



The WIRE

- ETC HR Employer Compliance News Week In Review -

Making Compliance Connections

February Supplement

Upcoming Compliance Reminder: 2023 [CA Pay Data Reporting Portal](#) NOW OPEN!

Deadline May 4, 2024

California law requires private employers of 100 or more employees and/or 100 or more workers hired through labor contractors to annually report pay, demographic, and other workforce data to the Civil Rights Department (CRD). This reporting is required under Government Code section 12999, as amended by Senate Bill 1162.

Employer Take-away: Employers should first evaluate and determine whether they meet the criteria necessary to complete the California Pay Data Reporting requirements. (See below)

Determine whether the employer is required to file a Payroll Employee Report for Reporting Year 2023 by counting the total number of payroll employees inside and outside of California in 2023. If the employer has 100 or more payroll employees, and at least one California employee, the employer is required to file, and proceed through the following steps.

Determine the employer's "Snapshot Period" to identify the California employees who will be reported on. Employees assigned to California establishments and/or who work from California must be reported on. Non-California employees are not reported on.

Determine which establishments the employer has and gather information about each establishment.



For all California employees in the Snapshot Period, identify each employee's establishment, job category, race/ethnicity, sex, pay in 2023, pay band, hours worked in 2023, and status as a remote worker.

- 1) Within each establishment, **group California employees who have the same job category, pay band, and race/ethnicity/sex combination**. Some groups may be a group of one if no other employee in the establishment shares that employee's job category, pay band, race/ethnicity, and sex.
 - Within each employee group in each establishment, **calculate the total hours worked by the group**.
 - Within each employee group in each establishment, **calculate the group's mean hourly rate and the group's median hourly rate**.
 - Within each employee group in each establishment, **identify the number of workers who were remote workers during the Snapshot Period**.
- 2) Gather additional information about the employer and its establishments, including the employer's address on file with the California Employment Development Department (EDD),
 - total number of employees in the United States,
 - total number of employees in California,
 - Federal Employer Identification Number (FEIN),
 - California Employer Identification Number (SEIN),
 - North American Industry Classification System (NAICS) code(s),
 - DUNS Number, and
 - whether the employer is a state contractor.
- 3) Register in the portal and build the report.
 - a. First, in the portal, provide information about the employer and,
 - i. if relevant, its parent company, as well as information on all affiliated entities included in the report (Employer Info and Submission Info).
 - b. Next, provide establishment-level and employee-level information (Establishment and Employee Details) by uploading an Excel file by using CRD's template, uploading a .CSV file, or using the portal's fillable forms.
- 4) Provide any clarifying remarks in the relevant field(s) and correct any errors identified by the portal.
- 5) Certify the final report and submit it by May 8, 2024.

Employer preparation - Assess any CA Pay Data reporting capabilities, any CPD defined reports of their payroll/onboarding platforms.



Lastly, review the attached CA Pay Data Reporting User Guide and Training Slides provided by the CA Civil Rights Department as well as going to the Pay Data Reporting homepage to gain access to the

- Pay Data Reporting Portal
- User Guide
- Excel Templates
- CSV Templates
- FAQs
- Pay Data Reporting Results
- Reply to Notice and/or Submit Pay Data Related Questions
- Pay Data in the News
- Training Slides

The CA Pay Data Reporting URL is <https://calcivilrights.ca.gov/paydatareporting/>

To contact them: Communication Center: 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711 | paydatareporting@calcivilrights.ca.gov

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