California Pay Data Reporting Sage HRMS

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Summary

- CA Pay Data Reporting required by the California Department of Fair Employment and Housing

Disclaimer

Backup Warning

Use caution when working with the below product functionality. Always create a backup of your data before proceeding with advanced solutions. If necessary, seek the assistance of a qualified Sage business partner, network administrator, or Sage customer support analyst.

Resolution

New Reporting Requirements for California Pay Data Detail/EFile for Reporting Year 2021

The California Department of Fair Employment and Housing (DFEH) announced changes to the Pay Band amounts in January 2022 for the Reporting Year 2021. Sage HRMS Product Update Quarter 1 2022 now supports the California Pay Data Report for both individual and multiple establishments. The new report/export is available in the EEO Reports.

Summary

- New fields to capture Pay Band and Total Hours Worked for California Pay Data Reporting

- Updating Pay Band and Total Hours Worked

- Generating the report file

- Export file values definitions

- Legends for Pay Bands and Race/Ethnicity/Sex values

- Additional Resources

New fields for reporting Pay Band and Hours

The Current Pay tab in HRMS, now displays the following two additional fields to support the California Pay Data Report:

- Pay Band

- Total Hours Worked

Updating Pay Band and Total Hours Worked

There are three ways to update the Pay Band and Total Hours Worked values for the employees.

1. You can manually enter the values on the Employee's Current Pay UI.

2. If you are using Sage HRMS Payroll, run Payroll > Processes > Update Employee Pay Bands and select the reporting year.

3. If you do not use Sage HRMS Payroll, you can import a CSV file from your payroll program that contains the SSN (Social Security Number), DOB (Date of Birth),
Box5Wages (Box 5 Wages), and TotalHours (Total Hours Worked) with each employee in a separate row. You then run Employees > Processes > Import Employee Pay Bands and select the import file. **Note:** See attachment section below for a sample data import CSV template.

Generating the Report File

a. Select Reports > EEO Reports.

b. On the Report List tab, select the California Pay Data Detail/EFile report.

c. Click the Standard Criteria tab and select the Employer.

If you select Multiple for Employer, highlight each employer that you want to include in the Available list, click Select > to move that employer to the Selected list, and then click OK.

d. Click the Specific Criteria tab and specify the year.

On the EEO Reports page, click Export.

> **Tip:** Before exporting, you can click **Preview** to review the report, which can list the:
> - Pay Band worked by job category and race/ethnicity/sex code.
> - Hours worked by job category and race/ethnicity/sex code.

e. When asked if you want to generate the report, select Yes.

f. For File Type, select Electronic Submission and click Export.

If you selected Multiple for Employer on the Standard Criteria tab (in step c) and an employee works for more than one of the employers, you must select which employer to report this employee under and click OK.

g, Select the dropdown as Yes or No for the question Was a file California Pay Data Report filed for the following Establishment last year? and then click OK.

You see a message when the California Pay Data Magnetic Media file is created successfully.

You can view the file in the Data/Export folder. The filename will start with "CaliforniaPayData".

Export file values definitions

Required fields will be updated in the output of the California Pay Data Magnetic Media file.

Here is a list of the Column, Column Title and Where the values come from.

Column	Column Heading	Value
B	Establishment Name*	This comes from the Establishment field on the EEO-1 tab of the HR Setup UI.
C	Address Line 1*	This comes from the Street field on the EEO-1 tab of the HR Setup UI.
E	City*	This comes from the City field on the EEO-1 tab of the HR Setup UI.
F	State*	This comes from the State dropdown on the EEO-1 tab of the HR Setup UI.
G	ZIP Code*	This comes from the Zip field on the EEO-1 tab of the HR Setup UI.
H	NAICS Code*	This comes from the NAICS Code field on the EEO-1 tab of the HR Setup UI.
I	Major Activity*	This comes from the Major Activity of Establishment field on the HR Options tab of the HR Setup UI.
J	Total Number of Employees at Establishment*	This is the overall employee count for the establishment during the snapshot period across all the Job categories, Race, Ethnicity, Sex, and Pay Bands.
K	Was a California Pay Data Report filed for this establishment last year?*	This comes from information entered by customer during the generation of the EFile.
L	Was an EEO-1 Report filed for this establishment last year?*	This comes from the Filed Last Year Yes/No value on the EEO-1 tab of the HR Setup UI.
M	Is this establishment the employer's headquarters?*	This comes from the Type of Report option value on the EEO-1 tab of the HR Setup UI.

N	Job Category*	This value is determined based on the Employees assigned EEO Class. This is on the Job tab of the Current Job UI.
O	Race/Ethnicity/Sex*	This value is calculated based on the values in Gender, Gender Identity and Ethnic Origin from the Employee Demographics UI.
P	Pay Band*	This comes from the Pay Band value on the Current Pay UI for the employee. Pay Band can be entered manually, updated by the Update Employee Pay Bands Process (For customers that have HRMS Payroll), or updated by Import Employee Pay Bands for customers that do not have HRMS Payroll.
Q	Number of Employees*	Calculated as total number of employees grouped by Job category, Race, Ethnicity, Sex, and Pay band.
R	Total Hours*	This comes from the Total Hours Worked value on the Current Pay UI for the employee. Total Hours Worked can be entered manually, updated by the Update Employee Pay Bands Process (For customers that have HRMS Payroll), or updated by Import Employee Pay Bands for customers that do not have HRMS Payroll.

Legends for Pay Bands and Race/Ethnicity/Sex values

Updated Pay Bands	Race/Ethnicity/Sex Legend

Pay Band Legend	
	A10 - Hispanic/Latino - Male
	A20 - Hispanic/Latino - Female
	A30 - Hispanic/Latino - Non-Binary
Blank - None Specified	B10 - Non-Hispanic/Non-Latino - Male - White
01. $19,239 and under	B20 - Non-Hispanic/Non-Latino - Male - Black or African American
02. $19,240 - $24,959	B30 - Non-Hispanic/Non-Latino - Male - Native Hawaiian or Other Pacific Islander
03. $24,960 - $32,239	B40 - Non-Hispanic/Non-Latino - Male - Asian
04. $32,240 - $41,079	B50 - Non-Hispanic/Non-Latino - Male - American Indian or Alaskan Native
05. $41,080 - $53,039	B60 - Non-Hispanic/Non-Latino - Male - Two or more races
06. $53,040 - $68,119	C10 - Non-Hispanic/Non-Latino - Female - White
07. $68,120 - $87,359	C20 - Non-Hispanic/Non-Latino - Female - Black or African American
08. $87,360 - $112,319	C30 - Non-Hispanic/Non-Latino - Female - Native Hawaiian or Other Pacific
09. $112,320 - $144,559	C40 - Non-Hispanic/Non-Latino - Female - Asian
10. $144,560 - $186,159	C50 - Non-Hispanic/Non-Latino - Female - American Indian or Alaskan Native
11. $186,160 - $239,199	C60 - Non-Hispanic/Non-Latino - Female - Two or more races
12. $239,200 and over	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
	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

Additional Resources

https://pdr.dfeh.ca.gov

https://www.dfeh.ca.gov/paydatareporting/

California Pay Data Reporting Portal – User Guide.pdf