Data Preparation Guide

For 2021 Gender/Racial Wage Gap Measurement
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Data Submission Information

**Purpose**

Employers commit to taking concrete, measurable steps to closing the gender/racial wage gap when signing onto the Boston Women's Workforce Council's (BWWC) 100% Talent Compact. This includes anonymously reporting employee wage data to the BWWC on a biennial basis to create a community snapshot of progress. Your organization's participation helps advance a critical conversation about wage gap equity in Greater Boston.

Signers share their data anonymously in aggregate form, via a unique, web-based encrypted software program backed by Multi-Party Computation (MPC). MPC allows secure, collaborative data analysis without revealing private data in the process. The BWWC partners with MPC experts at Boston University's Rafik B. Hariri Institute for Computing and Computational Science & Engineering to complete the wage gap measurement and analysis.

**2021 Data Submission Timeline**

This year's data submission window will occur over two weeks, from **May 3rd to May 14th**.

**Training Sessions**

We will offer two live, virtual training sessions in preparation for data collection. We will be hosting two virtual training sessions. [Register Here]

- April 13th, 12 pm - 12:45 pm
- April 15th, 12 pm - 12:45 pm

In addition, we will provide a video recording of the data submission process available April 5th.

**Who Should Submit Data at Your Organization?**

The individual(s) who submit data on behalf of your organization should be knowledgeable about your human resources information system. Employees such as the HRIS Analyst, HR Manager, or HR Data Analyst often are the right people to work on the submission. If you outsource payroll to a Paychex or similar group, you may be able to ask them for support in gathering that data from their system.
How Should I Prepare My Data in Advance of Submission?

You will be filling out this spreadsheet which is designed to mirror the EEO-1 form that many companies fill out annually. The first tab asks for Number of Employees, the second asks for Annual Compensation, the third asks for Performance Pay, and the fourth asks for Tenure at the Company in months.

If your organization fills out a different EEO form than the EEO-1 form, please use this Reference Guide to convert categories to fit the EEO-1 form.

Once done, you can drag and drop the completed spreadsheet into the platform on 100talent.org, during the two week submission window in May. Access the platform using your unique user I.D.

What Data Do We Submit?

Many companies are required to report wage gap data annually through the Equal Employment and Opportunity Commission, using the EEO-1 form. Our data collection is based on this reporting model. Below are definitions for the data we are asking you to submit in each of the following reporting tabs:

**Number of Employees**: Defined as all full-time employees who were employed by a Compact Signer on December 31, 2020, excluding seasonal employees. Employees should be full-time as recognized by your company, with most companies using the minimum number of hours when employees are entitled to full benefits as the threshold. As an example: an employee who works 40 hours and one who works 32 and is entitled to the same benefits, therefore, would be equal to 2 full-time employees.

**Note**: Any remote employees - no matter where they live - who are full time and report to the Greater Boston location of the Compact Signer's organization, should be included.

**Annual compensation**: Defined as W-2 (Box 1: Wages, Tips, and Other Compensation) earnings for 2020 inclusive of base and overtime pay, as of December 31, 2020. If an employee was employed for less than the full year, please annualize their earnings. Do not include performance pay. It will be submitted separately.

**Performance pay**: Defined as any type of cash bonus paid out in 2020, regardless of when earned, and included in W-2 earnings for 2020. Please note: bonuses “earned” in 2020 but not paid out until 2021 would not be included.

**Tenure**: Defined as months between employee's start date with company and December 31,
2020, rounded to the nearest month. For employees who had a break in service (rehires), use the same formula your company uses for benefits (calculating vacation time etc.) to determine months of service.

Additional Definitions

**Gender Categories:**
- Female
- Male

**Race/Ethnicity Categories:**
- Hispanic/Latinx
- White (Not Hispanic/Latinx)
- Black or African American (Not Hispanic/Latinx)
- Asian (Not Hispanic/Latinx)
- American Indian or Alaska Native (Not Hispanic/Latinx)
- Two or More Races (Not Hispanic/Latinx)
- Unreported (if the employee has not self-identified race)

**Job Categories:**
- **Executive/Senior Level Officials and Managers**
  - This category is reserved for the highest level within the organization. It includes individuals who plan, direct, and formulate policies, set the strategy, and provide information to be approved by the board of directors. Titles in this category include CEO, President, Founder, Chief Human Resources Officer.
- **First/Mid-Level Officials and Managers**
  - Individuals in this category take direction from those in the level above. It includes managers at the group, regional, or divisional level of the organization. Titles include Director, Operations Manager, Human Resources Manager.
- **Professionals**
  - Jobs in this category typically, but not always, require professional degrees or certifications. Examples of professions that fall into this category include Lawyers, Doctors, Nurses, and Teachers.
- **Technicians**
  - Jobs in this category require scientific skills to be applied in their work. Titles include Computer Programmer, Chemical Technician, Emergency Medical Technician.
- **Sales Workers**
  - Jobs in this category include anyone dealing in sales as their primary function. Titles include Insurance Sales Agent, Real Estate Brokers, Sales Agent.
- **Administrative Support Workers**
These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Job examples include Office and Administrative Support Workers, Accounting and Auditing Clerks.

- **Craft Workers**
  - Individuals in this category typically will have a specific skill set that makes them qualified for a particular subset of jobs. Titles include Carpenters, Electricians, Plumbers.

- **Operatives**
  - Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Titles include Forklift Operators, Parking Lot Attendants, Truck Drivers.

- **Laborers and Helpers**
  - Jobs in this category include workers with more limited skills who require brief training to perform tasks that require little or no independent judgment. Job examples include Construction Workers, Laborers, Freight Movers.

- **Service Workers**
  - Jobs in this category include food service, cleaning service, personal service, and protective service activities. Positions in this category include Food Service Workers, Medical Assistants, Cleaners, Janitors, Police, Guards.

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**Frequently Asked Questions**

Below are questions we have received during past Gender/Racial Wage Gap Measurements.
We are including the answers here as a resource for you as you prepare your employee data for submission. The questions fall into the following categories:

1. Data Preparation Questions
2. Employee Questions
3. Compensation Questions
4. Tenure Questions
5. Performance Pay Questions
6. Technical and Security Questions

**Data Preparation Questions**

**How long does it typically take for Signers to participate in the data submission process?**
Experience tells us to expect it could take 1-3 hours for a small company and 6-10 for a large company to gather the data, with medium sized companies falling between those ranges. Submitting the data can take less than 15 minutes once the data is prepared. The data submission window for the 2021 Wage Gap Measurement will be from May 3rd - May 14th. BWWC staff will be available via email and telephone throughout the data collection period to answer questions.

**Do Compact Signers have to aggregate the data internally?**
Yes. In order to protect the anonymity of Signer data, we collect data in an aggregate format. This means that Signers need to aggregate their own data, instead of submitting information for each employee individually.

**What if my organization doesn’t fill out the EEO-1 form?**
We have designed the form to be easy to fill out whether or not your organization currently uses the EEO-1 form.

**What if my organization uses a different EEO Form than the EE0-1 Form?**
If your organization fills out a different EEO form than the EEO-1 form, please use this [Reference Guide](#) to convert categories to fit the EEO-1 form.

**Employee Questions**

**Should we include remote employees in the data submission?**
Yes. Any remote employee - no matter where they live - who are full time and report to the Greater Boston location of the Compact Signer’s organization should be included.

**Should I include employees who worked during 2020 but then left the organization?**
Include only employees who worked at the company on December 31st, 2020 in the data submission. If an employee was terminated on 1/1/2021, they would be included in the
data. If an employee was not hired until 1/1/2021, they would not be included in the data.

**Should we include employees who were on paid leave on December 31, 2020?**
Yes. Any full-time employee should be included even if they are on paid leave. As long as they are employed by the company on December 31, 2020.

**How should we report employees who identify with two or more races?**
Please report these employees in the “Two or More Ethnicities (Not Hispanic or Latinx)” category.

**How should we report employees who identify as Black and Hispanic?**
If an employee identifies as Black and Hispanic, please include them in the “Two or More Ethnicities” category.

**How should we report employees who have not self-identified race/ethnicity?**
If employees have chosen not to report their race/ethnicity, please include them in the “Unreported” category.

**How should we report employees who do not identify with the gender binary?**
We currently do not have a category for employees who identify as non-binary. Please omit them from your data submission.

**Compensation Questions**

**What is included in Annual Compensation?**
Annual Compensation should include base pay and overtime pay paid out in 2020 as reported on the employee W-2 (Box 1: Wages, Tips, and Other Compensation).

**Why do we use W-2 (Box 1: Wages, Tips, and Other Compensation)?**
We use the W-2 to determine Annual Compensation as it is consistent with the EEO-1 Component 2 filing.

**How do you report Annual Compensation information for employees who have only worked with our organization for a few months?**
You should report the employee's annualized earnings for base pay along with any overtime actually worked in 2020 and included in the W-2.

**How do you report a CEO that chose to not take their salary?**
If a CEO did not take their salary, you should include the CEO as an employee with tenure, and put in $1 for their compensation. Otherwise the spreadsheet will not recognize the employee.
Should I exclude overtime pay from base pay?
No. Please include overtime pay actually worked in 2020 and included in the W-2 with base pay. The EEO-1 Form defines Annual Compensation as including overtime worked with base pay in compensation filing.

How do you report Annual Compensation information for employees who had a change in Annual Compensation during the year due to a promotion or other event?
You should report the employee's W-2 annualized earnings based on their 12/31/2020 Annual Compensation rate and any overtime paid in 2020 less cash performance/bonus pay, as of December 31st, 2020.

How is Annual Compensation calculated when an employee is scheduled to work 40 hours a week but actually works 45 hours a week and was employed on 12/31/2020 but did not work the entire year of 2020?
For those that are paid hourly, Base Pay should be annualized using the scheduled 40 hours per week, 40 hours x 52 weeks = 2080 hours, with the formula:

- Annualized Base Pay = Hourly rate as of 12/23/21 x 2080 + overtime lump sum
Overtime pay should be included, but only for the actual overtime hours worked during the employee's time with the company in 2020 as reported on the W-2.

How is Annual Compensation calculated when an employee is scheduled to work 30 hours a week but actually works 35 hours a week and was employed on 12/31/2020 but did not work the entire year of 2020?
For those that are paid hourly, Base Pay should be annualized using the scheduled 30 hours per week, 30 hours x 52 weeks = 1560 hours, with the formula:

- Annualized Base Pay = Hourly rate as of 12/31/2020 x 1560 + overtime lump sum
Overtime pay should be included, but only for the actual overtime hours worked during the employee's time with the company in 2020 as reported on the W-2.

Tenure Questions

How do you report the tenure of employees of only a few months?
If the employee has worked for less than a full year please report their tenure at the company in months, as we request for all employees. For partial months, round down if less than 14 days, up if over 14 days.

Does it make sense to prorate an employee of only a few months or omit their data?
All full-time employees should be included along with their annual earnings. Wages should be annualized for workers who worked a partial year.

Which EEO category should be assigned to an employee who has recently received a
promotion or job change?
This data is a snapshot as of December 31, 2020. Please use the EEO category that the employee falls in on that date.

Performance Pay Questions

What types of Performance Pay should I include?
- Bonuses that all employees are eligible to receive annually and are tied to incentive policies
- Annual incentive plan or sales incentive plan bonuses
- Other bonus types that vary based on the situation & are typically a one-time deal such as:
  - Spot recognition bonuses
  - Signing bonuses
  - Retention bonus

Technical and Security Questions

Will I be identified?
No. As soon as you hit the “submit” button, your data is masked and is aggregated with all other Compact Signers’ data.

Is there a risk of the data being breached?
No. The Boston Women’s Workforce Council only receives the aggregate data for the entire sample, so it is impossible for anyone to identify individual data.

Is there a way to upload data so it doesn't have to be manually entered?
Yes, you can drag and drop your pre-filled Excel template file in order to encrypt the entire file and submit. Sections of the Excel document may also be copied and pasted from an Excel spreadsheet.

Am I able to resubmit my spreadsheet if I modified the data after my initial submission?
If at any time during this period you wish to correct your previous submission, you can go back to the email sent to you, click the link, and re-submit your data. This will result in your new submission replacing your old submission.

Do you recommend using the private session in the browser while imputing data?
It is not necessary, because the data will not be cached anywhere once you exit the browser.

For any additional questions, please contact Renee Lucas at team@thebwwc.org.