



Data Preparation Information for 2019 Pay Gaps Analysis

Purpose:

When signing onto the 100% Talent: The Boston Women's Compact, employers commit to taking concrete, measurable steps to close the gender wage gap, including anonymously reporting employee data to the Boston Women's Workforce Council (BWWC) on a regular basis. Signers directly submit their wage data in the aggregate form over a unique, web-based software program that employs encryption using a multi-party computational method to mine data from each employer. The software program was beta tested with 40 companies in 2015 and satisfied all participating employers that the Council can ensure data security and privacy. The BWWC then conducted the first actual data submission in 2016, with 69 participating companies totaling more than 112,000 employees and \$11 billion in annual earnings. In 2017, the BWWC had 114 participating companies with more than 167,000 employees featured and \$15 billion in annual earnings.

When Is Data Being Submitted?

This year, in order to ensure that all Compact signers are able to participate, we are extending the data submission period, with the big data submission week being around September 23rd. We will open up the submission window multiple times throughout the 2-month period correlating to the dates of the training sessions. You can participate anytime during the open windows. If you fill out the template in advance, the day-of submission should take 15 minutes or less. 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.

Who Should Submit Data?

People who submit data should be knowledgeable of the Human Resources information system of their organization. Employees such as the HRIS Analyst, HR Manager, or HR Data Analyst are typical types of employees to have submit data. If you are not the person who will be entering the information, please designate a person and send their name and email to Renee Lucas at renee@bostonwomensworkforcecouncil.com



Training Sessions:

In preparation for data collection we will have a total of 5 training sessions, beginning on July 23rd and ending on September 23rd. You only need to attend one training session. In a change from prior years, you will be able to provide your information immediately after the training sessions so that you can go back to your office and/or home and upload the data soon after getting trained on how to do so. The locations of the sessions will be in **Boston, Cambridge, and Newton**. Currently planned dates: **July 23rd, August 6th, August 20th, September 4th, September 12th, and September 23rd**.

What Data Do We Submit?

Definitions of the data being collected are listed in section 1 below. Section 2 outlines the categorizations required for the data.

Data Definitions:

- **Boston-based employees:** Defined as any full-time or full-time equivalent employee who was employed by a Compact-signing company in the Greater Boston area (please refer to this link for a list of zipcodes: <https://drive.google.com/file/d/12Dk0BK6n4sNvx66ecTPIt0lZZ9tOoxpP/view?usp=sharing>) on December 31, 2018, excluding seasonal employees. Full-time employees should be full-time as defined by your company, with most companies using the number of hours when employees receive full benefits as the threshold.
- **Length of service:** Defined as months between employee's start date with company and December 31, 2018, rounded to the nearest month. For employees who had a break in service (rehires), use the same formula your company uses for benefits to (calculating vacation time etc.) determine months of service in these cases.
- **Annual compensation:** Defined as W2 earnings for 2018 inclusive of base and overtime pay, less cash bonus/performance pay as of December 31, 2018. Performance pay will be submitted separately. If an employee was employed for less than the full year, please annualize their earnings.
- **Performance pay:** Defined as any type of cash bonus paid out in 2018 and included in W2 earnings for 2018. Please note: bonuses "earned" in 2018 but not paid out until 2019 would not be included.

The BWWC data categories (listed below) are aligned with the EEOC categories currently in place. Based on a 4/25/2019 court mandate, employers who are required to fill out an EEO-1 report now must also complete an EEO-1 Component-2 report for employee wages



using the same categories as the EEO-1 Component-1 report. The EEOC is also requiring that the Component-2 report be completed and filed by 9/30/2019 for both 2017 and 2018 compensation data.

Data Categories:

- Race/Ethnicity Categories:Hispanic/Latino
- 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
 - First/Mid-Level Officials and Managers
 - Professionals
 - Technicians
 - Sales Workers
 - Administrative Support Workers
 - Craft Workers
 - Operatives
 - Laborers and Helpers
 - Service Workers
- Gender Categories:
 - Female
 - Male

This information will be submitted to contribute to the aggregated data by dragging and dropping your Excel template file (please refer to this link to review the template file: https://drive.google.com/file/d/1CIWhI_WAvLbEPRVNvBkJwsnAzWv7roCe/view?usp=sharing) on the software platform website. The information listed here is the same information that is shown in the template file; it is displayed in a different form below for your accessibility.



Table 1: Number (#) of employees in each of the following categories:

- Female Hispanic/Latina employees in job categories 1-10;
- Female White employees in job categories 1-10;
- Female Black/African American employees in job categories 1-10;
- Female Native Hawaiian or Pacific Islander employees in job categories 1-10;
- Female Asian employees in job categories 1-10;
- Female American Indian/Native American employees in job categories 1-10;
- Female employees of unreported race categories in job categories 1-10;
- Same information as above for male employees.

Table 2: Compensation (\$) totals for the following categories:

- Female Hispanic/Latina employees in job categories 1-10
- Female White employees in job categories 1-10;
- Female Black/African American employees in job categories 1-10;
- Female Native Hawaiian or Pacific Islander employees in job categories 1-10;
- Female Asian employees in job categories 1-10;
- Female American Indian/Native American employees in job categories 1-10;
- Female employees of unreported race categories in job categories 1-10;
- Same information as above for male employees.

Table 3: Cash Performance Pay (\$) totals for the following categories:

- Female Hispanic/Latina employees in job categories 1-10
- Female White employees in job categories 1-10;
- Female Black/African American employees in job categories 1-10;
- Female Native Hawaiian or Pacific Islander employees in job categories 1-10;
- Female Asian employees in job categories 1-10;
- Female American Indian/Native American employees in job categories 1-10;
- Female employees of unreported race in job categories 1-10;
- Same information as above for male employees.

Table 4: Length of Service (months) totals for the following categories:

- Female Hispanic/Latina employees in job categories 1-10
- Female White employees in job categories 1-10;
- Female Black/African American employees in job categories 1-10;
- Female Native Hawaiian or Pacific Islander employees in job categories 1-10;
- Female Asian employees in job categories 1-10;



- Female American Indian/Native American employees in job categories 1-10;
- Female employees of unreported race in job categories 1-10;
- Same information as above for male employees.

To Do Prior to Submission:

You will receive an Excel template along with this guide. You'll see that the template is set up to mirror the EEO-1 form. The first table is employee count (same as the EEO-1 form), the second is annual compensation, the third is cash performance pay, and the fourth is tenure at the company in months. We strongly encourage you to complete this Excel sheet in advance so that you can directly drag and drop it in order to encrypt and submit it for aggregation. You can also easily copy/paste each of the four tables from Excel to the interface during the submission window if, for some reason, you cannot drag/drop it. Filling out the form in advance not only makes the process easier; it also minimizes the chance for human error.

Frequently Asked Questions:

Does the EEO Commission currently collect compensation data?

Employers required to provide EEO1 component-1 data (counts) are now required to provide data for compensation referred to as "EEO1 component-2" data; this mandate was put in place based on the court order described in this link:

<https://eeocomp2.norc.org/assets/documents/April%2025%20Court%20Ruling%20on%20EEOC%20Pay%20data.pdf>.

This court order also has also set a requirement that these employers provide this EEO1 Component-2 data for 2017 and 2018 by 9/30/2019.

What is included in the Annual Compensation?

Consistent with the EEO Commission, annual compensation should include base pay and overtime pay paid out in 2018 as reported on the employee W2. Please feel free to share with us any questions and concerns regarding this definition; we will discuss these with the EEO Commission as they are brought to our attention. Further detail is included above in the **Annual compensation** and **Performance pay** sections above in the [**What Data Do We Submit?**](#) summarization.

How long does it usually take for signers to participate in the data submission process?

Signers report that it takes approximately 1-3 business days to prepare the data for submission; signers who have performed this exercise before report taking less time.



Submitting the data can take less than 15 minutes once the data is prepared. Submittal can take place during the week of September 23rd through September 27th, or during the week of any training session through Friday at 5 pm. We will be available through email and telephone throughout the data collection effort to answer questions.

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 12/31/2018 but did not work the entire year of 2018?

Base pay should be annualized using the scheduled 40 hours per week with the formula: $12/31/2018 \text{ hourly rate} * 2080$. Overtime pay should be included, but only for the actual overtime hours worked during the employee's time with the company in 2018 as reported on the W2.

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 12/31/2018 but did not work the entire year of 2018?

Base pay should be annualized using the scheduled 30 hours per week with the formula: $12/31/2018 \text{ hourly rate} * 1560$ (total scheduled hours for the year). Overtime pay should be included, but only for the actual overtime hours worked during the employee's time with the company in 2018 as reported on the W2. The 5 hours above the scheduled 30 would not be considered overtime.

How do I determine my company's "industry/NAIC" classification?

Please refer to this link from the EEOC outlining this information:

<https://docs.google.com/document/d/1DQFbyQxKj8cUAJWS3RVquJvm2llplsIbDMILa7-NGb8/edit?usp=sharing>

Is this estimate only for signers who have expensive HRIS systems already in place?

No. Despite heterogeneity in HRIS systems, with approximately half of our signers using formal systems such as ADP, Workday, and PeopleSoft, and the other half using more informal systems such as Excel or Google Docs, signers across the board report an estimate of 1-3 business days.

What if my organization doesn't fill out the EEO-1 form?

Currently, in order to protect anonymity and ease burden to our signers, the data format is based on the EEO-1 form. We can provide guidance and additional resources to ease the process.

Do Compact Signers' have to aggregate the data internally?

Yes. This aggregate data is to be collected in this format, as the computer program cannot



accept individual data. The signers are to aggregate their own data.

What is the rationale behind asking for totals, as opposed to average or median values?

Because the software will aggregate all Compact Signers' data, the information must come in totals as opposed to statistics, like an average or mean. All signer information must be given in the form of raw totals, not statistics, so it can be analyzed accurately.

How would you handle employees identified with two or more races?

We have included a category to match the EEO-1 form's "Two or More Ethnicities (Not Hispanic or Latinx)" option.

How would you handle employees who have not self-identified race/ethnicity?

The BWWC is committed to moving towards more inclusive categories for both gender and race/ethnicity data collection. We are currently using EEOC definitions in order to minimize burden for signers, and understand that these definitions may restrict which employees choose to report their race/ethnicity. If employees have chosen not to report their race/ethnicity, please include them in the "Unreported" category.

How would you handle employees who do not identify with the gender binary?

The BWWC is committed to moving towards more inclusive categories for both gender and race/ethnicity data collection. We are currently using EEOC definitions in order to minimize burden for our signers. We invite employers who are collecting data in more inclusive ways to help us do the same, and hope to be doing so in future. If you have an issue or question about this for this data submission cycle, please reach out to us.

Is this looking at employees only in Boston?

This effort captures the Greater Boston Area. Please use this link:

<https://drive.google.com/file/d/12Dk0BK6n4sNvx66ecTPIt0lZZ9tOoxpP/view?usp=sharing> for a list of zip codes within this region to double check against your work location(s)

Feel free to reach out to us if you have questions.

Does this include Greater Boston residents or those working in Boston?

It is based off of location of company; therefore, it counts those working in Greater Boston.

If the headquarters are in Greater Boston but there are also off-site employees that report to the Boston location, are they included?

This is at the discretion of the company; essentially, who do you consider employees? This is not an issue yet of overlapping surveys since we're the only city in the country collecting this data right now.

How do you report annual compensation information of employees of only a few



months?

You should report the employee's annualized earnings for base pay along with any overtime actually worked in 2018 and included in the W2.

Should I include employees who worked during the year but then left the company?

Only employees who work at the company on December 31st, 2018 should be included in the data. If an employee was terminated on 1/1/2019, they would be included in the data. If an employee was not hired until 1/1/2019, they would not be included in the data.

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 W2 annualized earnings based on their 12/31/2018 annual compensation rate and any overtime paid in 2018 less cash performance/bonus pay (reported elsewhere) as of December 31st, 2018.

How do you report tenure information 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. So, if an employee has worked at your company for 6 months, you should report their length of service as 6. For partial months: if the employee has worked 6 full months and <= 14 days, you should report six months, if an employee has worked 6 full months and > 14 days, you should report 7 months.

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 have worked a partial year.

Which EEO category should be assigned to an employee who has recently received a promotion or job change?

This data should be a snapshot as of December 31, 2018 and the EEO category that an employee is in on that date should be used.

Does annual compensation include overtime pay, bonus and commission?

The annual compensation data should include base salary and overtime pay; bonuses are a separate category and should include commissions as they are also variable compensation. Options exercises should not be included in the compensation data.

Do you need the number of hours someone worked in order to accurately compare data?

We do not currently collect hours worked, and we are not pairing compensation data with



tenure data; we are simply calculating the average tenure of women and men in different job categories.

Technical and Security Questions:

Will I be identified?

No. As soon as you hit the “submit” button, your data is masked with a large, random number and only unmasked once it is aggregated with all other Compact signers’ data. We are unable to even verify which companies participated as that is also anonymous.

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, even if someone were to hack the BWWC’s database, they would only see the aggregate data that the BWWC publishes in its biennial report anyways.

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 it to the aggregate data. The template can be found using this link: It may also be copied and pasted from an Excel spreadsheet. Note that it is not in fact being “uploaded,” as it is not being saved anywhere but is being encrypted and aggregated immediately.

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. It is advisable only if you are personally concerned about your own computer's settings.