

Do You Have an Affirmative Action Plan?

By Leigh-Anne McDonald

Editor's Note: Leigh-Anne McDonald has been implementing the Oracle® HRMS Suite of products for several years now, and this continues to be a popular topic that new and seasoned Oracle end-users alike request assistance with. This article is an overview discussing the techniques needed to implement and maintain a successful affirmative action plan, and the types of reports your company is responsible for submitting to meet government regulations in the United States.

Introduction

Government entities are ever increasingly becoming watchdogs scrutinizing a company's fair employment practices including compensation. The impact to organizations conducting business with the US government that are not compliant multiplies as more attention is paid to hiring, promotion, and termination decisions.

Promoting workplace diversity in parallel with maintaining compliance is a tough balancing act. Not only do companies contend with substantial penalties and a zero tolerance policy for errors, they risk losing their government awarded contracts and all too often experience high operating costs to meet record-keeping requirements. And unfortunately, organizations that do not track and report hiring practices are caught in a loop because they lack the ability to see if discrimination is occurring.

Despite the risks and potential high costs to an organization, many do not file annual AAP, EEO, and VETS-100 reports because they believe they are not required to do so, or do not know how to extract the information from their Oracle system.

The Oracle HRMS suite (core and self-service applications) provides the means to capture critical data, organize and maintain the information needed for government mandated HR reporting, and produce the required EEO, AAP, and VETS-100 annual reports in a variety of media. This article is an introduction to fair hiring practices, reporting regulations, and requirements, and it provides advanced overviews for configuring Oracle 11.5.10 HRMS (using job management) to input and track data, and effortlessly produce timely, compliant reports for your organization.

AAP Overview

The US government's OFCCP (Office of Federal Contract Compliance Programs) - Department of Labor requires companies to file an annual report detailing hiring practices. If your company is a Federal Contractor or Subcontractor with employee headcount of 50 or more, and you have been awarded a \$50,000 contract (as either a Prime or a Subcontractor), you are required

to have an Affirmative Action Plan (AAP) and report annually.

- U.S. Department of Labor,
Office of the Assistant Secretary for Policy

Normally Federal contractors and sub-contractors report AAP information on a calendar basis because it aligns with other year-end activities that also audit and update employee data, such as:

- The Payroll Department's preparation to distribute employee W-2 statements
- Statistical analysis that may result in changes to the chart of accounts, job titles, or the organization's supervisor hierarchy
- Operational analysis of monies distributed to employees as bonus, commission, or paid vacation

Government data requirements for affirmative action plan reporting are:

Employee Data

Annual Salary (annualize hourly employees)
 Department Name
 EEO Classification
 Employee Name
 Employment Status
 Ethnic Origin
 Gender
 Hire Date
 Hiring Location
 Job Title
 Salary Code
 Supervisor Name
 Supervisor Title
 Work Location

Applicant Data

Applicant Name
 Date Applied
 Date Interviewed
 Date of Birth
 Disposition of Interview
 EEO Classification
 Ethnic Origin
 Gender
 Hire Date
 Hiring Location
 Position Applied For
 Vietnam Veteran Status

Recommendations

- Once all information is gathered and validated, use Oracle Web ADI for HRMS to upload employee data to the HRMS tables.
- Implement Oracle iRecruitment to track and house applicant data. Remember applicant data must be kept for a minimum of two years.
- Conduct an internal audit. Better to identify omissions and duplicates now than be at the mercies of a mandated external audit that will require more of your organization's valuable time and resources.

AAP Report Types

Oracle 11.5.10 HRMS provides two concurrent programs to meet AAP reporting requirements: AAP – Job Group Analysis Report and AAP – Workforce Analysis Report.

EEO-1 Overview

Under Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), US employers are required to maintain and report information on an annual basis regarding race and sex of the employees within their companies. The reports are submitted annually to the Joint Reporting Committee no later than September 30.

- U.S. Department of Labor,
Office of the Assistant Secretary for Policy

Some organizations are not required to file an EEO-1, the most common report. Exempt organizations include:

- Native Indian tribes
- Higher Education Institutions
- Primary and Secondary school systems

- Tax-exempt private membership clubs (labor organizations excluded)

- a financial institution that is an issuing and paying agent for U.S. Savings Bonds and Notes.

(*Note:* Oracle HRMS – The Fundamentals (US) has summarized EEO reporting criteria in more detail, and is one of the sources that I used for this overview.)

EEO-1 Report Types

The type of report to file depends on the number of locations an organization has and there are two categories: single-establishment report and multi-establishment report.

A single-establishment is an employer with one business location. They are required to file one copy of SF100 (single form 100), which is represented as the concurrent program EEO Individual Establishment Report in Oracle 11.5.10 HRMS.

A multi-establishment is an employer with multiple business locations. They are required to file multiple copies of SF100 with two constraints: each employee is only counted once and the reports contain no duplicates. A multi-establishment report is broken down into three parts: establishment, headquarters, and consolidated.

The establishment report is required for each location employing 50 or more employees. The establishment report is represented in Oracle 11.5.10 as the concurrent program EEO Individual Establishment Report.

The headquarters report covers employees working at the organization's headquarters location and is required if the employees are not included on any other reports. If the organization's headquarters employs more than 50 people, the establishment report is used and the headquarters report is not required. If the

Some organizations are not required to file an EEO-1, the most common report.

It is important to note Kindergarten through Grade 12 school systems and districts are required to file an EEO-5 report, which is a consolidated report for the entire system. And some state and local governments require the EEO-4 report, which provides employee information to meet federal agencies legal requirements.

Your organization must file an EEO-1 report if any of the following is true:

- Your organization is a private employer with 100 employees or more.
- Your organization is a Federal contractor (private employer) with 50 employees or more, and is one or more of:
 - a prime contractor awarded a contract of \$50,000.00 or more;
 - a depository of Government funds in any amount;

organization's headquarters employs less than 50 people, the headquarters report is required and is represented in Oracle 11.5.10 HRMS as the concurrent program EEO Headquarter Report.

The consolidated report includes all employees by gender, ethnic origin, and job category. The consolidated report is required regardless of employee headcount at each location. This report will contain a count of how many EEO-1 reports are being submitted. The establishment and headquarter reports' total employee count must equal the consolidated report's employee total.

Vets 100 Overview

"The Vietnam Era Veterans' Rehabilitation Act of 1974" requires all institutions with federal contracts of \$10,000 or more for procurement of personal property and nonpersonal services (including construction) to take affirmative action to employ and to advance in employment qualified disabled veterans and veterans of the Vietnam Era, which is defined as the period August 5, 1964, through May 7, 1975.

- U.S. Department of Labor,
Office of the Assistant Secretary for Policy

The US Department of Labor requires some organizations to file an annual report that identifies that fair hiring and compensation practices are being upheld for Vietnam-era veterans, disabled veterans, and other war veterans. The report, the Federal Contractor Veterans Employment Report (VETS-100) covers a one-year period and whom files it is determine by legislative regulations.

VETS-100 Report Types

Similar to EEO-1, VETS-100 reports are filed for single-establishment and multi-establishment employers.

A single-establishment is an employer with one business location. They are required to file the VETS-100 report, which is represented as the concurrent program Veterans Employment Report in Oracle 11.5.10 HRMS.

A multi-establishment is an employer with multiple business locations. A multi-establishment report is broken down by establishment, headquarters, and consolidated.

The establishment report is required for each location employing 50 or more employees. The establishment report is represented in Oracle 11.5.10 as the concurrent program Veterans Employment Report.

The headquarters report covers employees based in the organization's headquarters office and is represented in Oracle 11.5.10 HRMS as the concurrent program VETS-100 Veterans Employment Report.

The Oracle 11.5.10 HRMS concurrent program the Consolidated Veterans Employment Report provides detail by state and includes information about an organization's hiring locations

with fewer than 50 employees, and it too is a required report.

Similarly, the Oracle 11.5.10 HRMS concurrent program _Establishment Employment Listing provides detail by establishment in each state and includes information about an organization's hiring locations with fewer than 50 employees. It is a required report.

VETS-100 Report Submission

Oracle 11.5.10 supports a number of report submission methods that are recognized by the US government as acceptable means of communication.

As with any implementation or configuration of an Oracle product, it is strongly recommended you use the implementation and user guides provided and follow the steps in the order listed.

On-Line

Single-establishment organizations typically use the VETS-100 on-line service.

Diskette

Organizations with 10 or more sites that typically submit reports from one central location save data electronically to diskettes.

Hard Copy

Organizations with 9 or fewer locations typically use this method.

Note: The Establishment Employment Listing is always submitted as hard copy and/or attached to an email with the Consolidated Veterans Employment Report.

As with any implementation or configuration of an Oracle product, it is strongly recommended you use the implementation and user guides provided and follow the steps in the order listed. What follows are two tables. The first lists Oracle's recommended steps for configuring Oracle 11.5.10 to enable your organization to enter data to meet the requirements of your Affirmative Action Plan (AAP)

and, in turn, extract data in report format to meet federal government requirements. The second table lists Oracle's recommended steps for configuring your Oracle 11.5.10 envi-

ronment to enable your organization to extract data to meet federal mandates for Equal Employment Opportunity (EEO) and VETS-100 (Veterans Employment) reporting.

Oracle 11.5.10 Configuration Requirements for AAP Reporting

Assign Gender and Ethnic Origin					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Gender	Employee records must include gender		People > Enter & Maintain Personal Tab	R	LOV is pre-seeded
Ethnic Origin	Employee records must include ethnic origin		People > Enter & Maintain Employment Tab	R	LOV is pre-seeded using the Application Utilities Lookup: US Ethnic Group. Values can be enabled / disabled only.

Assign Job and GRE					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using the Oracle 11.5.10 System Administrator Responsibility					
Define Job KFF	Pre-Requisite for Job Step		Application > Flexfield > Key > Segments Query Job Flexfield Add / Enable Segments	R	Job KFF structure is pre-seeded but contains no segments Once defined, freeze the KFF and compile it.
Define Job KFF Values	Pre-Requisite for Job Step	Define Job KFF	Application > Validation > Values Query Job Flexfield Add / Enable Values	R	
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Define Job	Pre-Requisite for Job Step		Job > Description	R	LOV is populated by Job KFF values
Job	Employee records must include job information	Define Job to populate LOV	People > Enter & Maintain Assignment Button	R	
Define GRE	Pre-Requisite for GRE Step		Work Structures > Organization > Description	R	Assign all applicable Organizations the Classification: GRE / Legal Entity

GRE	Employee records must include GRE information	Define GRE to populate LOV	People > Enter & Maintain Assignment Button Statutory Tab	R
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Define Salary Codes					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using the Oracle 11.5.10 System Administrator Responsibility					
Define Grade KFF	Pre-Requisite for Salary Codes Step		Application > Flexfield > Key > Segments Query Grade Flexfield Add / Enable Segments	R	Grade KFF structure is pre-seeded but contains no segments Once defined, freeze the KFF and compile it.
Define Grade KFF Values	Pre-Requisite for Salary Codes Step	Define Grade KFF	Application > Flexfield Key > Values Query Job Flexfield Add / Enable Values	C	Required if not using independent validation
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Define Business Group	Pre-Requisite for Salary Codes Step		Work Structures > Organization > Description	R	Assign all applicable organizations the Classification: Business Group
Salary Codes	Salary codes are represented as grades A component of an employee's assignment used to control the value of her or his salary and other compensation elements	Define Grade KFF and Values Define Business Group	Work Structures > Grade > Description	0	LOV is populated by Grade KFF.
Grade Rate	Value or range of values used for validating employee compensation entries	Define Business Group Define Grade Define Parent Spine	Work Structures > Grade > Grade Rate	0	Parent Spine is optional and only should be defined if applicable

Pay Scale	A set of progression points related to rates of pay. An employee's point on the scale depends on his or her grade and work experience.		Work Structures > Grade > Pay Scale	0
Point Values	A pay scale is calibrated in progression points, which form a sequence for the progression of employees up the pay scale.	Define Pay Scale	Work Structures > Grade > Point Values	0
Grade Steps	An increment on a grade scale. Each grade step corresponds to one point on a pay scale.	Deifine Grade Define Pay Scale Define Point Values	Work Structurees > Grade > Grade Steps and Points	0

Define Line of Progression					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Career Path Name	Lines of progression are represented as career paths and must be defined for the jobs your affirmative action plan covers. Define a name for each line of progression	Define Business Group	Work Structures > Job > Career Path Names	0	
Career Path	Career path shows the progression from one job or position, from any number of other jobs or positions	Define Career Path Name Define Jobs	Work Structures > Job > Career Path	0	A career path must be based on either job or position; do not mix the two. Define line of progression for each job defined

Define Job Groups					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Job Groups Groups	A job group consists of jobs with similar levels of responsibility, compensation, and opportunities for advancement. Determine the job groups that the jobs in your affirmative action plans belong to.		Other Definitions > Lookup Tables	0	Job Groups are pre-seeded using the Application Utilities Lookup: US Job Group. Values can be enabled / disabled only. Do not confuse with Work Structures > Job > Job Group

Associate Jobs for AAP and EEO Reporting					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using the Oracle 11.5.10 System Administrator Responsibility					
Define Further Job Information	Pre-Requisite for Associate Jobs Step		Application > Flexfield Descriptive > Segments Query Further Job Information Open US Context Field Value	0	Further Job information DFF is pre-seeded with context and segments. You may perform IUD actions.
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Define Further Job Information DFF Values	Pre-Requisite for Associate Jobs Step		Other Definitions > Lookup Tables	0	LOVs are pre-seeded using the Application Utilities Lookup: US Exempt Non Exempt, US EEO-1 Job Categories and US EEO-4 Job Categories and US EEO-5 Job Categories Valuees can be enabled / disabled only.
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Associate Jobs	Associate each job your affirmative action plan cover with EEO categories, salary codes, line of progression, and job groups	Define Business Group Define Career Path Names Define Job Groups Define Jobs Define Grades Define Further	Work Structures > Job > Descriptions Query Job Group or Name Open Further Information DFF	R	LOVs are populated by Further Job Information DFF.

AAP reporting groups employees by the affirmative action plans covering them. To meet this directive, organizations are classified as an AAP Organization, representing unique affirmative action plans.

Define AAP Hierarchies					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using the Oracle 11.5.10 HRMS Manager Responsibility					
Define Location	Pre-Requisite for AAP Hierarchy Step		Work Structures > Location	R	
Define Organization Type	Pre-Requisite for AAP Hierarchy Step		Other Definitions > Lookup Tables	R	LOV is pre-seeded using Application Utilities Lookup: ORG_TYPE. You may perform IUD actions.
AAP Organization		Define Location Define Organization Type	Work Structures > Organization > Description Assign applicable Organizations the Type AAP or whatever your company defines for AAP. Select Location from LOV to populate Organization address Assign applicable Organizations the Classification AAP Organization. Enter a unique name for the AAP Organization.	R	Type LOV is populated by Application Utilities Lookup Location LOV is populated by Locations defined in HRMS.
AAP Organization Hierarchy	If the organization is subordinate to another organization in the Business Group, define the organization hierarchy to which it belongs and name the parent organization.		Work Structures > Organization > Hierarchy	R	

Oracle 11.5.10 Configuration Requirements for EEO and VETS-100 Reporting

Assign Ethnic Origin and Assignment Category					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Ethnic Origin	Employee records must include ethnic origin		People > Enter & Maintain Employment Tab	R	LOV is pre-seeded using the Application Utilities Lookup: US Ethnic Group. Values can be enabled / disabled only.
Define Employment Category	Pre-Requisite for Assignment Category Step		Other Definitions > Lookup Tables	R	LOV is pre-seeded using the Application Utilities Lookup: Emp_Cat. You may perform IUD actions.
Assignment Category			People > Enter & Maintain Assignment Button	R	LOV is populated by Application Utilities Lookup.

Associate Job Categories with EEO					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Job Categories			Other Definitions > Lookup Tables Query all EEO job Categories that are applicable for your company.	R	Further Job Information LOV is pre-seeded using the Application Utilities Lookup: Emp_Cat. Values can be enabled / disabled only.

Define Organization Classification					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Organization Classification	EEO and VETS reporting requires that the top organization's classifications be defined for both types of reporting.		Work Structures > Organization > Description Query Business Group.	R	See Note 1: Organization Classifications

Note 1: Organization Classifications

1. Add and Enable Corporate Headquarters.
2. Add and Enable Business Group and complete data entry for EEO Report Details, Reporting Categories, and Reporting Statuses.

Note: In EEO Report Details, select EEO1 from Report Selection LOV.

3. Add and Enable GRE / Legal Entity and complete data entry for EEO-1 Filing.

4. Add and Enable Parent Entity and complete data entry for EEO-1 Parent Entity Data and EEO1 / VETS Establishment Data.

5. Add and Enable Reporting Establishment and complete data entry for Establishment EEO-1 Filing.

Note: Do not add Reporting Establishment to every one of your organi-

zations, as your reports will return no data. Associate Reporting Establishment only with the top organization that your HR Organizations will be reporting under.

6. Add and Enable HR Organization.

Note: EEO and VETS reporting requires that organizations with employees assigned to them have an Organization Classification HR Organization.

Define Security					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using the Oracle 11.5.10 System Administrator					
Define Extra Location information DFF	Pre-Requisite for Security Step		Application > Flexfield Descriptive > Segments	R	Ensure all EEO1/VETS Generic Data segment values are enabled and displayed.
			Query Extra Location Information		
			Open Establishment Information Segment		
			Open EEO-1 Specific Information Segment		
Define Profile Options	Pre-Requisite for Security Step		Profile > System	R	Profile Option values are set at the responsibility level that will be used to run EEO/VETS reports. If the Flexfields: Open Desc Window is set to NO, DFFs will not display.
			Query HR: Security Profile		
			Query HR: Business Group		
			Query Flexfields: Open Desc Window		
Oracle 11.5.10 HRMS Manager Responsibility					
Security	EEO and VETS reporting requires that EEO information types be attached to the responsibilities that you will be using to run your reports.	Define Extra Location Information DFF Define Profile Option: HR Security	Security > Information Types Security Query each responsibility that will be used to run EEO reports.	R	

<p>Define Profile Option: Business Group</p> <p>Define Profile Option: Flexfields: Open Desc Window</p>	<p>Assign Information Types: EEO-1 Specific Information and Establishment Information from the LOV</p>
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Define Location					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Location	You must define all locations that have employees assigned to them. Note: It is critical to document the exact work location name as you will be adding this in the Establishment Hierarchy Definition.		<p>Work Structures > Location</p> <p>Query each location that has employees assigned to it or alternatively add new locations.</p> <p>Extra Inform... button</p> <p>Validate that the security types EEO-1 Specific Data and EEO1/Vets Generic Data are displayed.</p> <p>Highlight EEO-1 Specific Data to view Details region and enter / select data.</p> <p>Highlight EEO-1/Vets Generic Data to view Details region and enter / select data.</p>	R	<p>If you do not see the Security Types, you have not set up Security and the Extra Location Information DFF correctly.</p> <p>If the location that you are updating is NOT a Headquarters type, then make sure that the Headquarters Establishment is set to NO. If is set to YES and the location is not a Headquarters location, then no data will be reported.</p>

Define Establishment Hierarchy					
Field	Purpose	Pre-Requisites	Menu Path	ROC	Helpful Hints
Using an Oracle 11.5.10 HRMS Manager Responsibility					
Establishment Hierarchy	The final step for EEO, VETS, and AAP reporting is to set-up an Establishment Hierarchy Definition.		Work Structures > Organization > Hierarchy	R	

Single-Establishment Hierarchy

- Determine the top organization of the hierarchy.
 - It should be a GRE and a Reporting Establishment.
 - It may be a Business Group / GRE.
- Build the hierarchy.
 - Place all HR Organizations in the GRE or Business Group / GRE at the second and lower levels under the top organization.

Multi-Establishment Hierarchy

- Determine the top organization of the hierarchy.
 - It may be a GRE or Business Group / GRE.
 - It should not be a Reporting Establishment or HR Organization.
 - It should not have the classification Corporate Headquarters.
- Build the hierarchy.
 - Place the applicable establishments and HR Organizations subordinate to the establishments at lower levels.

Headquarters Hierarchy

- The top organization is classified as Corporate Headquarters.
 - It should also have the classifications GRE and Reporting Establishment.
- Build the hierarchy.
 - Place all HR Organizations at the second and lower levels under the top organization.


Conclusion

I have covered all the tasks necessary in setting up your Oracle environment for tracking and reporting on AAP, EEO, and VETS-100 data. It is assumed that you have Oracle HRMS fully installed and are using it in your day-to-day business operations for employee management. As noted in the two set-up tables, it is critical that the tasks be performed in the order listed, as many are pre-

requisites. When defining your affirmative action plan and performing the set-up tasks, it is important to use date tracking functionality to ensure all eligible employee data is captured. And finally, remember the benefits of organizing your employee data as it touches many aspects of your business from year-end analysis to W-2 statements to PTO accruals.

Sources

The information in this document was compiled from Section 709(c) Title VII of the Civil Rights Act and Using Oracle HRMS - The Fundamentals (US).

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