

EEO Survey No Sort Count Query (2 of 2)

This is one of two queries that iPass Support has created to help extract data from iPass for reporting staff data in the EEO-5 Survey.

This query is designed to help users filter an Excel format report to find the staff count for the EEO-5 Survey categories.

When Executing the query the user should leave all default selections and simply click Submit to run it.

The resulting report will indicate Start Date (New?), Full Time Yes/No (based on check box selection on the iStaff Profile screen, not FTE total), Gender, Race/Ethnicity, and Job Type.

This particular query lists staff members multiple times if they are identified as Hisplanic, have two or more Races selected, and/or have mutliple Active Careers.

NOTE: We recommend you first run the [EEO Survey Query](#) to identify staff with multiple records to determine how they should be reported. Users can then modify the EEO Survey No Sort Count Excel report to flag New staff, Hispanic staff, and Non-Hispanic staff with Two or More Races. Then users can use the Excel Filter feature to find the staff count in each of the report categories.

Example report (Excel format):

School!Code	EMP ID	State ID	Start Date	End Date	Full!Time	FTE	Is main Job	Gender	R
0310	50112	(MEPID 1)	08/29/16	?	yes	1	yes	F	0
0310	70573	(MEPID 2)	08/28/17	?	no	.5	yes	F	0
0310	50034	(MEPID 3)	03/20/18	?	yes	1	yes	F	9
0310	50034	(MEPID 3)	03/20/18	?	yes	1	yes	F	0
0010	70689	(MEPID 4)	08/27/18	?	yes	.1	yes	M	0
0005	70689	(MEPID 4)	08/27/18	?	yes	.5	yes	M	0
0505	42770	(MEPID 5)	08/28/17	?	yes	1	yes	M	0
0505	42770	(MEPID 5)	08/28/17	?	yes	1	yes	M	0

EEO-5 Survey (Elementary-Secondary Staff Information Report)

As part of its mandate under Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Commission requires periodic reports from all public elementary and secondary school districts which indicate the composition for their work forces by sex and by race/ethnic category.

EEOC collects labor force data from public elementary and secondary school districts with 100 or more employees within 50 U.S. states and District of Columbia. The reporting provide information on their employment totals, employees' job category and sex and race/ethnic groups as of October 1 of the survey year. The EEO5 survey is conducted biennially in every even-numbered year.

Link: <https://www.eeoc.gov/employers/eeo5survey/index.cfm>

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My Queries -> Query Files for Download -> EEO Survey No Sort Count Query (2 of 2)

<http://www.imgsoftware.com/kb/entry/1130/>