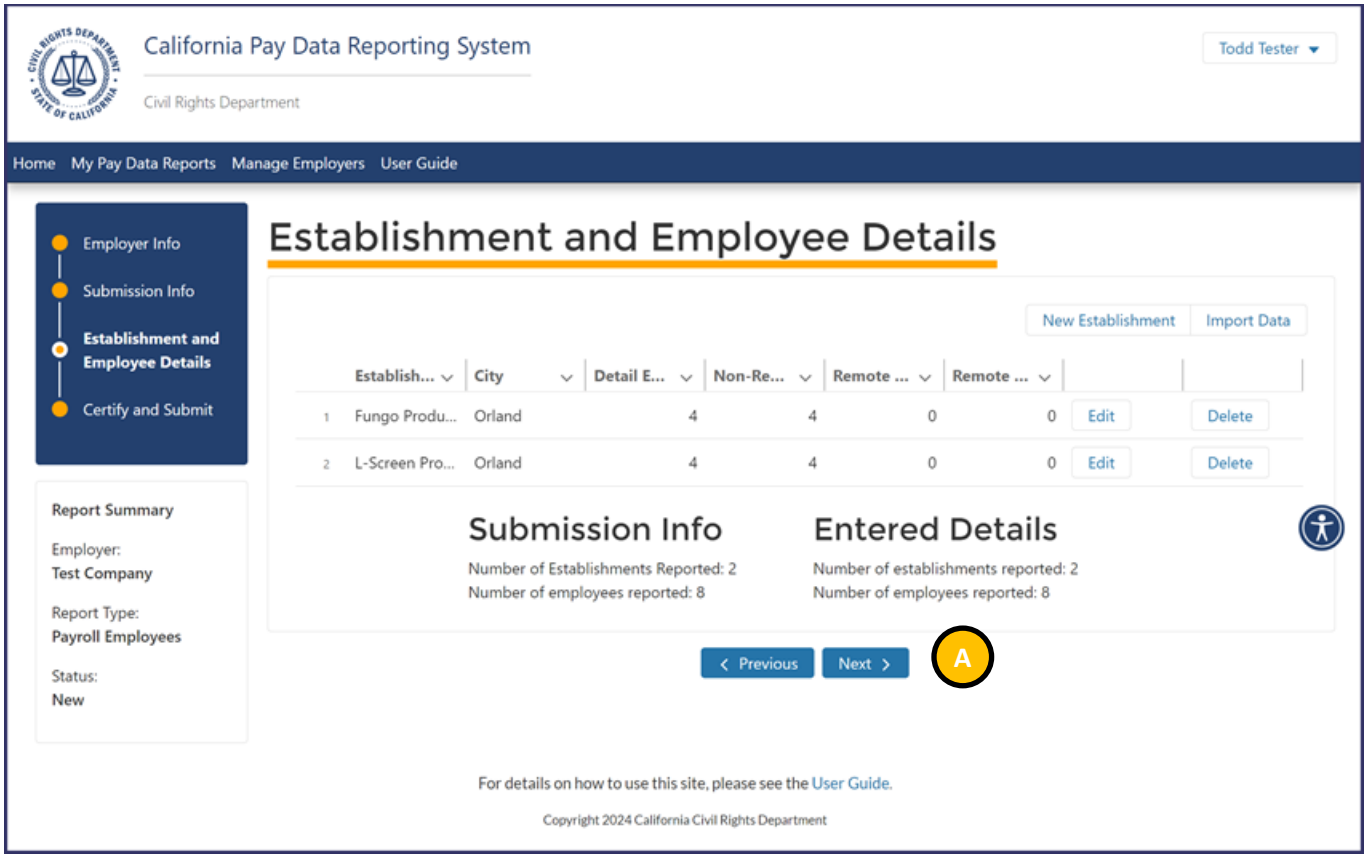
- Additional Employee Details may be created by clicking the New Employee Detail Button

B

- Click the Edit Button to edit the Employee Detail entry.
- Click the Delete Button to delete the Employee Detail entry.

C

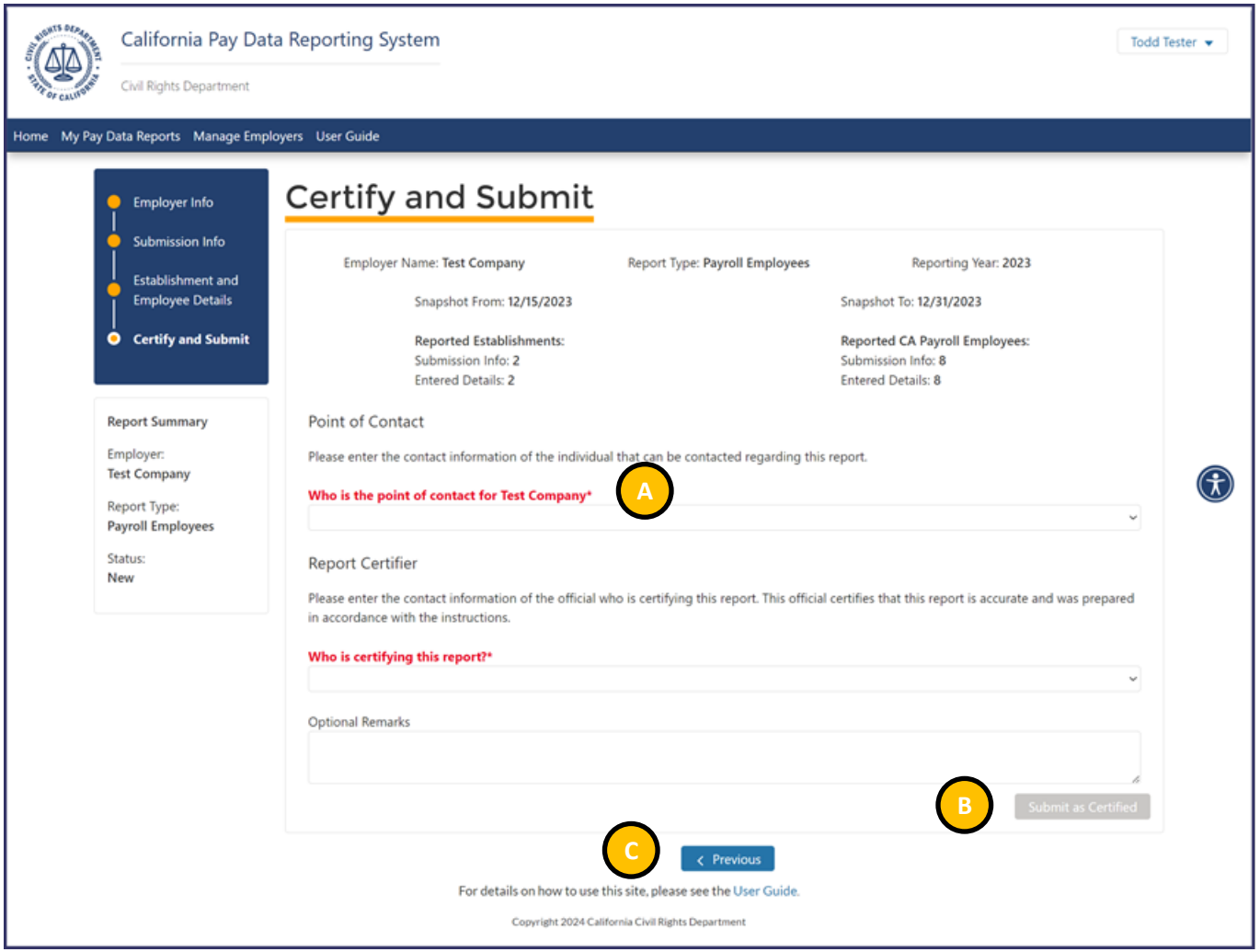
- Click the Close Button to Close this screen and return to the Establishment and Employee Details Page



A

- Click the Next Button to display the Certify and Submit Page.
- See 5.4 – Certifying the Report for details.

6.4 Certifying the Report



A

- Enter all required information in the Point of Contact and Report Certifier Sub-Sections.
- Required fields are denoted with a red asterisk (*) at the beginning of the field name.

B

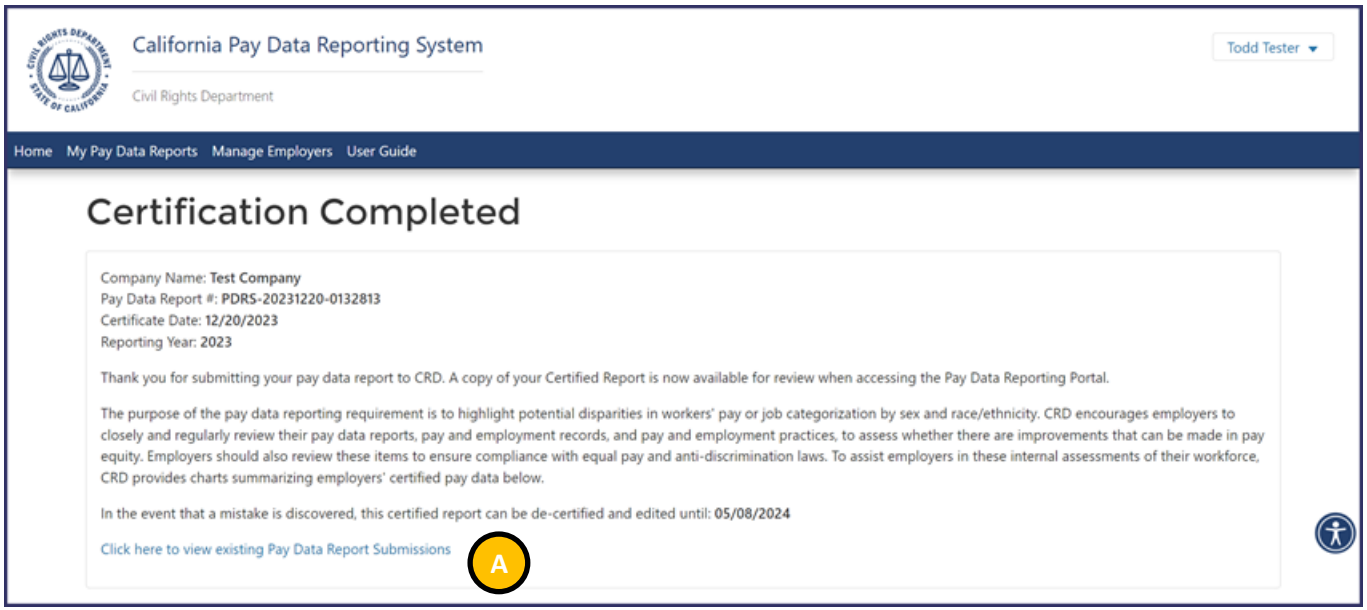
- Click the Submit as Certified, to the portal.

C

- Click the Previous Button to display the Establishment and Employee Details Page

When selecting "Submit as Certified" the portal conducts an audit to confirm that at least one Establishment information record and one Employee Detail record have been added to the report. If the condition is not met, select "X," and refer to [5.3 Enter Establishment Information & Employee Details](#).

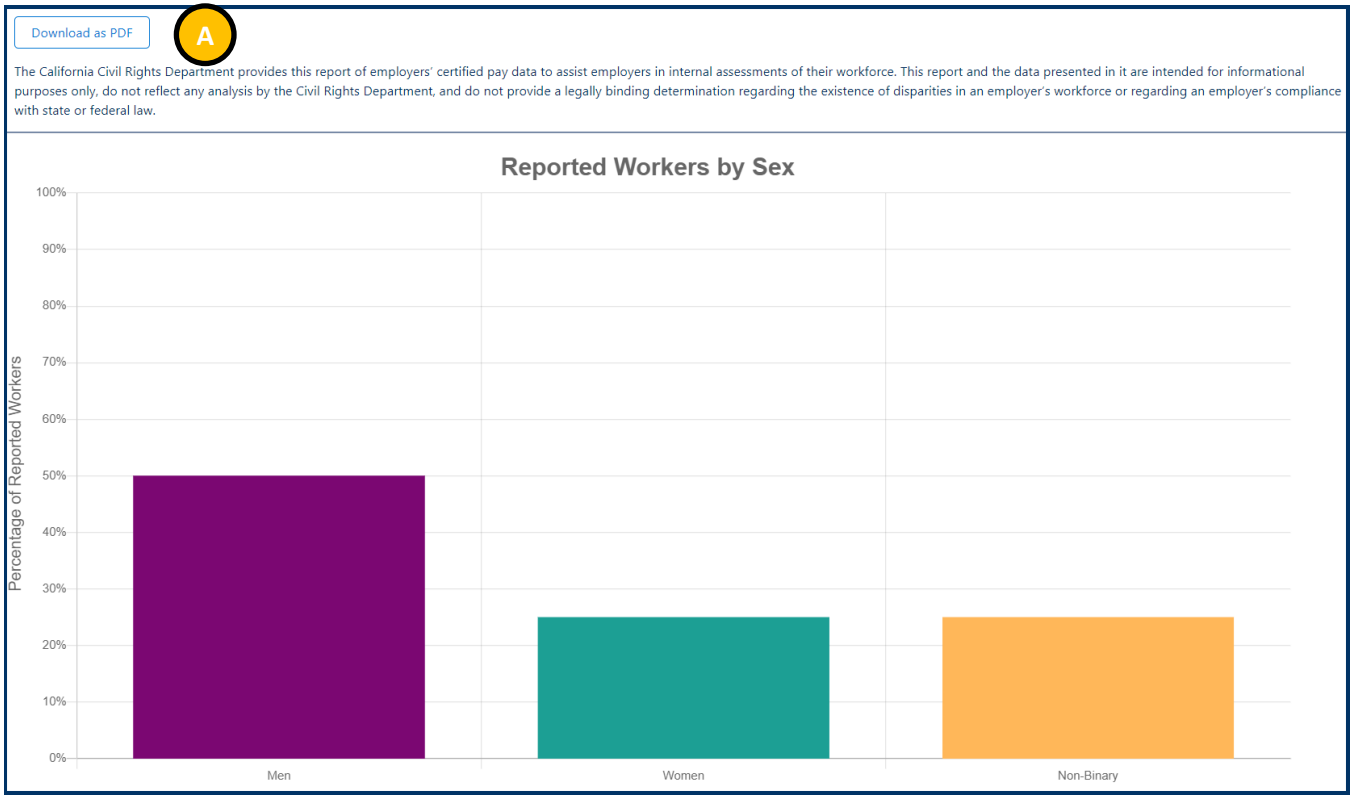
6.4.1 Certification Complete



A

- The pay data report has been certified.
- Select "Click here to view existing Pay Data Report Submissions" to exit and display the My Pay Data Reports Page

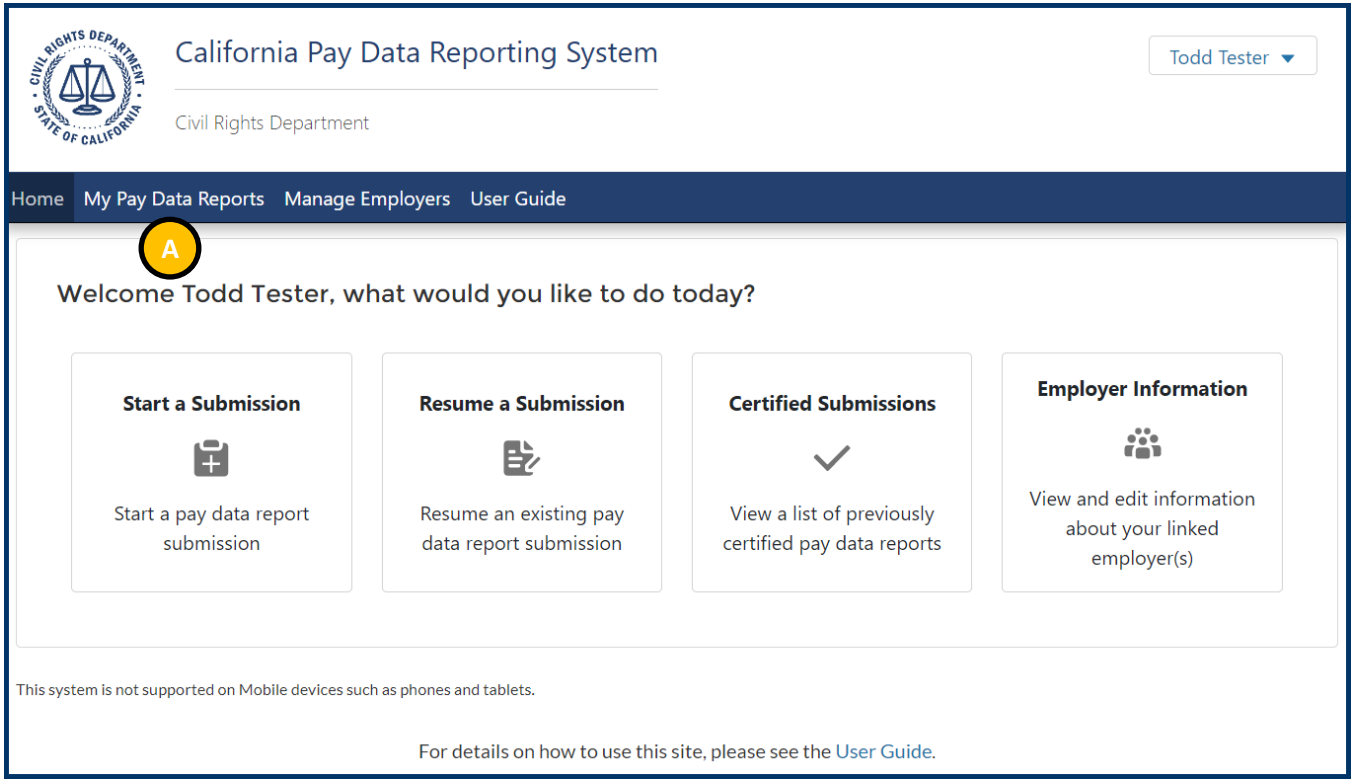
6.4.2 Certification and Submission Charts



- After certification is complete, the Portal will produce a graphic representation of your pay data.

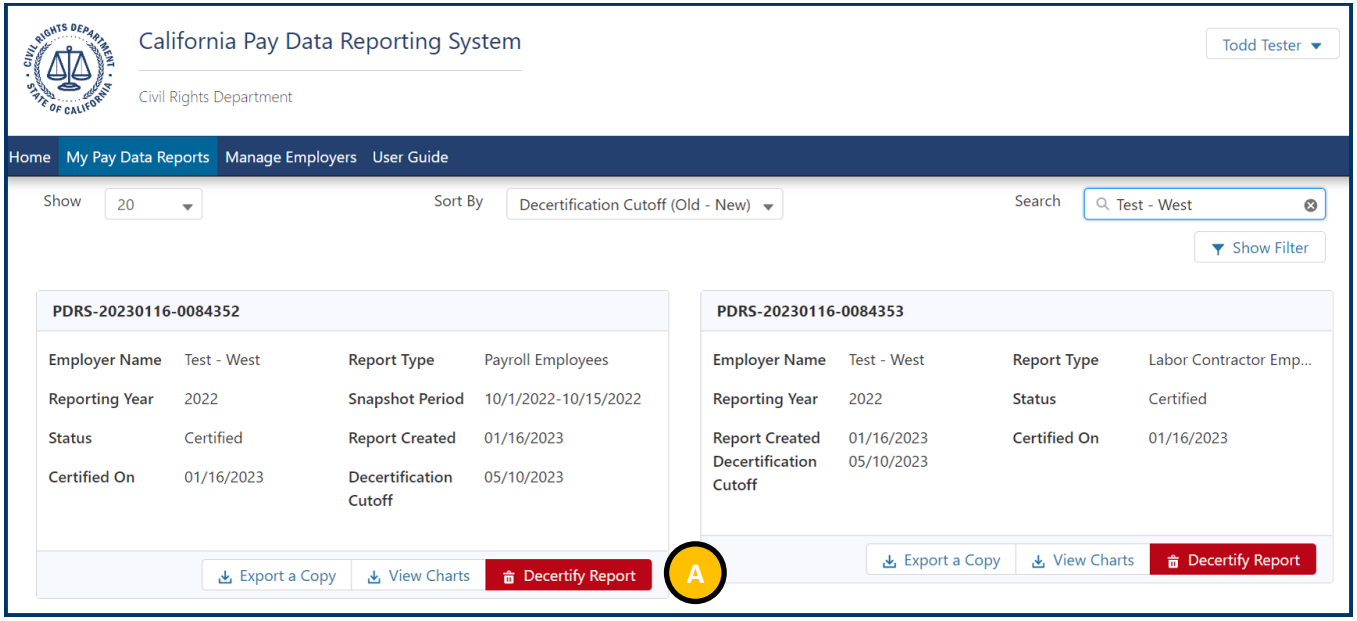
- Select "Download as a PDF" to download a PDF of this graphic report.

6.5 Decertifying the Report



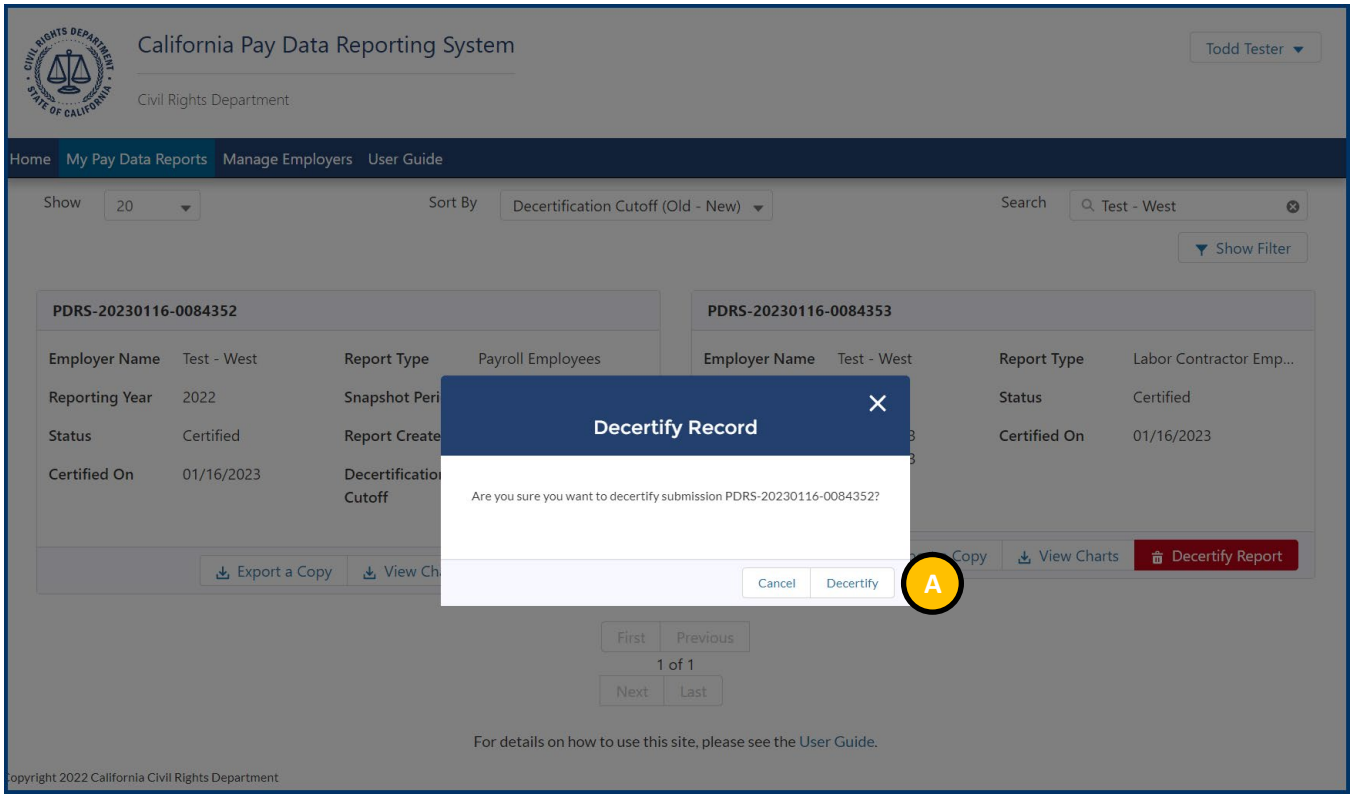
A

- Select “My Pay Data Reports”



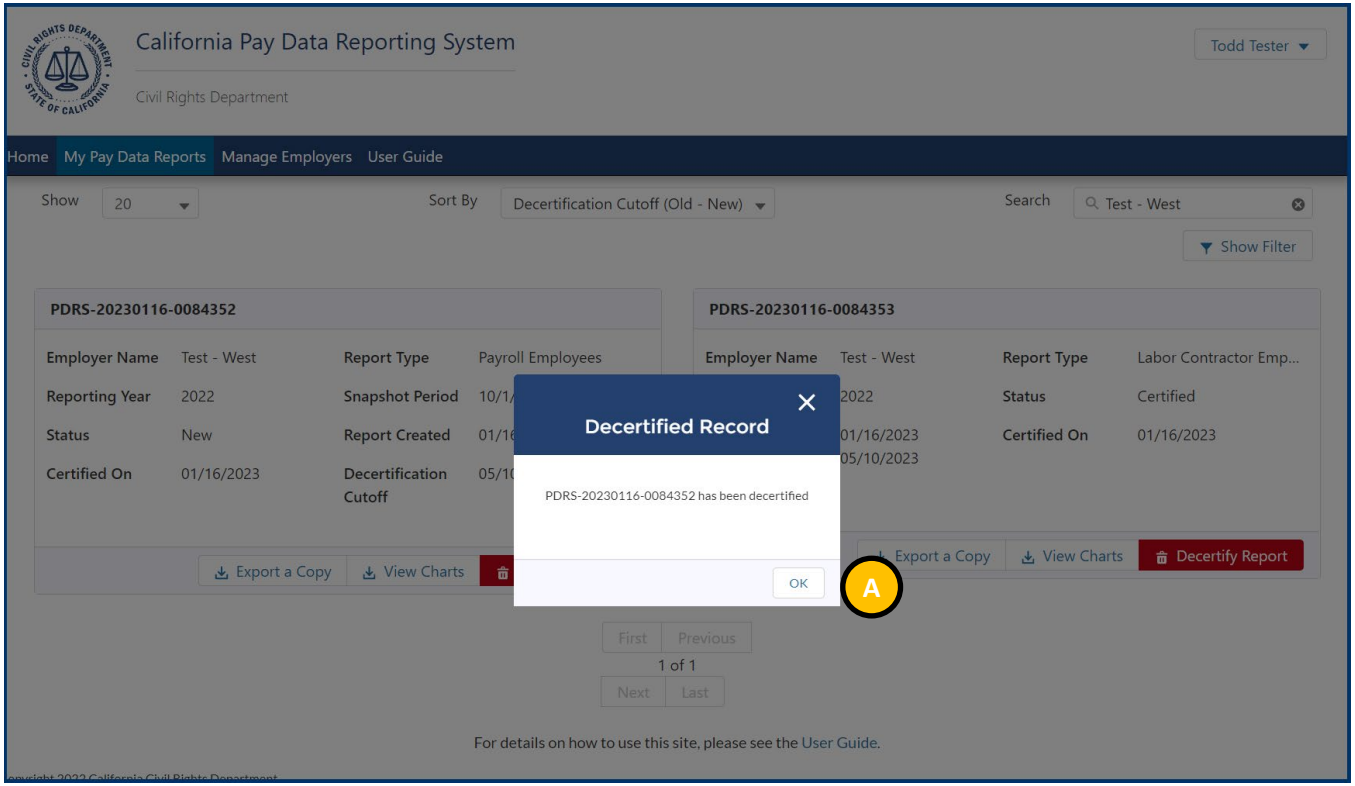
A

- Select the “Decertify Report” Button on the Pay Data Report you want to decertify.



A

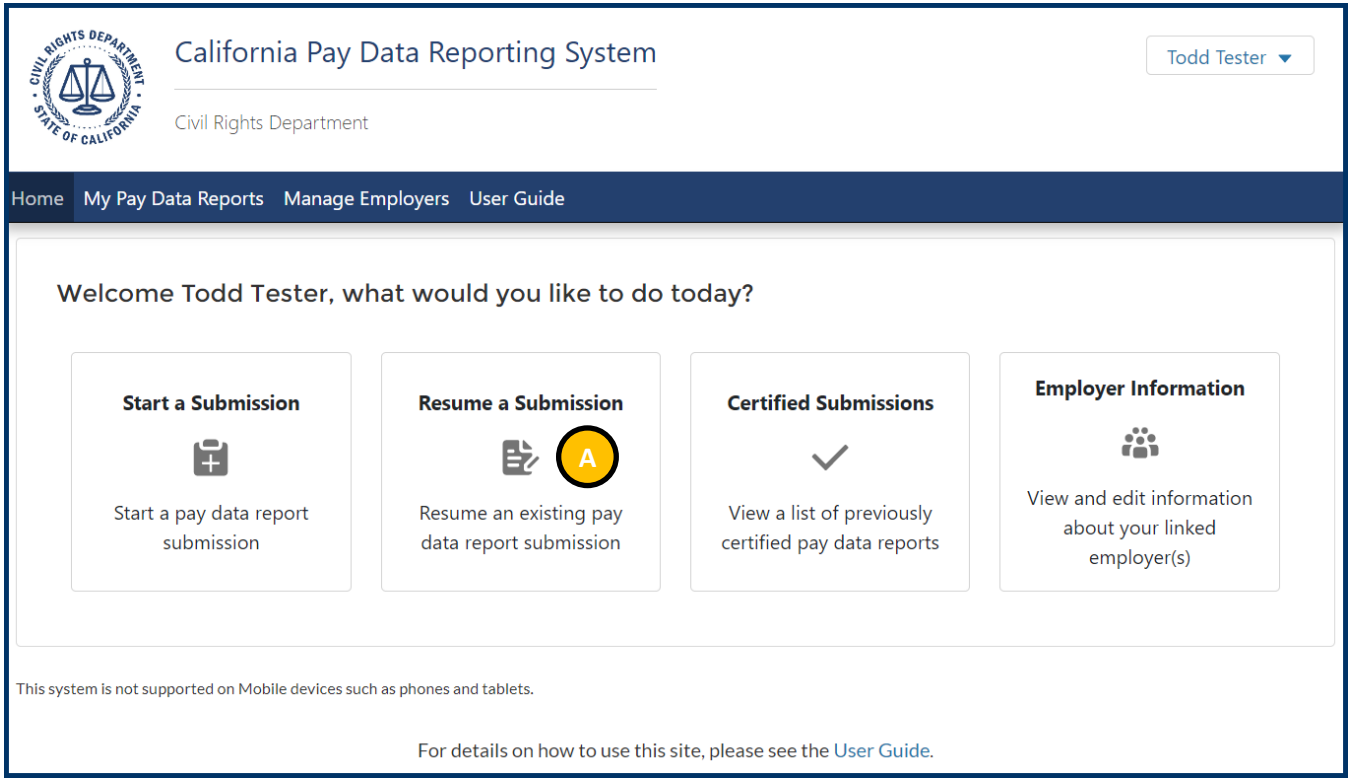
- Select the Decertify Button to confirm your intention to decertify the report.
- If you no longer want to decertify the report, click “Cancel” to cancel and exit the Decertify Record pop-up window.



A

- This is the Confirmation for decertification of your report.
- Select “OK” to exit.

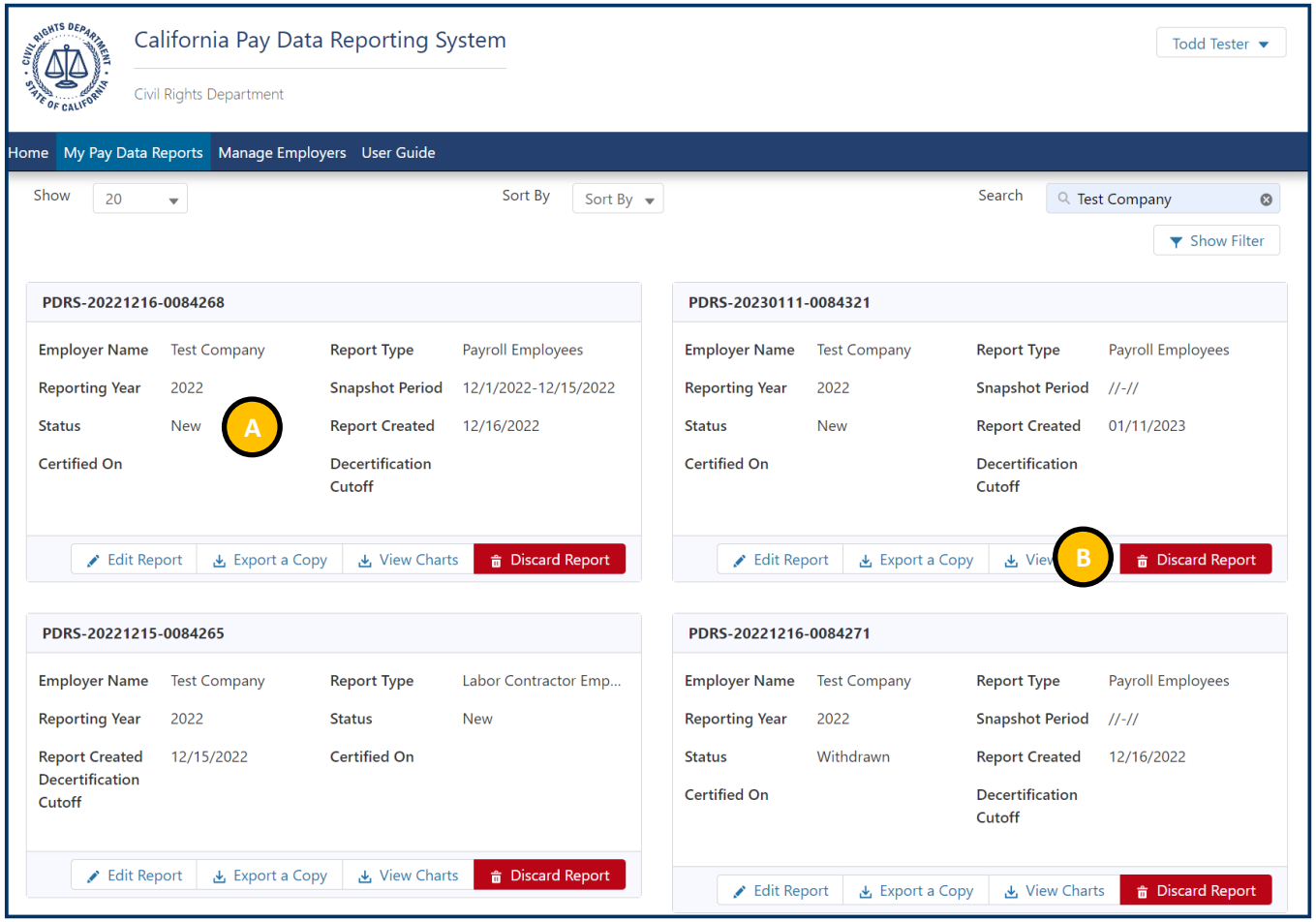
7. Accessing In-Process Reports



A

- An in-process Pay Data Report (i.e., a report that is not yet certified) can be viewed and edited using your login credentials.
- Login into the portal as a returning user (see Option II: Existing User Login).
- To begin the process, select "Resume a Submission."

8. Options for In-process Pay Data reports



A

- Will display all reports associated with the login that have the status New.
- Select the "Edit Report" for the report to be viewed.

B

- If the **Status** indicates *New*, the report can be edited, discarded, or certified (see Section 5 for details).

9. Appendix A: Building the California Pay Data Report Excel File

The first decision that needs to be made is whether you are filing a Payroll Employee Report or a Labor Contractor Employee Report. Each report type has a unique Excel template to build the report. Therefore, users must be careful to use the correct template. Both templates include four worksheets: the actual "PayDataReport" that an employer fills in to create its report; "Instructions" for filling out the pay data report worksheet; and two sample reports (one for a single-establishment employer and one for a multiple-establishment employer). An employer using the template to create its report should perform the following steps.

1. Review and follow the instructions in CRD's FAQs on how to identify the employees and establishments to be reported on, and on how to identify or calculate employees' job category, pay, race, ethnicity, sex, remote worker status, mean and median wages per hour, and hours worked, among other topics.
2. Download the appropriate template for either the Payroll Employee Report or the Labor Contractor Employee Report. Both templates are available at https://calcivilrights.ca.gov/paydatareporting/pdr-excel-templates/
3. Review and follow the "Instructions" worksheet in the template and the defined steps to fill in the "PayDataReport" worksheet. The instructions provide descriptions for each field included in Section II – Establishment Information and Employee Detail.
4. Review the examples:
    - "Example - Single Establishment" illustrates a completed Pay Data Report by a single-establishment employer.
    - "Example - Multi Establishment" illustrates a completed Pay Data Report by a multi-establishment employer.
5. Enter the required and optional information on the "Pay Data Report" worksheet.
6. When complete, see Option I: Create a Report by Uploading an Employer-Prepared Excel or .CSV File of this User Guide to begin the upload process using the Portal.

10. Appendix B: Building the California Pay Data Report .CSV File

Appendix B provides detailed specifications for the creation of a California Pay Data Report in Comma-Separated Value (.CSV) file format.

Employers must first determine whether they are submitting a Payroll Employee Report or a Labor Contractor Employee Report. The layouts for each report are slightly different. For reference, download an example report in .CSV format at: https://calcivilrights.ca.gov/paydatareporting/. We've included the formats for the .CSV files in tables 1 and 2 below.

Employers submitting through the .CSV upload process must create a .CSV file which contains Section II – Establishment Information and Employee Detail records. These records contain detailed rows for each combination of establishment, job category, race/ethnicity/sex, and pay band information. Employers should review the record layout and row level file specification in Tables 1 and Table 2 for the detailed requirements and steps required to create this record type.

Note: These .CSV files were designed to support "Save as .CSV" from the provided template (Excel file). Due to this consideration, there are several static items (titles, column names, asterisks, etc.) that you would not normally see in a .CSV file. These static items must be provided exactly as specified for the file to be processed correctly.

10.1 Section II – Establishment Information and Employee Detail Record Layout

Section II – Establishment Information and Employee Detail requires employers to enter detailed information for each employee detail combination of establishment, job category, race/ethnicity/sex, and pay band. This record type includes a static row to support the header, containing the list of fields. Under this static header, employers may provide as many detailed records as it takes to report each employee detail combination.

Note: Commas are used to separate columns in a .CSV file. For that reason, do not include additional commas in any of your provided values (names, addresses, comments, etc.).

Table 1 – Payroll Employee Report Record Format: Detail Record Layout, Section II

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instructions	Required
1	Establishment Name*		Alphanumeric	100	Enter the name of the establishment.	Yes
2	Address Line 1*		Alphanumeric	200	Enter address line 1 of the establishment.	Yes
3	Address Line 2		Alphanumeric	200	Enter address line 2 of the establishment.	No
4	City*		Alphanumeric	50	Enter city of the establishment.	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instructions	Required
5	State*	XX	Alphanumeric	2	Enter establishment two-letter state code. If the employer needs a value that is not a US State or the District of Columbia, select "OT".	Yes
6	ZIP Code*	XXXXX	Alphanumeric	5	Enter the 5-digit ZIP code of the establishment.	Yes
7	NAICS Code*	999999	Numeric	6	Enter the 6-digit North American Industry Classification System code (NAICS) of the establishment. See www.naics.com/search.	Yes
8	Major Activity*		Alphanumeric	500	Describe the major activity or activities of the establishment. Include the specific type of product or type of service provided, as well as the principal business or industrial activity. Be specific, e.g., manufacturing steel casings, retail grocer, wholesale plumbing supplies, title insurance, etc.	Yes
9	Total Number of Employees at Establishment*	9999999999	Numeric	10	Enter the total number of payroll employees at the establishment across all job categories, pay bands, races, ethnicities, and sexes during the snapshot period. Include both employees working inside and outside of California.	Yes
10	Was a California Pay Data Report filed for this establishment last year?*	"Yes" or "No"	Alphanumeric	3	Enter "Yes" if the employer submitted a California Pay Data Report in the year prior to the current Reporting Year. Enter "No" if the employer did not submit a California Pay Data Report in the year prior to the current Reporting Year.	Yes
11	Was an EEO-1 Report filed for this establishment last year?*	"Yes" or "No"	Alphanumeric	3	Enter "Yes" if the employer submitted any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment. Enter "No" if the employer did not submit any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment.	Yes
12	Is this establishment the employer's headquarters?*	"Yes" or "No"	Alphanumeric	3	Every employer has one and only one headquarters. Enter "Yes" if this establishment is the employer's headquarters. Enter "No" if this establishment is not the employer's headquarters.	Yes
13	Job Category*	99	Numeric	2	Enter one of the following Job Category codes: 1 – Executive senior level officials and managers 2 – First or mid-level officials and managers 3 – Professionals	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instructions	Required
					4 – Technicians 5 – Sales workers 6 – Administrative support workers 7 – Craft workers 8 – Operatives 9 – Laborers and helpers 10 – Service workers All jobs should be classified in one of these ten categories. Follow EEOC guidance for assigning employees to job categories.	
14	Race/Ethnicity/Sex*	XXX	Alphanumeric	3	Enter one of the following Race-Ethnicity-Sex codes: A10 – Hispanic/Latino – Male A20 – Hispanic/Latino – Female A30 – Hispanic/Latino – Non-Binary B10 – Non-Hispanic/Non-Latino – Male – White B20 – Non-Hispanic/Non-Latino – Male – Black or African American B30 – Non-Hispanic/Non-Latino – Male – Native Hawaiian or Other Pacific Islander B40 – Non-Hispanic/Non-Latino – Male – Asian B50 – Non-Hispanic/Non-Latino – Male – American Indian or Alaskan Native B60 – Non-Hispanic/Non-Latino – Male – Two or more races C10 – Non-Hispanic/Non-Latino – Female – White C20 – Non-Hispanic/Non-Latino – Female – Black or African American C30 – Non-Hispanic/Non-Latino – Female – Native Hawaiian or Other Pacific Islander C40 – Non-Hispanic/Non-Latino – Female – Asian C50 – Non-Hispanic/Non-Latino – Female – American Indian or Alaskan Native C60 – Non-Hispanic/Non-Latino – Female – Two or more	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instructions	Required
					races D10 – Non-Hispanic/Non-Latino – Non-Binary – White D20 – Non-Hispanic/Non-Latino – Non-Binary – Black or African American D30 – Non-Hispanic/Non-Latino – Non-Binary – Native Hawaiian or Other Pacific Islander D40 – Non-Hispanic/Non-Latino – Non-Binary – Asian D50 – Non-Hispanic/Non-Latino – Non-Binary – American Indian or Alaskan Native D60 – Non-Hispanic/Non-Latino – Non-Binary – Two or more races For detailed instructions on how to identify employees' race, ethnicity, and sex, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.	
15	Pay Band*	99	Numeric	2	Enter one of the following Pay Bands codes: 1 - $19,239 and under 2 - $19,240 – $24,959 3 - $24,960 – $32,239 4 - $32,240 – $41,079 5 - $41,080 – $53,039 6 - $53,040 – $68,119 7 - $68,120 – $87,359 8 - $87,360 – $112,319 9 - $112,320 – $144,559 10 - $144,560 – $186,159 11 - $186,160 – $239,199 12 - $239,200 and over To identify the particular pay band in which to count a payroll employee, use the earnings shown in "Box 5 – Medicare wages and tips" of the employee's IRS Form W-2. If any employee has wages not reported in Box 5, use W-2 Box 1 for	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instructions	Required
					that employee and note this in the associated remarks field. For additional instructions on how to identify an employee's pay, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.	
16	Number of employees that do not work remotely* (Column Q)	9999999999	Numeric	10	If this establishment is in California, enter the number of non-remote payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, Pay Band assigned to and physically working at this establishment.	Yes
17	Number of remote employees located within California* (Column R)	9999999999	Numeric	10	If this establishment is in California, enter the number of remote payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, Pay Band assigned to this California establishment if a remote worker's state of residence is California. If this establishment is not in California, enter the number of remote payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band assigned to this non-California establishment if a remote worker's state of residence is California.	Yes
18	Number of remote employees located outside of California* (Column S)	9999999999	Numeric	10	If this establishment is in California, enter the number of remote payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band assigned to this California establishment if a remote worker's state of residence is not in California.	Yes
19	Number of Employees*	9999999999	Numeric	10	Enter the total number of payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band. If zero, you do not need to enter a row.	Yes
20	Mean – Hourly Rate*	9999999999	Numeric	10	The mean hourly rate is calculated by adding the individual hourly rates for each payroll employee in the group, then	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instructions	Required
					dividing that sum by the number of payroll employees in the group. For a detailed description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.	
21	Median – Hourly Rate *	9999999999	Numeric	10	The median hourly rate is calculated by ordering the hourly wages of each payroll employee in the group from smallest to largest and selecting the middle number. For a description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.	Yes
22	Total Hours*	9999999999	Numeric	10	Enter the total hours worked in 2022 of all the payroll employees reported in the corresponding cell to the left (Column P) (i.e., all of the payroll employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band in this row). Round to the nearest whole number. For detailed instructions on how to calculate employees' hours worked, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.	Yes
23	Row-Level Clarifying Remarks		Alphanumeric	500	Enter any clarifying remarks for the entire row.	No

Table 2 – Labor Contractor Employees Report: Detail Record Layout

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
1	Establishment Name*		Alphanumeric	100	Enter the name of the establishment.	Yes
2	Address Line 1*		Alphanumeric	200	Enter address line 1 of the establishment.	Yes
3	Address Line 2		Alphanumeric	200	Enter address line 2 of the establishment.	No
4	City*		Alphanumeric	50	Enter city of the establishment.	Yes
5	State*	XX	Alphanumeric	2	Enter establishment two-letter state code. If the employer needs a value that is not a US State or the District of Columbia, select “OT”.	Yes
6	ZIP Code*	XXXXX	Alphanumeric	5	Enter the 5-digit ZIP code of the establishment.	Yes
7	NAICS Code*	999999	Numeric	6	Enter the 6-digit North American Industry Classification System code (NAICS) of the establishment. See www.naics.com/search.	Yes
8	Major Activity*		Alphanumeric	500	Describe the major activity or activities of the establishment. Include the specific type of product or type of service provided, as well as the principal business or industrial activity. Be specific, e.g., manufacturing steel casings, retail grocer, wholesale plumbing supplies, title insurance, etc.	Yes
9	Total Number of Labor Contractor Employees at Establishment*	9999999999	Numeric	10	Enter the total number of labor contractor employees at the establishment across all job categories, pay bands, races, ethnicities, and sexes during the snapshot period. Include both employees working inside and outside of California.	Yes
10	Was a California Pay Data Report filed for this establishment last year?*	“Yes” or “No”	Alphanumeric	3	Enter "Yes" if the employer submitted a California Pay Data Report in the year prior to the current Reporting Year. Enter "No" if the employer did not submit a California Pay Data Report in the year prior to the current Reporting Year. For the report due to CRD by March 31, 2021 (covering the 2020 Reporting Year), the entry will be "No" for all employers.	Yes
11	Was an EEO-1 Report filed for this establishment last year?*	“Yes” or “No”	Alphanumeric	3	Enter "Yes" if the employer submitted any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment. Enter "No" if the employer did not submit any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment.	Yes
12	Is this establishment the employer's headquarters?*	“Yes” or “No”	Alphanumeric	3	Every employer has one and only one headquarters. Enter "Yes" if this establishment is the employer's headquarters. Enter "No" if this establishment is not the employer's headquarters.	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
13	Labor Contractor(s) Name*		Alphanumeric	80	Enter the name of the labor contractor that supplied the workers to the client employer.	Yes
14	Labor Contractor(s) FEIN*	XXXXXXXXX	Alphanumeric	9	The FEIN of the labor contractor listed in the field above.	Yes
15	Snapshot – Begin Date*	1/1/2023		10	The Snapshot Period is one pay period between 10/1/2023 and 12/31/2023. The Snapshot Period is used to identify labor contractor employees included in the pay data report. For a detailed explanation of Snapshot Periods, see Part IV of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs/.	Yes
16	Snapshot – End Date*	1/1/2023		10	The Snapshot Period is one pay period between 10/1/2022 and 12/31/2022. The Snapshot Period is used to identify the labor contractor employees to report. For a detailed explanation of Snapshot Periods, see Part IV of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs/.	Yes
17	Job Category*	99	Numeric	2	Enter one of the following Job Category codes: 1 - Executive senior level officials and managers 2 - First or mid-level officials and managers 3 - Professionals 4 - Technicians 5 - Sales workers 6 - Administrative support workers 7 - Craft workers 8 - Operatives 9 - Laborers and helpers 10 - Service workers All jobs should be classified in one of these ten categories. Follow EEOC guidance for assigning employees to job categories.	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
18	Race/Ethnicity/Sex*	XXX	Alphanumeric	3	Enter one of the following Race-Ethnicity-Sex codes: A10 - Hispanic/Latino - Male A20 - Hispanic/Latino - Female A30 - Hispanic/Latino - Non-Binary B10 - Non-Hispanic/Non-Latino - Male - White B20 - Non-Hispanic/Non-Latino - Male - Black or African American B30 - Non-Hispanic/Non-Latino - Male - Native Hawaiian or Other Pacific Islander B40 - Non-Hispanic/Non-Latino - Male - Asian B50 - Non-Hispanic/Non-Latino - Male - American Indian or Alaskan Native B60 - Non-Hispanic/Non-Latino - Male - Two or more races C10 - Non-Hispanic/Non-Latino - Female - White C20 - Non-Hispanic/Non-Latino - Female - Black or African American C30 - Non-Hispanic/Non-Latino - Female - Native Hawaiian or Other Pacific Islander C40 - Non-Hispanic/Non-Latino - Female - Asian C50 - Non-Hispanic/Non-Latino - Female - American Indian or Alaskan Native C60 - Non-Hispanic/Non-Latino - Female - Two or more races D10 - Non-Hispanic/Non-Latino - Non-Binary - White D20 - Non-Hispanic/Non-Latino - Non-Binary - Black or African American D30 - Non-Hispanic/Non-Latino - Non-Binary - Native Hawaiian or Other Pacific Islander D40 - Non-Hispanic/Non-Latino - Non-Binary - Asian D50 - Non-Hispanic/Non-Latino - Non-Binary - American Indian or Alaskan Native D60 - Non-Hispanic/Non-Latino - Non-Binary - Two or more races For detailed instructions on how to identify employees' race, ethnicity, and sex, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs/.	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
20	Pay Band*	99	Numeric	2	Enter one of the following Pay Band codes: 1 - $19,239 and under 2 - $19,240 – $24,959 3 - $24,960 – $32,239 4 - $32,240 – $41,079 5 - $41,080 – $53,039 6 - $53,040 – $68,119 7 - $68,120 – $87,359 8 - $87,360 – $112,319 9 - $112,320 – $144,559 10 - $144,560 – $186,159 11 - $186,160 – $239,199 12 - $239,200 and over To identify the particular pay band in which to count a labor contractor employee, use the earnings shown in "Box 5 – Medicare wages and tips" of the employee's IRS Form W-2. **Important:** If a labor contractor employee has worked for more than one client employer over the course of the calendar year, their W-2 Box 5 wages should be allocated respectively to each client employer, based on the wages for work performed for that client employer, for the purposes of reporting on their pay. For additional instructions on how to identify a labor contractor employee's pay band, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.	Yes
21	Number of Employees*	9999999999	Numeric	10	Enter the total number of labor contractor employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band. If zero, you do not need to enter a row.	Yes
22	Number of employees that do not work remotely*	9999999999	Numeric	10	If this establishment is in California, enter the number of remote labor contractor employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, Pay	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
					Band assigned to this California establishment if a remote worker's state of residence is California. If this establishment is not in California, enter the number of remote labor contractor employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band assigned to this non-California establishment if a remote worker's state of residence is California.	
23	Number of remote employees located within California*	9999999999	Numeric	10	If this establishment is in California, enter the number of remote labor contractor employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, Pay Band assigned to this California establishment if a remote worker's state of residence is California. If this establishment is not in California, enter the number of remote labor contractor employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band assigned to this non-California establishment if a remote worker's state of residence is California.	Yes
24	Number of remote employees located outside of California*	9999999999	Numeric	10	If this establishment is in California, enter the number of remote labor contractor employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band assigned to this California establishment if a remote worker's state of residence is not in California.	Yes
25	Mean – Hourly Rate*	9999999999	Numeric	10	The mean hourly rate is calculated by adding the individual hourly rates for each labor contractor employee in the group, then dividing that sum by the number of labor contractor employees in the group. For a detailed description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.	
26	Median – Hourly Rate *	9999999999	Numeric	10	The median hourly rate is calculated by ordering the hourly wages of each labor contractor employee in the group from smallest to largest and selecting the middle number. For a detailed description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.	Yes

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
27	Total Hours*	9999999999	Numeric	10	Enter the total hours worked in 2022 of all the labor contractor employees reported in the corresponding cell (i.e., all of the labor contractor employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band in this row). Round to the nearest whole number. For detailed instructions on how to calculate labor contractor employees' hours worked, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.	Yes
28	Row-Level Clarifying Remarks		Alphanumeric	500	Enter any clarifying remarks for the entire row.	No

10.2 Section II – Establishment Information and Employee Detail File Specification

Table 2 provides a row level example of the data that must be entered to create the .CSV file. Section II - Establishment Information and Employee Detail records allow the employer to define their employee groups defined by job category, race/ethnicity/sex, and pay band for each establishment.

1. Provide the header row, containing the list of detailed fields, delimited by a comma on row 1. Each field in Table 1 above must be included in the header definition.
2. Starting on row 2, provide a row for each combination of job category, race/ethnicity/sex, and pay band for employees who work at the establishment. Employers should populate the detailed rows based on the specification defined in Table 1 above. Each value must be delimited by a comma.
3. Repeat step 2 starting on row 3, providing the remaining combinations of job category, race/ethnicity/sex, and pay band for employees for each of the employer's establishments. Each combination must be listed on a single row, using as many rows as it takes to provide a complete report.

Table 2 - Establishment Information and Employee Detail – Row Level Example

Row #	Field Type	Employer Data Examples
1	Static Item: The text must be provided exactly as specified on this row.	Establishment Name*,Address Line 1*,Address Line 2,City*,State*,ZIP Code*,NAICS Code*,Major Activity*,Total Number of Employees at Establishment*,Was a California Pay Data Report filed for this establishment last year?*,Was an EEO-1 Report filed for this establishment last year?*,Is this establishment the employer's headquarters?*,Job Category*,Race/Ethnicity/Sex*,Pay Band*,Number of Employees*,Number of employees that do not work remotely*,Number of remote employees located within California*,Number of remote employees located outside of California*,Mean - Hourly Rate*,Median - Hourly Rate*,Total Hours*,Row-Level Clarifying Remarks
2	Employer detailed establishment & employee data row 1	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,1,C20,11,1,1,0,0,115,115,1987,
3	Employer detailed establishment & employee data row 2	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,2,C50,10,5,5,0,0,90,92.5,9050,
4	Employer detailed establishment & employee data row 3	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,2,B10,10,5,5,0,0,92,91.75,9112,

Row #	Field Type	Employer Data Examples
5	Employer detailed establishment & employee data row 4	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5,B60,8,39,39,0,0,55,56.25,65286,
6	Employer detailed establishment & employee data row 5	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5,C60,8,25,25,0,0,55,23,43950,
7	Employer detailed establishment & employee data row 6	Acme Water Works - Inc - Station 2000,505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,4,C40,9,7,7,0,0,70,68.33,65286,
8	Employer detailed establishment & employee data row 7	Acme Water Works - Inc - Station 2000,505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5,D10,8,5,5,0,0,55,53.25,65286,
9	Employer detailed establishment & employee data row 8	Acme Water Works - Inc - Station 2000,505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5,D20,8,13,13,0,0,54,55,65286,
10	Employer detailed establishment & employee data row 9	Acme Water Works - Inc - Station 3000,444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,4,C60,8,15,0,10,5,53,52.75,3200,
11	Employer detailed establishment & employee data row 10	Acme Water Works - Inc - Station 3000,444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5,D10,3,25,25,0,0,15,17,1600,
12	Employer detailed establishment & employee data row 11	Acme Water Works - Inc - Station 3000,444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5,B40,7,10,0,5,5,45,4.5,1750,

11. Appendix C: Release Notes

Release 6.0

The following changes have been made in Release 6.0 (January 2024):

Artifact	Section / Page	Change
Portal	N/A	Updated for the 2023 filing season. Changes include added SoS number, updated and simplified error messages and simplified Submission Info page
Portal	Enter Section I: Creating and Editing Affiliate Employees	Added SoS numbers to Pay Data Reports, parent and affiliate companies. Also, US Establishment values and employee counts have been moved to Section I from Submission information page
Portal	Submission Info Page	The Submission Info page has been updated to reflect that we are no longer collecting US Establishment and Employee details in the California Pay Data report. Only establishments with California employees are to be included in the submission. Also reporting has been added to help the user identify errors in the report. • Disparities between Submission Info and Reported Establishments/Employees • Remote workers reporting errors
User Guide	N/A	Updated for Version 6.0 of the Portal.
Payroll and Labor Contractor Employee Report Excel Template	N/A	Added 3 Columns for remote worker status: number of employees that do not work remotely, number of remote employees located within California, number of remote employees located outside of California
Payroll and Labor Contractor Employee Report CSV Template	N/A	Added 3 Columns for remote worker status: number of employees that do not work remotely, number of remote employees located within California, number of remote employees located outside of California

12. Appendix D: Reporting Labor Contractor Employees

Senate Bill 1162 added the requirement that a private employer with 100 or more workers hired through labor contractors in the prior calendar year (with at least one worker based in California) must file a separate Labor Contractor Employee Report that covers workers hired through labor contractors in the prior calendar year. An employer submitting a Labor Contractor Employee Report submits one report that covers labor contractor workers at all of the employer's establishments. Senate Bill 1162 requires the employer's labor contractors to provide the necessary data and information to the employer submitting the report, as well as requiring the employer to identify its labor contractors. For more information about Labor Contractor Employee Reports, see Parts II, IV, and V of the FAQs, among others.

For more detailed information about filing a Labor Contactor Employee Report, including subjects like reporting remote workers, workers who worked outside of a snapshot period, and reporting workers on leave, refer to the FAQ at: https://calcivilrights.ca.gov/paydatareporting/faqs/.

13. User Guide – FAQ

13.2 Do I have a File a Pay Data Report?

Payroll Pay Data Reports:

A private employer that has 100 or more payroll employees (anywhere if it has one employee in California) is required to submit a pay data report to CRD. An employee is an individual on an employer's payroll, including a part-time individual, and for whom the employer is required to withhold federal social security taxes from that individual's wages.

An employer has the requisite number of employees if the employer either employed 100 or more employees in the Snapshot Period or regularly employed 100 or more employees during the Reporting Year. "Regularly employed 100 or more employees during the Reporting Year" means employed 100 or more individuals on a regular basis during the Reporting Year. "Regular basis" refers to the nature of a business that is recurring, rather than constant.

Labor Contractor Employee Report

A private employer that has 100 or more labor contractor employees within the prior calendar year (anywhere if it has one labor contractor employee in California) shall submit a separate pay data report to CRD covering the labor contractor employees in the prior calendar year.

The client employer has the requisite number of labor contractor employees if the employer either had 100 or more labor contractor employees in the Snapshot Period – across all of its labor contractors, not per labor contractor – or regularly had 100 or more labor contractor employees during the Reporting Year. "Regularly had 100 or more labor contractor employees during the Reporting Year" means 100 or more labor contractor employees worked for the client employer on a regular basis during the Reporting Year.

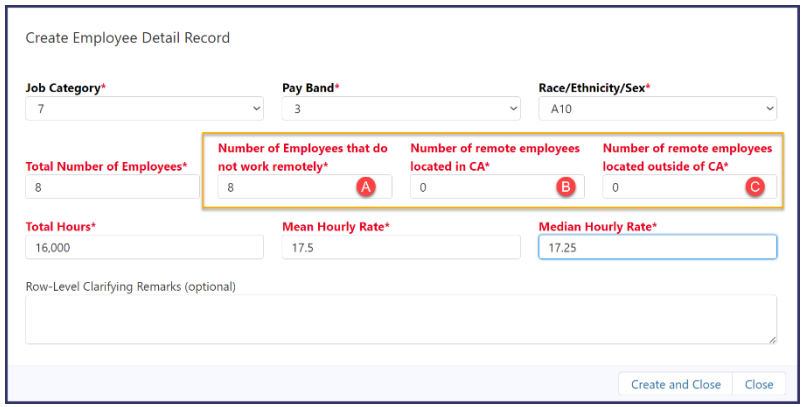
The Pay Data FAQ contains a detail description of the filing requirements for both Payroll (Section III.C) and Labor Contractor Employees (Section IV.C) https://calcivilrights.ca.gov/paydatareporting/faqs/

13.2 Do I report all Employees or only California Employees?

Starting with 2022 Pay Data filing season, the California Pay Data reports only accepts California workers. For 2023, CRD continues to only accept Pay Data information on California employees. A California employee is one who is assigned to a California establishment regardless of whether the employee resides in California or another state. Remote workers working in California, regardless of the location of their employer's establishment, are considered California employees. .

13.3 How do I report remote employees in a Pay Data report?

Starting for the 2023 Pay Data filing season, three data fields for counts by remote worker status were added for every employee detail collected for Employee details entered either via the portal or the Pay Data Excel templates to assist filers in reporting eligible California remote workers (see screenshots below).



or

Job Category*	Race/Ethnicity/Sex*	Pay Band*	Number of Employees *	Number of employees that do not work remotely*	Number of remote employees located within California*	Number of remote employees located outside of California*
7	A10	3	8	8	0	0
7	A20	3	2	0 A	1 B	1 C
6	B10	3	2	1	0	0

- **Number of employees that do not work remotely** - A If this establishment is in California, enter the number of non-remote payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, Pay Band assigned to and physically working at this establishment.
- **Number of remote employees located within California** - B If this establishment is in California, enter the number of remote payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, Pay Band assigned to this California establishment if a remote worker's state of residence is California. Or, if this establishment is not in California, enter the number of remote payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band assigned to this non-California establishment if a remote worker's state of residence is California.
- **Number of remote employees located outside of California** - C If this establishment is in California, enter the number of remote payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band assigned to this California establishment if a remote worker's state of residence is not in California.
  - Note the relationship between Columns in the Excel Templates Number of Employees, A , B , C and (Number of Employees = A + B + C). In the template if the values in these columns don't meet this criterion, the values will be RED. See the 3rd row in the example above (2 ≠ 1 + 0 + 0), therefore the line is in RED.

13.4 Can we submit our payroll data into the Pay Data Portal?

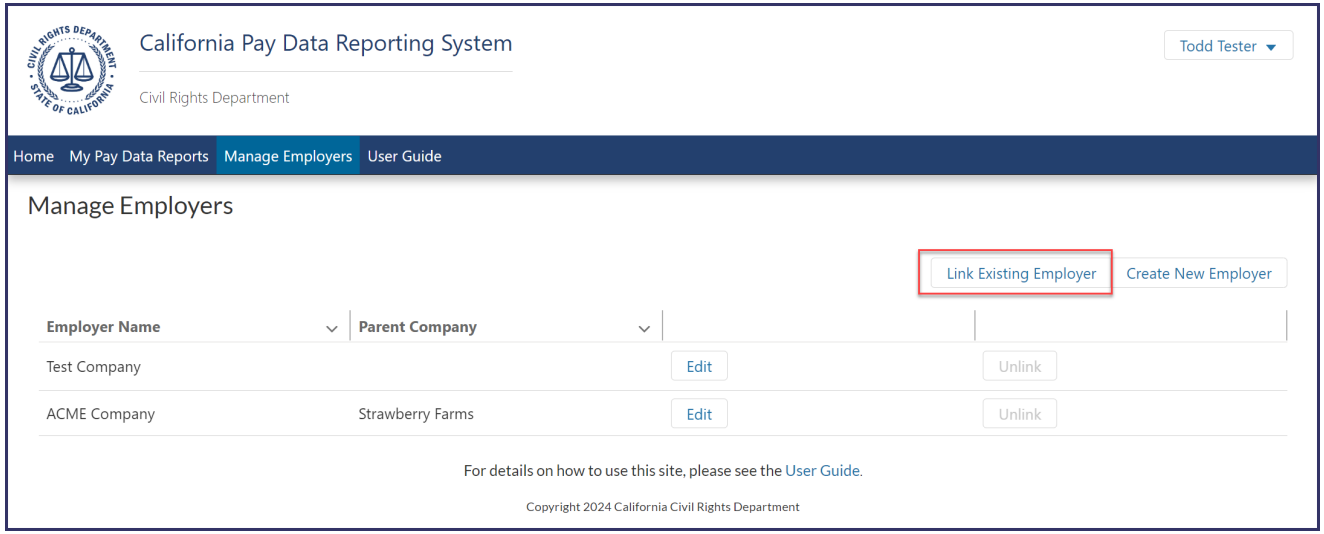
No, to protect employee's identity, we do not accept individual employee pay data information, but we accept "Employee Details" that group together employees that work at the same establishment and share Job Type, Pay Band and Race/Ethnicity/Sex. If you are reporting more than a handful of employees, we recommend that you download the Payroll Employee Report Excel Template or the Labor Contractor Employee Excel Template and aggregate the employees in the template.

13.5 How do I switch the user who files the Pay Data report for my employer?

The California Pay Data Portal allows multiple users to access the portal on behalf of a single employer. If a new/different user is going to file a Pay Data report for an employer moving forward, you should add a user and then link that user to an employer. The advantage of this approach is that it allows a Payroll Specialist to access the portal for various clients.

The process involves 2 steps:

Step 1: Register as a New User/Log in to Pay Data Portal if you already have a User Account
Step 2: Link to the Employer



13.6 Who provides what data for a Labor Contractor Employee Report?

To complete a Labor Contractor Employee Report, it is essential that the labor contractor and its client work together to complete the report.

- The first part (columns A - L, O - P) is the client's info (red boxes below).
- The second part (columns M - N) is contractor info (yellow box below).
- The third part (columns Q - Z) is aggregated employee data (the purple box).

This example is from [Labor Contractor Employee Report Template](#) Example - Multi Establishment tab.

Client Data

Establishment Name*	Address Line 1*	Add
ACME - Sacramento	1234 Main Avenue	Suit
ACME - Sacramento	1234 Main Avenue	Suite
ACME - Sacramento	1234 Main Avenue	Suit
ACME - Sacramento	1234 Main Avenue	Sui
ACME - Sacramento	1234 Main Avenue	Suit
ACME - Rocklin	505 Crocker Avenue	
ACME - Rocklin	505 Crocker Avenue	
ACME - Rocklin	505 Crocker Avenue	
ACME - Reno	444 North 54th Street	
ACME - Reno	444 North 54th Street	
ACME - Reno	444 North 54th Street	

Contractor Data

Employee Data

Labor Contractor Name*	Labor Contractor(s) FEIN*	Snapshot - Begin Date*	Snapshot - End Date*	Job Category*	Race/Ethnicity/ Sex*	Pay Band*	Number of Employees*	Number of Employees that do not work remote	Number of Employees work from California remote	Number of Employees work remotely outside of Californ	Mean - Hourly Rate*	Median - Hourly Rate*	Total Hours*
Ann's Temp Agency	341580040	11/1/2022	11/15/2022	1	C20	11	1	1	0	0	115.00	115.00	1,987
Ann's Temp Agency	341580040	11/1/2022	11/15/2022	2	C50	10	5	5	0	0	90.00	88.75	9,050
Ann's Temp Agency	341580040	11/1/2022	11/15/2022	2	B10	10	5	5	0	0	85.00	86.75	9,112
Ann's Temp Agency	341580040	11/1/2022	11/15/2022	5	B60	8	39	39	0	0	55.00	55.00	65,286
Ann's Temp Agency	341580040	11/1/2022	11/15/2022	5	C60	8	25	25	0	0	56.00	55.50	43,950
Ann's Temp Agency	341580040	12/1/2022	12/31/2022	4	C40	9	7	7	0	0	72.00	75.00	65,286
Ann's Temp Agency	341580040	12/1/2022	12/31/2022	5	D10	8	5	5	0	0	55.00	54.25	65,286
Ann's Temp Agency	341580040	12/1/2022	12/31/2022	5	D20	8	13	13	0	0	53.00	54.10	65,286
Pete's WorkForce	123456789	11/15/2022	11/30/2022	4	C60	8	15	0	5	10	57.00	56.88	3,200
Pete's WorkForce	123456789	11/15/2022	11/30/2022	5	D10	3	25	0	5	20	15.00	12.50	1,600
Pete's WorkForce	123456789	11/15/2022	11/30/2022	5	B40	7	10	0	5	5	42.25	41.75	1,750