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SAGE ABRA HRMS NEWSLETTER

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New EEO-1 Reporting Requirements for 2007 Are You Compliant?

The U.S. Equal Employment Opportunity Commission (EEOC) has approved a new version of the EEO-1 Employer Report – the first major revision to this form in 40 years. Beginning in September 2007, employers will be required to use the new EEO-1 Report which will affect how companies categorize the race and ethnicity of employees as well as how managers and supervisors are classified. The objective of the revisions are to modernize the EEO-1 Report so that it continues to be relevant, reflect a new demographic analysis of an organization's workforce and identify trends in mobility of minorities and women. This article highlights the major changes to help you ensure compliance.

Changes to Ethnic and Racial Categories

To reflect changing demographics of the country, a new category called "**Two or More Races**" has been added to the report which requires employers to report the number of employees who identify themselves in multiple racial categories but does not require reporting of the specific races. In addition, a few categories have been renamed including a change from "Black" to "Black and African American" and "Hispanic" to "Hispanic or Latino." The "Asian and Pacific Islander" category has been divided into two separate categories: "Asian" and "Native Hawaiian or other Pacific Islander."

The new report strongly endorses employee **self-identification** of race and ethnicity as opposed to visual identification by employers. In addition, the EEOC recommends that employers have in place a system by which newly hired employees are presented with an opportunity to self-identify their racial and ethnic background.

Changes to Job Categories

The EEOC divided the former EEO-1 category of "Officials and Managers" into two levels: "**Executive/Senior Level Officials and Managers**" and "**First/Mid Level Officials and Managers.**" This change was made to avoid including line supervisors and first-level managers with senior executives. The division is based on an employee's responsibility and influence within the organization. Executive/senior level officials and managers are defined as those who plan, direct, and formulate policy, set strategy, and provide overall direction. In larger organizations, these employees are considered within two reporting levels of the CEO. First/mid-level officials and managers are defined as those who direct operations within specific parameters set by executive/senior level officials and managers and oversee day-to-day operations. Finally in an effort to gather better data about the progress of women and minorities in management positions, the new report moves non-managerial business and financial occupations from the "Officials and Managers" category to the "Professionals" category.

Who is Required to Report?

As with the old form, the new report must be filed by employers **(1)** with 100 or more employees, or **(2)** with 50 or more employees and federal government contracts of \$50,000 or more. Additionally, the Department of Labor recognizes banks and other financial institutions as government contractors. As mentioned earlier, employers will be required to use the new form for the filing period ending **September 30, 2007**. In order to fully complete the new EEO-1 form, employers will eventually need to re-survey their current workforce to gather the necessary race data although the EEOC does not require employers to do so for the report due in 2007. However it will be required before the filing date in September 2008.

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Additional Resources on EEOC Website

Details of new reporting requirements - <http://www.eeoc.gov/eeo1survey/>

Common questions and answers - <http://www.eeoc.gov/eeo1/qanda.html>

Sample of new EEO-1 Report - http://www.eeoc.gov/eeo1/eeo1_2007_d.pdf



[Contact Us](#) if you have questions about how to use **Sage Abra software** to make compliance with the new EEO-1 requirements quick and efficient.

Avoiding Fines - A Guide to Current Compliance Mandates

What Every Manager Needs to Know

Sage Software, makers of Sage Abra HRMS, has published a guide that provides an informative overview of current compliance mandates that probably affect your business. The guide provides information about compliance requirements and potential penalty for noncompliance related to the following mandates: Sarbanes-Oxley, Americans with Disabilities (ADA), Fair Labor Standards, Family and Medical Leave, Occupational Safety and Health (OSHA), Consolidated Omnibus Budget Reconciliation (COBRA), Health Insurance Portability and Accountability (HIPPA), Age Discrimination in Employment, Immigration Reform and Control, Employee Retirement Income Security (ERISA), and many more.



[Email Us](#) to request a copy of this **FREE** and useful guide

Productivity Tip: Email Signatures in Outlook

In today's business environment, we rely more and more on e-mail for communication. While use of the traditional business letter (with a salutation and signature) may be on the decline, it's still important to know something about the people we correspond with. E-mail signatures can play a role in providing contact information, and in lending a professional tone to your messages. A signature is a customary, fundamental aspect of communication that we have come to expect and value. It adds a personal touch and an element of sincerity.

Typical information in an e-mail signature might include: Your name, Title, Phone Number and Extension, Email Address, and Company Web Address. The following steps will guide you through creating an email signature using Microsoft Outlook.

How to create an e-mail signature in Microsoft Outlook:

1. On the **Tools** menu, click **Options**. 2. Click the **Mail Format** tab. 3. Click the **Signatures** button. 4. Click the **New** button and begin typing

Creating a signature doesn't take long. It really depends on how plain or fancy you want it to be. You can quickly create a "Plain text" signature with important contact details or click "Edit" to create a more eye-catching, graphical signature that might include Pictures, logos, colors, and other formatting options. Once created, Outlook automatically applies your new signature to every new email message you compose.

[Click Here](#) for more detailed step-by-step instructions online.



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