Employee Demographics, Earnings, HR/Payroll Report Data Guide

Company Name

The name of the company of record of employment. Since Tablecloth works on behalf of investors, there may be several companies in a single investment. We like to track each company individually.

Location Name

The name of the facility this employee works in. We use this to compare to other metrics we collect on facilities such as energy and water usage, carbon footprint, etc. that may be in other reports.

Report Run Date

Date. MM/DD/YYYY. Used for auditing files/versions.

Start Date

Date. MM/DD/YYYY. We use this to calculate annualized earnings, point in time counts, turnover and retention rates, etc. This corresponds to the Payroll report's start date.

End Date

Date. MM/DD/YYYY. We use this to calculate annualized earnings, point in time counts, turnover and retention rates, etc. This corresponds to the Payroll report's end date.

Employee ID

Text. A unique identifier of the person employed. We use this to track turnover, mobility and relate to other employee data gathered from other efforts such as surveys.

Date of Birth

Date. MM/DD/YYYY. We use this to calculate and employee's age and generation.

Gender

Male/Female/Other/Declined to state/Unspecified. Used to understand gender diversity.

Is the Employee full time?

Yes/No. Used to understand the status of the employee. Full-time employees work more than 30 hrs/week on average.

What type of Employee?

Text. Choices: 1099 or W-2. This is used to understand if the employee is a contractor or not.

Job Title

Text. Optional. The employee's title is helpful in determining how pay and benefits are distributed among employees sharing the same title.

Job Classification

Text. Choices: Direct, Indirect, Overhead. This is used to compare wage and benefit distribution among a broad base of employees who share similar organizational or hierarchical characteristics.

Hire Date

Date. MM/DD/YYYY. Used to understand the length of employment, turnover and headcount. Often benefits eligibility are also dependent upon this figure.

Termination Date

Date. MM/DD/YYYY. Used to understand the length of employment, turnover and headcount.

Primary Facility Full Address

Complete US Address. Used to understand the LMI status of the location, urban and rural eligibility, etc.

Employee Home Address

Complete US Address. Used to compare an individual's earnings and socio-economic status to their environment.

Hours Worked

Decimal. Please include the total hours this employee worked for the entire time period (see Start Date to End Date above). Use 2080 (or the appropriate respective fraction thereof) for

full-time employees whose hours are not collected. NOTE: If hours are estimated, please use the Hours flag field below to indicate that.

Actual Earnings

Decimal. Please include the total/gross earnings this employee received for the entire time period (see Start Date to End Date above) including benefits.

Hourly Rate

Optional. Decimal. If the employee's hours are not available, this may be a suitable replacement. We will use this rate combined with the earnings to figure out the approximate hours worked instead.

Hours flag

Optional. Text. Choices: "Hours are estimated" or "Use hourly rate and earnings". This helps us identify employees for whom data is estimated or derived from non-actual.

Does the Employee hold a management position?

Yes, No. Used to understand the opportunity for advancement and salary/benefits by management vs non-management staff.

Employee Ethnicity

Hispanic or Latino, Not Hispanic or Latino, Unspecified

Employee Race

Unspecified, White alone, Black or African American, American Indian or Alaskan Native alone, Asian alone, Native Hawaiian or Pacific Islander alone, Some other race alone, Two or more races

Used to understand racial diversity refer to census guidelines here: https://www.census.gov/topics/population/race/about.html. Note that many employers only track minority status whereas Tablecloth Race/Ethnicity impact reporting requires a more granular standard. Please update your collection methods to be more precise.

Is the Employee Disabled?

Yes/No. Used to understand ability diversity.

Is or was the Employee in the Military?

Active Duty/Veteran/No. Used to understand veteran/active duty workforce participation.

Is the Employee eligible to participate in a retirement plan?

Yes/No.

Does the Employee participate in a retirement plan?

Yes/No.

Is the Employee eligible to participate in a health plan?

Yes/No.

Does the Employee participate in a health plan?

Yes/No.

Is the Employee eligible for a performance bonus?

Yes/No.

Did the Employee receive a performance bonus in the past year?

Yes/No.

Is the Employee eligible for education benefits?

Yes/No.

Has the Employee used or participated in education benefits?

Yes/No.

Volunteer

Yes/No. Does this employee volunteer with any non-profit organization during work hours with the company's permission?

Donation Matching

Yes/No. Does this employee participate in a donation matching program offered by the company? If the company does not offer donation matching, please answer No.

Additional Guidelines

Please try to fill all cells. Blank or null values may indicate incompleteness. Use "NA" if data does not exist for this field. Use "Unspecified" if data is asked for but not provided by source (such as gender and ethnicity, which employees may not wish to disclose).

Please enter all dates with full years. Two-digit years will not validate.

PO Boxes for location addresses will resolve, however they are strongly discouraged. Please use them if and only if no other options are available and they are representative of the actual address we are asking for (i.e. they are in the same zip code or neighborhood). If no suitable options are available, please use "NA."

Termination dates should be left blank if the employee has not yet been terminated. If an employee had been terminated after the date range of this report, leaving in the date of termination will not cause a problem for us however if you wish to delete it you may.