

For Reporting
Year 2022



California Pay Data Reporting Portal

USER GUIDE

CALIFORNIA CIVIL RIGHTS DEPARTMENT

VERSION 5.1





California Pay Data Reporting Portal – User Guide

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1. Introduction

California law (Government Code § 12999) requires private employers with 100 or more employees (and at least one in California) and/or 100 or more workers hired through labor contractors (and at least one in California) to annually submit pay, hours worked, demographic, and other workforce data to the Civil Rights Department (CRD). Employers must submit their reports covering reporting year 2022 by May 10, 2023. For reporting year 2022, there are two report types: Payroll Employee Report and Labor Contractor Employee Report. For information about which employers are required to file with CRD, the different report types and required content, and answers to frequently asked questions (FAQs), visit: <https://calcivilrights.ca.gov/paydatareporting/faqs/>.

1.1 User Guide Overview

This User Guide explains how an employer subject to the California pay data reporting requirement should create and submit Payroll Employee Report and/or Labor Contractor Employee Report. An employer must submit its report(s) through CRD's online Pay Data Reporting Portal, using one of three available methods: 1) uploading an Excel file using the template described in Appendix A; 2) uploading a .CSV file consistent with the layout described in Appendix B; or 3) manually entering information using the portal's fillable form. CRD recommends using either option 1 or 2. CRD will not accept reports by email or hard copy.

This User Guide is organized into the following sections:

Introduction	Introduces this User Guide and overviews the content of a Pay Data Report.
Basic Structure of the CA Pay Data Report	Describes the basic structure of the Pay Data Report. The description includes how single- and multi-establishment employers report both payroll and contractor employees.
Portal Overview	Provides a general description of each page in the Pay Data Reporting Portal along with the actions available on the page.
Logging Into the Portal	Describes how to create a new user account and how to match it with an existing employer record or create a new employer record.
Submitting the Pay Data Report	Describes how to create a new Pay Data Report by either uploading an Excel file, uploading a .CSV file, or manually entering data via the portal.
Accessing In-Process Reports	Describes how to return to a previously uploaded or manually created report to complete the certification process.



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1.2 Top 6 Changes for Reporting Year 2022

1. New Due Date

- The due date for pay data reports covering reporting year 2022 is **May 10, 2023**. There is no deferral period.

2. Mean and Median Data

- The report must include the mean and median hourly rate for each group of employees. Refer to Section 1.3 Overview of the California Pay Data Report's Content for a description of how to calculate these means and medians.

3. Two Report Types/Employers Must Report Workers Hired Through Labor Contractors

- If an employer has over 100 workers hired through a labor contractor, these workers are required to be reported separately from the employer's payroll employees.
 - Labor contractor employees are reported in one report type: Labor Contractor Report.
 - Payroll employees are reported in the other report type: Payroll Employee Report.

4. No Reporting of Non-California Employees

- When reporting to CRD, employers must include their employees assigned to California establishments and/or working within California. Unlike in years past, employers may not report employees who are working outside of California and are assigned to an establishment outside of California.

5. Updated Portal

- The portal has been updated in several ways, including to accommodate the reporting of Labor Contractor Employee Reports and to clarify the steps for certifying the report after uploading an Excel/CSV file into the portal. Refer to Section 5 – Submitting the Pay Data Report for detailed instructions.

6. Graphs Generated for Certified Pay Data Reports

- The portal will generate a graphic representation of the employer's data in order to assist employers in evaluating their pay practices in light of equal pay and antidiscrimination laws. These graphs can be downloaded and emailed as PDFs.



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1.3 Overview of the California Pay Data Report’s Content

There are two separate California pay data reports: the Payroll Employee Report, which covers an employer’s payroll employees, and the Labor Contractor Employee Report, which covers an employer’s workers hired through labor contractors. Employers may be required to file one or both of these types of reports, depending on the employer’s staffing in 2022. For Labor Contractor Employee Reports, labor contractors must supply necessary data to the client employer, which is responsible for submitting the report.

Both types of pay data reports – the Payroll Employee Report and the Labor Contractor Employee Report – require an employer to group its payroll employees or labor contractor employees by job category, pay band, race, ethnicity, and sex, and then report to CRD the number of employees within each group, their mean and median hourly rates, and the total hours worked by the employees in that group, among other information. For employers with more than one establishment, employers must organize and report their data by establishment (defined in Section 2.1 of this User Guide). In order to build its pay data report(s), the employer will need to:

- For a Payroll Employee Report, create a “snapshot” of the employer’s payroll employees in order to identify the employees who must be reported on
 - To create a snapshot, the employer selects a single pay period between Oct. 1, 2022, and Dec. 31, 2022 (“Snapshot Period”)
 - A specific time period needs to be selected because throughout the course of a year an employer’s employees may change
 - An “employee” is an individual on an employer’s payroll for whom the employer is required to withhold federal social security taxes from that individual’s wages
 - All of the employer’s employees assigned to a California establishment and/or working within California during the Snapshot Period must be included in the employer’s Pay Data Report
 - In a change from prior years, employees assigned to establishments outside of CA and working outside of CA **should not** be included in the report
 - For additional guidance, review Part IV of [CRD’s FAQs](#)
- For a Labor Contractor Report, create a “snapshot” of the employer’s labor contractor employees in order to identify the labor contractor employees who must be reported on
 - The Snapshot Period may vary for each Labor Contractor a client employer uses, but otherwise the process is generally the same as for a Payroll Employee Report (detailed above)
 - For additional guidance, review Part V of [CRD’s FAQs](#)
- For each payroll employee/labor contractor employee an employer is required to report on, identify or calculate each employee’s:
 - Establishment
 - Job category
 - Race/ethnicity and sex



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- Earnings in 2022 (not just during the Snapshot Period), as shown in Box 5 (Medicare wages and tips) of the employee's IRS Form W-2, and the employee's corresponding pay band
 - If any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, use W-2 Box 1 for that employee and note this in the associated remarks field
 - For employees who did not work the entire year, do not annualize their pay
 - If a labor contractor employee has worked for more than one client employer over the course of the calendar year, their W-2 Box 5 wages should be allocated respectively to each client employer, based on the wages for work performed for that client employer
- Number hours worked in 2022 (not just during the Snapshot Period)
 - Include the number of hours an employee was on any form of paid time off for which the employee was paid by the employer, such as vacation time, sick time, or holiday time
 - For employees who did not work their entire year, do not annualize their hours worked
 - If a labor contractor employee has worked for more than one client employer over the course of the calendar year, their hours worked should be allocated respectively to each client employer, based on the hours of work performed for that client employer
- Hourly rate
- For labor contractor employees, the labor contractor each was hired through
- For additional guidance, review Parts III – VI of [CRD's FAQs](#)
- For a Payroll Employee Report, group payroll employees with the same establishment, job category, pay band, and race/ethnicity/sex. Then, total the number of payroll employees in each group and then calculate the group's mean hourly rate, median hourly rate, and the total hours worked in 2022.
 - A group may have only one payroll employee, and is reported as such, if no other payroll employee shares the same combination.
 - The mean hourly rate is calculated by adding the individual hourly rates for each payroll employee in the group, then dividing that sum by the number of employees in the group.
 - The median hourly rate is calculated by ordering the hourly wages of each payroll employee in the group from smallest to largest and selecting the middle number.
- For a Labor Contractor Employee Report, group labor contractor employees with the same establishment, labor contractor, job category, pay band, and race/ethnicity/sex. Then, total the number of labor contractor employees in each group and then calculate the group's mean hourly rate, median hourly rate, and the total hours worked in 2022.
 - A group may have only one labor contractor employee, and is reported as such, if no other labor contractor employee shares the same combination.



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- The mean hourly rate is calculated by adding the individual hourly rates for each labor contractor employee in the group, then dividing that sum by the number of employees in the group.
- The median hourly rate is calculated by ordering the hourly wages of each labor contractor employee in the group from smallest to largest and selecting the middle number.
- There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
 - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
 - A bird's eye illustration of all of 2,520 possible combinations is [available here](#). Zoom in to see each cell more clearly.
- If the report being filed is a Labor Contractor Employee report, the employer must include each labor contractor's name and FEIN.
- Gather other required employer and establishment level information, as well as any explanatory information that may need to be noted in the clarifying remarks fields.



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2. Basic Structure of the California Pay Data Report

An employer's pay data report – whether a Payroll Employee Report or a Labor Contractor Employee Report – has two sections. In Section I, Employer Information, the employer provides information at the full organizational level. In Section II, Establishment Information and Employee Detail, the employer provides information at the establishment and employee levels. Provided below are key terms used in this User Guide, followed by several illustrations that demonstrate how a pay data report is structured for single- and multiple-establishment employers. Additional key terms are explained in Section 1.3 of this User Guide and specifically defined in CRD's [FAQs](#).

2.1 Key Terms

Employer

- A Payroll Employee Report covers only a single employer.
- A Labor Contractor Employee report covers only a single client employer, but includes data from all of the employer's labor contractors.
- For more information about which employers are required to file a Payroll Employee Report and/or a Labor Contractor Employee Report, including guidance on how to determine if an employer has the requisite number of employees, see Parts IV and V of the [FAQs](#).

Establishment

- An establishment is an economic unit producing goods or services, such as a factory, office, store or mine.
- A pay data report covers all the CA establishments of the employer.
- For a single-establishment employer, employer and establishment are synonymous.
- For the purposes of the pay data reports due to CRD by May 10, 2023, employers should utilize the same establishments that they use for their EEO-1 Reports, and employers should assign employees to the establishment where the employer reports the employee for federal EEO-1 purposes.
- A multiple-establishment employer must report on all of its CA establishments, including those with fewer than 50 employees, in the same manner.
- For more information, see [FAQ](#), “What does “establishment” mean? What does it mean for an employee to be “assigned to” an establishment?”, among others.

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Employee Types

- There are two type of employees that must be reported:
 - Payroll Employees
 - Labor Contractor Employees
 - Each of these employee types requires a separate pay data report to be filed. An Employer that has more than 100 payroll employees and more than 100 labor contractor employees will have to file two reports with CRD.
 - For more information on the definition of a labor contractor employee, see CRD's [FAQs](#).

Employee Detail

- For Payroll Employee Reports, payroll employees at an establishment are organized into groups that share the same combination of job category, race/ethnicity/sex, and pay band.
- For Labor Contractor Employee Reports, labor contractor employees at an establishment are organized into groups that share the same combination of labor contractor, job category, race/ethnicity/sex, and pay band.
- Employers report the number of employees in the same group and report the mean hourly rate, median hourly rate, and total number of hours worked by this group during 2022.
- There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
 - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
 - A bird's eye illustration of all of 2,520 possible combinations is [available here](#). Zoom in to see each cell more clearly.
- Each job category, race/ethnicity/sex combination, and pay band has an associated code in the pay data report, as illustrated in the examples on the following pages.
- For more information, see Parts III - VI of CRD's [FAQs](#).



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Job Categories

1. Executive senior level officials and managers
2. First or mid-level officials and managers
3. Professionals
4. Technicians
- 5. Sales workers**
6. Etc.

Race/Ethnicity/Sex

- A10 - Hispanic/Latino - Male
A20 - Hispanic/Latino - Female
A30 - Hispanic/Latino - Non-Binary
B10 - Non-Hispanic/Non-Latino - Male - White
B20 - Non-Hispanic/Non-Latino - Male - Black or African American
Etc.

Pay Bands

1. \$19,239 and under
2. \$19,240 - \$24,959
3. \$24,960 - \$32,239
4. \$32,240 - \$41,079
- 5. \$41,080 - \$53,039**
6. Etc.

For example, assume that a single-establishment employer has 100 employees. Of these, ten are Sales workers, Latina, and Female; each made between \$41,080 and \$53,039 during the Reporting Year. This group would be reported in Section II of the Pay Data Report with the following Employee Details:

Job Category = 5 Race/Ethnicity/Sex = A20 Pay Band = 5 Number of Employees = 10

To complete Section II of the Pay Data Report, the employer would create similar groupings for all remaining employees who worked at the establishment.

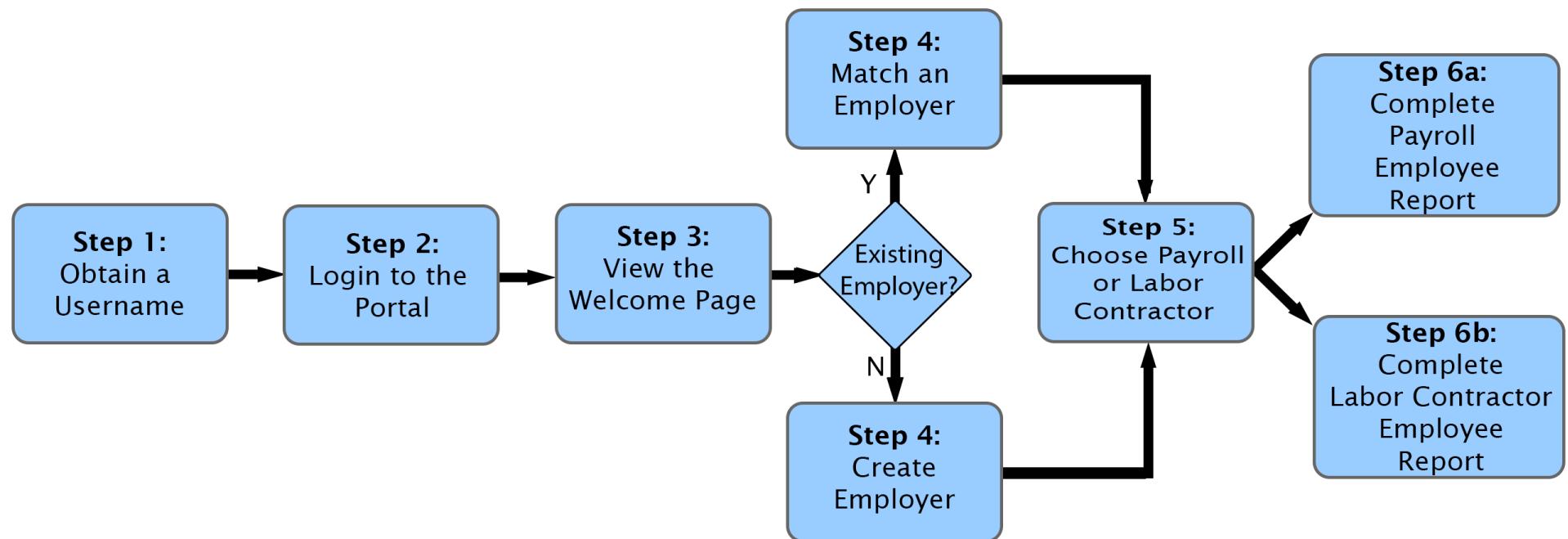
With these key terms in mind, the following pages provide examples.

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2.3 Determine Report Type: Payroll Employee or Labor Contractor Employee

You will need to determine the type of report you are submitting: a Payroll Employee Report or a Labor Contractor Employee Report. An employer that obligated to submit both report types would complete both Step 6a and Step 6b in the image below.

An employer submitting a Labor Contractor Employee Report submits one report that covers its labor contractor workers at all of the employer's establishments, even if the employer uses more than one labor contractor.



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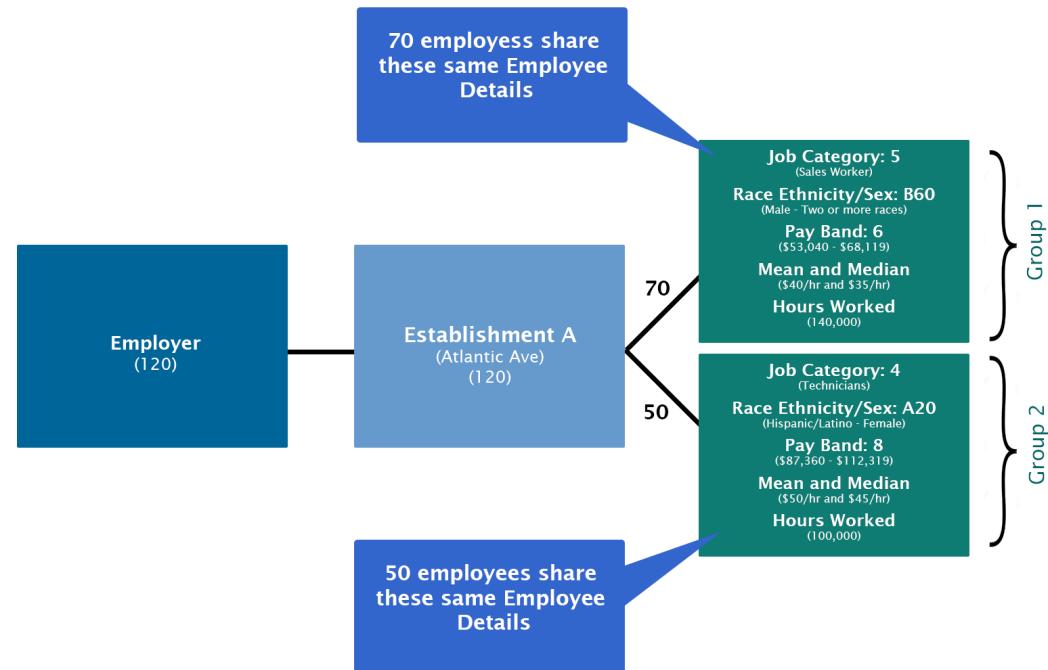
2.2 Single-Establishment Employer

The example below depicts a single-establishment employer with 120 employees.

Pay Data Report Example

Single-Establishment Employer

- This employer has only one establishment:
 - Establishment A – Atlantic Ave with 120 employees
 - Employer and Establishment A are the same.
- Establishment A employees fit into two groups:
 - Group 1 (70 employees)
 - Group 2 (50 employees)
 - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band.



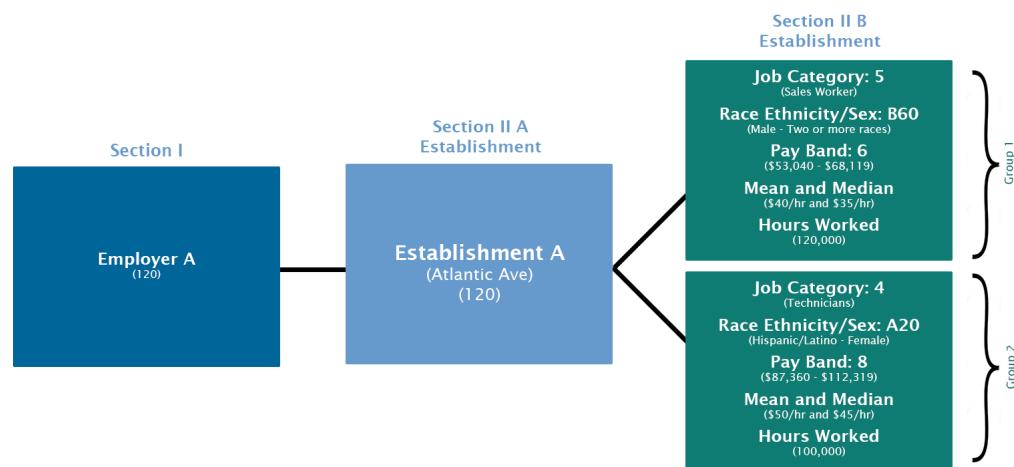
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2.2.1 Single-Establishment Report Structure

The illustration below depicts how the employer from the previous example would organize its information for submission in the Pay Data Report.

Pay Data Report Example Report Structure (single establishment)

- The Pay Data Report includes two sections:
- Section I – Employer Information
 - Section I captures information at the employer level.
 - Section I includes information such as name, address, SEIN, FEIN, contact information and affiliate FEINs.
 - Each Pay Data Report includes only one Section I.
- Section II – Establishment Information and Employee Detail
 - Section II captures two types of data: establishment information and employee information.
 - Establishment information includes data such as the establishment's name, address, and total number of employees (for a single-establishment employer, some fields in Section II will be the same information provided in Section I).
 - Employee Detail includes job category, race/ethnicity/sex, pay band, the total number of employees who share the same grouping, mean hourly rates, median hourly rates, and the group's hours worked in 2022.
 - For Labor Contractor Employee Reports, Employee Detail additionally includes labor contractor name and labor contractor FEIN.





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- The employer would fill in the Pay Data Report Template (Excel) as follows:
 - The example contains only a partial excerpt from the contents of the Pay Data Report Template.
 - See Appendix A: Building the CA Pay Data Report Excel File for a complete and detailed example.

Payroll Employee Report

Section II.A - Establishment Information			Section II.B - Employee Detail						
Establishment Name*	Address Line 1*	Total Number of Employees at Establishment*	Job Categories*	Race/Ethnicity/Sex*	Pay Band*	Number of Employees*	Mean - Hourly Rate*	Median - Hourly Rate*	Totals Hours*
Establishment A	Atlantic Ave	70	5	B60	6	30	40	35	120,000
Establishment A	Atlantic Ave	70	4	A20	8	40	50	45	100,000

Labor Contractor Employee Report

Section II.A - Establishment Information			Section II.B - Employee Detail			
Establishment Name*	Address Line 1*	Total Number of Employees at Establishment*	Labor Contractor Name*	Labor Contractor FEIN*	Snapshot - Begin Date	Snapshot - End Data
Establishment A	Atlantic Ave	70	Pete's Team	123456789	12/1/2022	12/15/2022
Establishment A	Atlantic Ave	70	Pete's Team	123456789	12/1/2022	12/15/2022

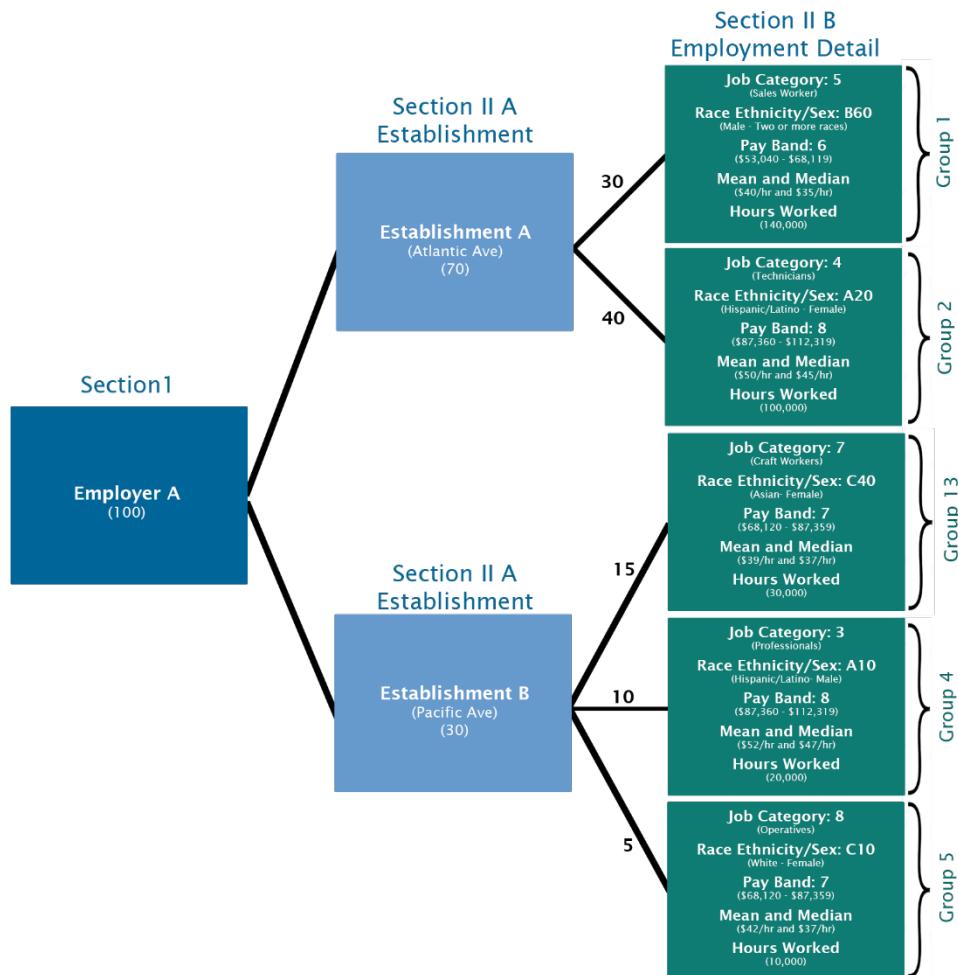
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2.3 Multiple-Establishment Employer

The example below depicts a multiple-establishment employer with 100 employees across two establishments.

Pay Data Report Example Multiple-Establishment Employer

- The example shows an Employer with 100 employees across two establishments:
 - Establishment A – Atlantic Ave with 70 employees
 - Establishment B – Pacific Ave with 30 employees
- Establishment A employees fit into two groups:
 - Group 1 (30 employees)
 - Group 2 (40 employees)
 - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band.
- Establishment B employees fit into three groups:
 - Group 3 (15 employees)
 - Group 4 (10 employees)
 - Group 5 (5 employees)
 - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band.



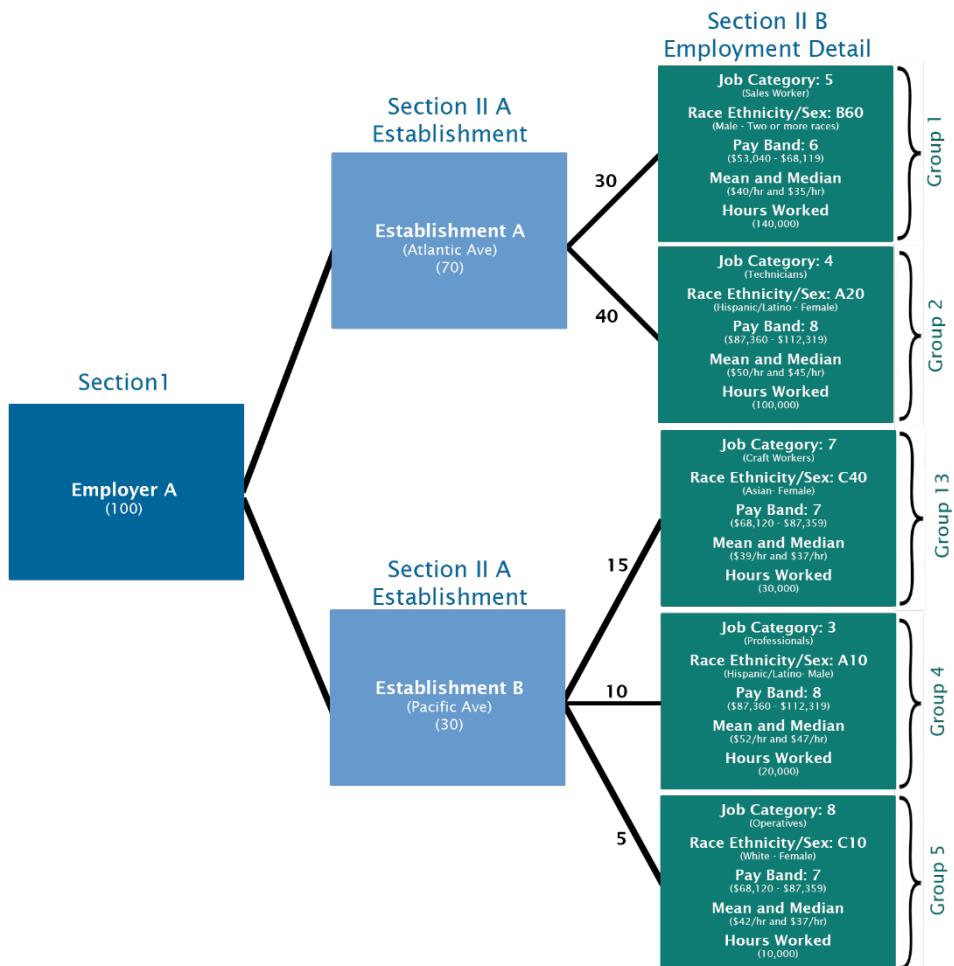
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2.3.1 Multiple-Establishment Report Structure

Pay Data Report Example

Report Structure (multiple establishment)

- The Pay Data Report includes two sections:
- Section I – Employer Information**
 - Section I captures information at the employer level.
 - Section I includes information such as name, address, SEIN, FEIN, and contact information.
 - Each Pay Data Report includes only one Section I.
- Section II – Establishment Information and Employee Detail**
 - Section II captures two types of data: establishment information and employee information.
 - Establishment information includes data such as the establishment's name, address, and total number of employees.
 - Employee Detail information includes job category, race/ethnicity/sex, pay band, the total number of employees who share the same grouping, mean hourly rates, median hourly rates, and the group's hours worked in 2022.
 - For Labor Contractor Employee Reports, Employee Detail additionally includes labor contractor name and labor contractor FEIN.





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- The employer would fill in the Pay Data Report Template (Excel) as follows
 - The example below contains only a partial excerpt from the contents of the Pay Data Report Template
 - See Appendix A: Building the CA Pay Data Report Excel File for a more complete and detailed example

Payroll Employee Report

Section II.A - Establishment Information			Section II.B - Employee Detail						
Establishment Name*	Address Line 1*	Total Number of Employees at Establishment*	Job Categories*	Race/Ethnicity/Sex*	Pay Band*	Number of Employees*	Mean - Hourly Rate*	Median - Hourly Rate*	Totals Hours*
Establishment A	Atlantic Ave	70	5	B60	6	30	40	35	60,000
Establishment A	Atlantic Ave	70	4	A20	8	40	50	45	80,000
Establishment B	Pacific Ave	30	7	C40	7	15	39	37	30,000
Establishment B	Pacific Ave	30	3	A10	8	10	52	47	20,000
Establishment B	Pacific Ave	30	8	C10	7	5	42	37	10,000

Labor Contractor Employee Report

Establishment Name*	Total Number of Employees at Establishment*	Labor Contractor(s) Name* ²	Labor Contractor(s) FEIN* ³	Snapshot - Begin Date	Snapshot - End Date	Job Category	Race/Ethnicity/Sex	Pay Band	Number of Employees*	Mean - Hourly Rate*	Median - Hourly Rate*	Total Hours*
Establishment A	70	Pete's WorkForce	123456789	12/1/2022	12/15/2022	4	C60	8	30	57.00	56.88	3,200
Establishment A	70	Pete's WorkForce	123456789	12/1/2022	12/15/2022	5	D10	3	40	15.00	12.50	1,600
Establishment B	30	Ann's Temp Agency	341580040	11/1/2022	11/15/2022	1	C20	11	10	115.00	115.00	1,987
Establishment B	30	Ann's Temp Agency	341580040	11/1/2022	11/15/2022	2	C50	10	5	90.00	88.75	9,050
Establishment B	30	Ann's Temp Agency	341580040	11/1/2022	11/15/2022	2	B10	10	15	85.00	86.75	9,112



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3. Portal Overview

This section provides an overview of the primary pages that comprise the California Pay Data Reporting Portal. The pages are presented in a typical sequence that employers will experience when uploading/creating, editing, and certifying a Pay Data Report.

Step-by-step instructions are provided below in Section 5: Submitting the CA Pay Data Report.

3.1 Welcome Page

Welcome to the California Pay Data Reporting Portal

California law (Government Code § 12999) requires employers with 100 or more payroll or contractor employees to annually submit data on the pay, hours worked, and demographics of their employees to the California Civil Rights Department (CRD). For more information about this law and filing requirements, visit: calcivilrights.ca.gov/paydatareporting.

The filing deadline for the 2022 reporting year is May 10, 2023.

Employers must use this portal to submit their pay data reports to CRD. The high-level steps to submit the report are:

1. Register and create a log-in to the portal.
2. Provide employer information.
3. Declare whether you are submitting a payroll or contractor report.
4. Provide establishment and employee information:
 - a. Upload Excel file
 - b. Upload CSV file
 - c. Complete on-line forms
5. Complete the certification process

Prior to certification of a report, an employer may re-enter the portal to change their report using their login credentials. After certification, the employer can access a read-only version of their certified pay data reports. If an employer needs to revise information previously certified, the previously certified report may be decertified and edited no later than the due date of the reporting year or seven days after certification, whichever comes last. If a certified report must be revised after this cutoff period, then the employer must start a new report, entering all data, and explain the correction in the remarks section of the report.

Instructions are provided within the portal, in the [User Guide](#), and in the [FAQs](#) available at: calcivilrights.ca.gov/paydatareporting.

Welcome Page

- This is the first page displayed upon accessing the Portal.
- This page provides information about filing requirements and links to helpful resources.
- If the user is logged in, provides a link to view their pay data reports.

Actions Available

1. Log into the Portal
2. Register a new user
3. Change or recover your user password
4. View pay data reports

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3.2 User Login Page



The image shows the registration page for the California Pay Data Reporting Portal. It features the California Civil Rights Department seal on the left. The main title "Pay Data REPORTING PORTAL" is centered above the "CIVIL RIGHTS DEPARTMENT". The form includes fields for Name (First Name and Last Name), Contact (Phone and Email), and Address (Street, City, State, Zip). A reCAPTCHA verification section is at the bottom left, and a "Register" button is at the bottom right.

Name

First Name*

Last Name*

Title*

Contact

Phone

Email*

Address

Street

City

State

Zip

I'm not a robot reCAPTCHA
Privacy - Terms

Register

User Registration Dialogue

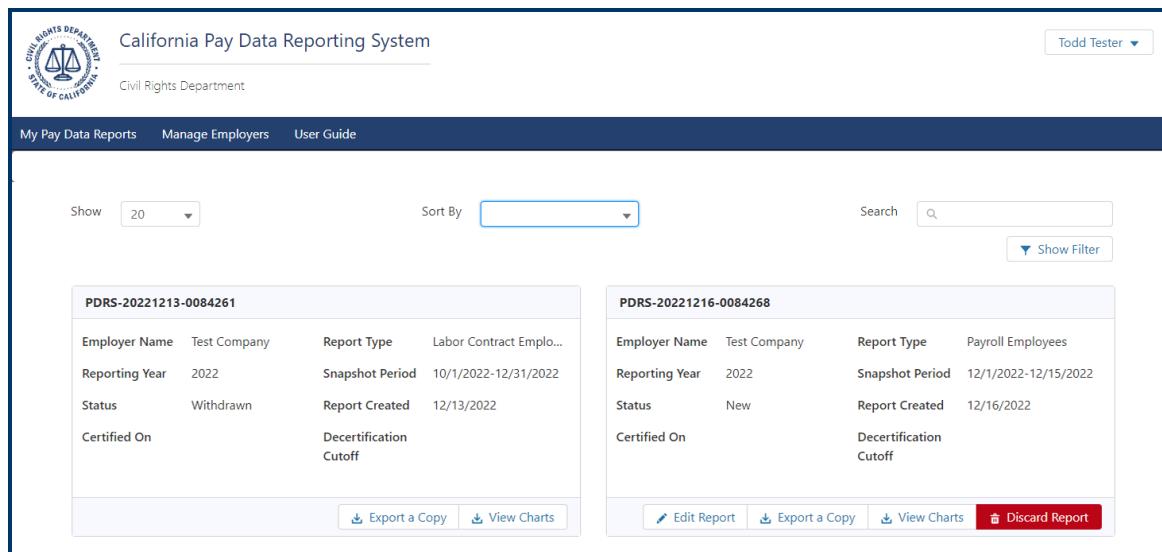
- This page allows registered users to log into the Portal.
- Detailed instruction can be found in Section [4 – Logging into the Portal](#).

Actions Available

1. Log into the Portal
2. Register a new user
3. Change or recover your user password

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3.3 Pay Data Reports Page



The screenshot shows the 'My Pay Data Reports' section of the portal. It displays two reports side-by-side:

Report 1: PDRS-20221213-0084261				Report 2: PDRS-20221216-0084268			
Employer Name	Test Company	Report Type	Labor Contract Emplo...	Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	10/1/2022-12/31/2022	Reporting Year	2022	Snapshot Period	12/1/2022-12/15/2022
Status	Withdrawn	Report Created	12/13/2022	Status	New	Report Created	12/16/2022
Certified On		Decertification Cutoff		Certified On		Decertification Cutoff	

At the bottom of each report card are four buttons: 'Edit Report', 'Export a Copy', 'View Charts', and 'Discard Report'.

Pay Data Reports Page

- This page provides a list of all Pay Data Reports for the employer.
- While an employer can have more than one certified report for the same reporting year listed on this page, CRD will use the most recently certified report for the reporting period.
- Why might an employer have more than one certified report for the reporting year? This might happen if a Pay Data Report is certified and then the employer discovers an error and certifies a corrected report.
- Under this scenario, both reports will display, but only the most recently certified report would be considered to be the certified report for the reporting year by CRD.

Actions Available

1. Edit or Review a Pay Data Report
2. View Pay Data Report Charts visualizing the employer's certified data on its workforce.
3. Navigate the Pay Data Portal



California Pay Data Reporting Portal – User Guide

3.4 Employer Information Detail Page

The screenshot shows the 'Employer Info' section of the California Pay Data Reporting System. The left sidebar has tabs for 'Employer Info' (selected), 'Submission Info', 'Establishment and Employee Details', and 'Certify and Submit'. The main content area displays employer information fields: Name (Test Company), FEIN (123456789), SEIN (12345678), NAICS (339920), DUNS, Address (Street: 100 Test Way, City: Orlando, State: CA, Zip: 95963), and checkboxes for International Address (No) and Headquarters address (No). Below these are sections for parent company status and affiliated companies, with a 'New Affiliated Company' button. A 'Next >' button is at the bottom.

Employer Info Page

- This page displays the Section I (Employer Information) for a given Pay Data Report.
- So, whereas the Pay Data Reports List page displays reports, this page displays the contents within a report.
- This page is the first of three steps to complete the report.

Actions Available

1. View and/or edit the Section I: Employer Information data record
2. Designate this as the headquarters
3. Add a Parent Company's information
4. Add Affiliated Companies included in Pay Data Report
5. Click the Step tabs to navigate through the report



California Pay Data Reporting Portal – User Guide

3.5 Establishment & Employee Details Page

The screenshot shows the California Pay Data Reporting System interface. At the top left is the Civil Rights Department logo. The top navigation bar includes links for "My Pay Data Reports", "Manage Employers", and "User Guide". A dropdown menu for "Todd Tester" is open. On the left, a sidebar menu lists "Employer Info", "Submission Info", "Establishment and Employee Details" (which is highlighted), and "Certify and Submit". Below the sidebar is a "Report Summary" section with details: Employer: Test Company, Report Type: Payroll Employees, and Status: New. The main content area is titled "Establishment and Employee Details". It features a search bar with fields for "Establishment...", "Street Ad...", "City", "State", "Zip", and "Detail Re...". Below the search bar is a table with one row showing "Fungo Production", "100 GB Way", "Orland", "CA", "95963", and a row number "4". To the right of the table are "Edit" and "Delete" buttons. Navigation buttons "< Previous" and "Next >" are at the bottom of the table. A note at the bottom says "For details on how to use this site, please see the [User Guide](#)". The footer contains the text "copyright 2022 California Civil Rights Department".

Establishment & Employee Details Page

- This page displays the Section II (Establishment & Employee Details) for a given Pay Data Report.
- The Import Data button to upload a completed Excel and CSV file (Excel templates/CSV examples available at: <https://calcivilrights.ca.gov/paydatareporting>). Uploading a completed Excel file is the preferred way to file a Pay Data report.
- To navigate to related Establishment data records, click the Edit button.

Actions Available

1. Upload Pay Data reports using the “Import Data” button.
2. Edit Establishment data that has been uploaded or manually enter using the “Edit” button.
3. To enter establishment information manually, select the “New Establishment” button.
4. Delete an Establishment data using the “Delete” button. Deleted data can no longer be edited.



California Pay Data Reporting Portal – User Guide

3.6 Create New Establishment Page

Create New Establishment

Establishment Name*

Establishment Address
International Address No

Street*

City* **State*** **Zip***

NAICS* **Major Activity***

Is this establishment the headquarters for the employer?*

Was pay data submitted to CRD for this establishment in a prior year?*

Was there any type of Federal EEO-1 report filed for this establishment in a prior year?*

Total number of employees at this establishment*

Entering Establishment Information Manually

- This page allows the user to enter Establishment information manually.

Actions Available

1. Enter or Edit establishment information.
2. When data is correct, select the “Create” button to enter/update this data in the portal.



3.7 Employee Detail Page

Pay Band	Job Category	Race/Ethnicity...	Total Employees	Total Hours	Edit	Delete
1	1	A10	3	100	Edit	Delete
5	6	B10	3	100	Edit	Delete
10	9	C10	3	100	Edit	Delete
6	4	B40	1	100	Edit	Delete

Employee Detail Page

- This page displays the contents of the Employee Detail portion of a Section II data record.

Actions Available

- View, edit, correct, and save information for the Employee Detail portion of a Section II data record
- Manually create and save the Employee Detail portion of a Section II data record
- Manually delete Employee detail records.



California Pay Data Reporting Portal – User Guide

3.8 Certification and Submission Page

Certify and Submit

Employer Info
Submission Info
Establishment and Employee Details
Certify and Submit

Report Summary
Employer: Test Company
Report Type: Payroll Employees
Status: New

Employer Name: Test Company	Report Type: Payroll Employees	Reporting Year: 2022	
Snapshot From: 12/01/2022	Snapshot To: 12/15/2022		
US Establishments: Submission Info: 1 Entered Details: 1	CA Establishments: Submission Info: 1 Entered Details: 1	US Payroll Employees: Submission Info: 10 Entered Details: 10	CA Payroll Employees: Submission Info: 10 Entered Details: 10

Point of Contact
Please enter the contact information of the individual that can be contacted regarding this report.

Who is the point of contact for Test Company?
I am the point of contact

Report Certifier
Please enter the contact information of the official who is certifying this report. This official certifies that this report is accurate and was prepared in accordance with the instructions.

Who is certifying this report?
I am certifying this report

Optional Remarks

Submit as Certified

< Previous

For details on how to use this site, please see the [User Guide](#).

Certification and Submission

- After a Pay Data Report is uploaded or created manually, all validation errors are corrected, and the report is ready for submission to CRD, this page requires employers to certify the accuracy of the report for official submission to CRD.
- A Pay Data Report is not complete until it is certified by an official of the employer (not a third party).
- Contact information is captured for the point of contact for the employer.
- Contact information about the certifying official is captured.
- This page is the final step to complete the report.

Actions Available

- Certify a Pay Data Report for final submission to CRD
- Click the links in the blue box in the upper left of the portal to navigate through your report.
- Navigate back into the portal to update the Pay Data report by clicking the “Previous” button.

California Pay Data Reporting Portal – User Guide

3.8.1 Certification and Submission Charts



Certification and Submission

- After certification is complete, the Portal will produce a graphical representation of your pay data.
- An email with proof of certification will be sent to the point of contact.
- A series of charts that represent your company's Pay Data will be included.

Actions Available

- Select “Download as a PDF” to download a PDF of this graphic report.

California Pay Data Reporting Portal – User Guide

4. Logging Into the Portal

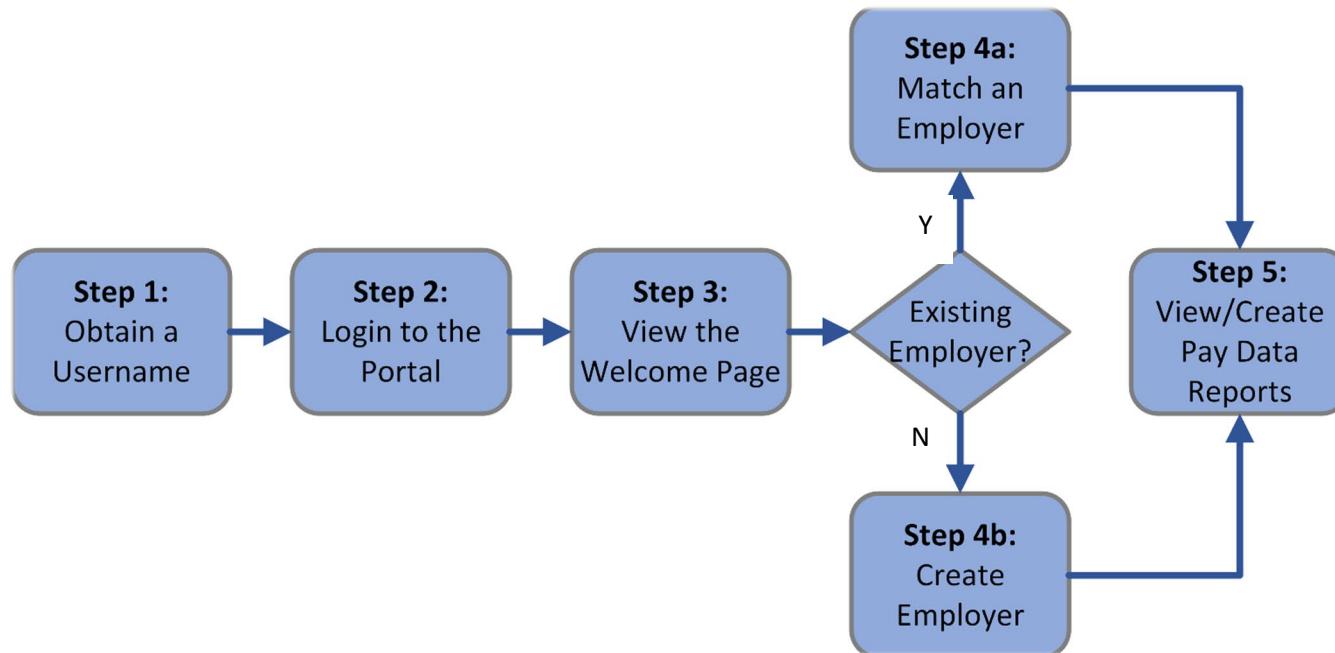
4.1 Option I: New User Login

Option I

New User Login

This option will be used by each user accessing the Pay Data Portal for the first time. For returning users, refer to Option II: Returning User Login.

The flow diagram below shows the steps a first-time user will follow to submit their pay data report. Detailed instructions for completing each step are provided on the following pages.





California Pay Data Reporting Portal – User Guide

4.1.1 Step 1: Obtain a Username

The screenshot shows the login page of the California Pay Data Reporting Portal. At the top left is the California Civil Rights Department logo. The main title is "Pay Data REPORTING PORTAL" with "CIVIL RIGHTS DEPARTMENT" below it. The word "Login" is centered above two input fields: "Email" and "Password". Below these fields are two buttons: "Login" and "Register". A yellow circle with the letter "A" highlights the "Register" button. At the bottom is a "Forgot Password" link.

A

- Select “Register”

California Pay Data Reporting Portal – User Guide



The screenshot shows the registration page for the California Pay Data Reporting Portal. It features the Civil Rights Department logo and the title "Pay Data REPORTING PORTAL" and "CIVIL RIGHTS DEPARTMENT". The form includes fields for Name (First Name*, Last Name*), Contact (Phone, Email*), and Address (Street, City, State, Zip). There is also a "I'm not a robot" reCAPTCHA checkbox and a "Register" button.

A

- Enter the new user's **First Name**, **Last Name**, **Title**, and **Email** to begin the registration process

B

- Select "Register" to register
- The Portal will send a verification link to the provided email address
- Open the email from California Pay Data Reporting System
- Securely record the Username as it will be required when re-entering the Portal to view or edit pay data
- Follow the provided instructions and select the secure link



California Pay Data Reporting Portal – User Guide

4.1.2 Step 2: Login to the Portal

Change Your Password

Enter a new password for **todd.tester.dfeh@gmail.com**.
Make sure to include at least:

- 15 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character (i)

* New Password

* Confirm New Password

Change Password

Password was last changed on 1/10/2023 4:35 PM.

A

- Enter a **New Password**, verifying the security requirements are met
- Re-enter the password in the **Confirm New Password** field
- The password must be at least 15 characters, include an uppercase letter, a lowercase letter, a number, and a special character

B

- Select “Change Password” to set the password for accessing the Portal
- Securely record the Password as it will be required when re-entering the Portal to view or edit pay data

California Pay Data Reporting Portal – User Guide

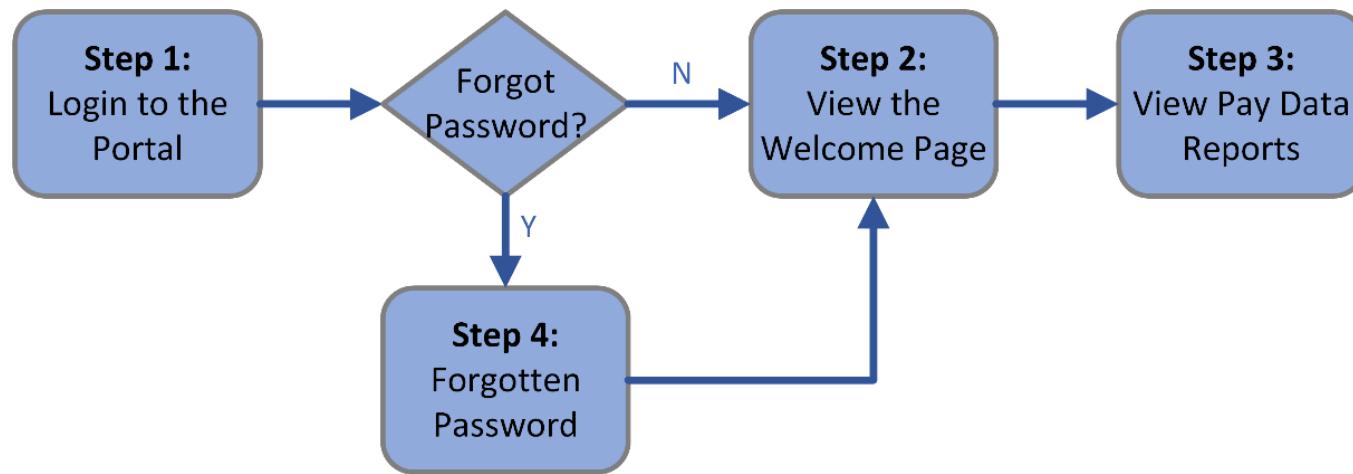
4.2 Option II: Existing User Login

Option II

Existing User Login

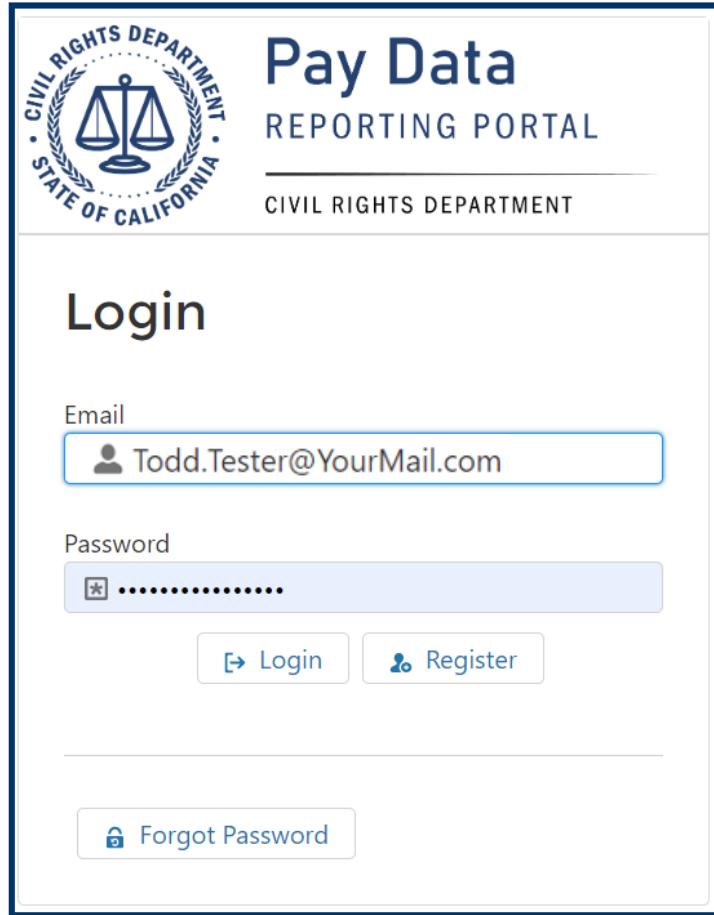
This option will be used by each user returning to the Pay Data Portal after their initial login. For first-time users, refer to Option I: New User Login.

The flow diagram below shows the steps a user will follow to re-enter the portal to view and submit their pay data reports. Detailed instructions for completing each step are provided on the following pages.



California Pay Data Reporting Portal – User Guide

4.2.1 Step 1: Login to the Portal



The screenshot shows the login interface of the California Pay Data Reporting Portal. It includes the following elements:

- Civil Rights Department logo in the top left corner.
- Title "Pay Data REPORTING PORTAL" and "CIVIL RIGHTS DEPARTMENT" centered above the login form.
- "Login" heading.
- Email input field containing "Todd.Tester@YourMail.com".
- Password input field containing "*****".
- "Login" button and "Register" button.
- "Forgot Password" link at the bottom.

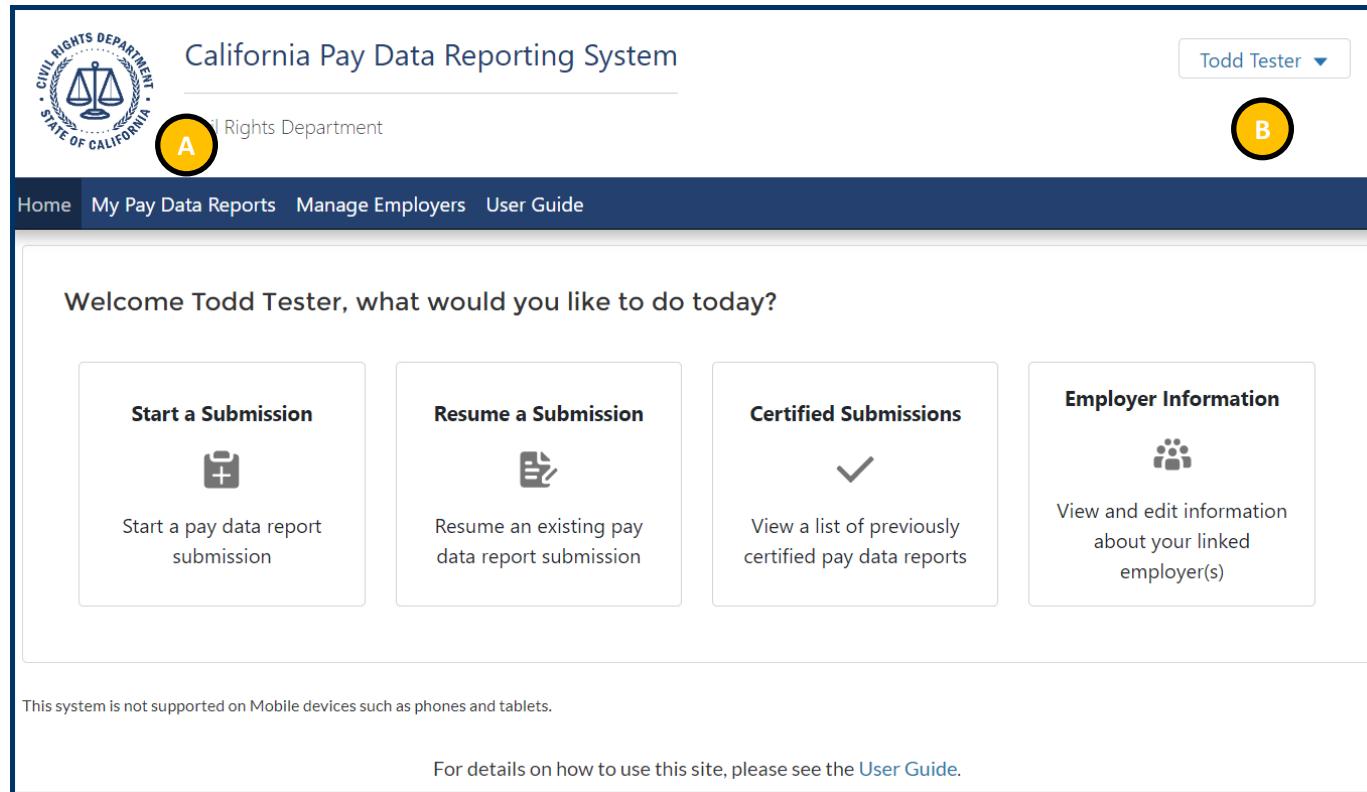
- A
 - Enter the **Username** created when first accessing the Portal
 - Enter the **Password** created when first accessing the Portal

- B
 - Select “Login”

- C
 - In the event of a lost password, select “Forgot Password”
 - See Step 4 for details.

California Pay Data Reporting Portal – User Guide

4.2.2 Step 2: View the Welcome Page



California Pay Data Reporting System

Civil Rights Department

Todd Tester ▾

A

B

Home My Pay Data Reports Manage Employers User Guide

Welcome Todd Tester, what would you like to do today?

Start a Submission
Start a pay data report submission

Resume a Submission
Resume an existing pay data report submission

Certified Submissions
View a list of previously certified pay data reports

Employer Information
View and edit information about your linked employer(s)

This system is not supported on Mobile devices such as phones and tablets.

For details on how to use this site, please see the [User Guide](#).

- The Welcome Page gives the user several options for navigating the Pay Data Portal. Both the menus at the top of the page and the button in the body of the page are used to navigate.

A

- Select “My Pay Data Reports” to view your pay data reports

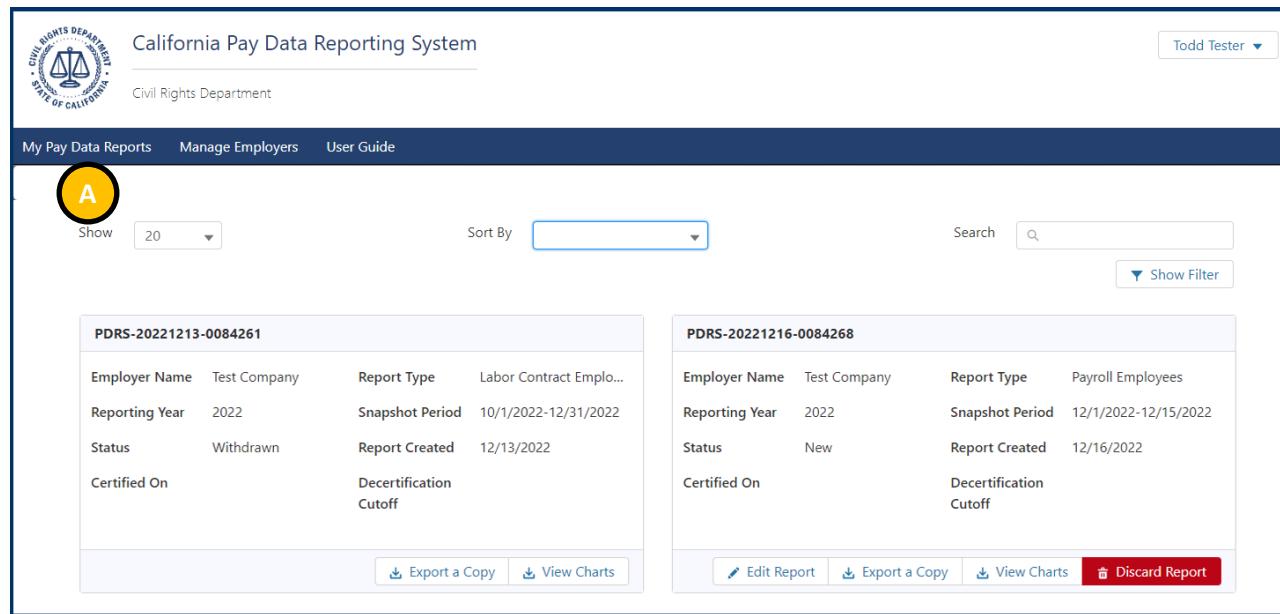
B

- Select “Log Out” under the Username to close your session and log out of the Portal
- This is always available throughout the Portal

California Pay Data Reporting Portal – User Guide

4.2.3 Step 3: View Pay Data Reports

A



The screenshot shows the 'My Pay Data Reports' section of the portal. It displays two reports:

- PDRS-20221213-0084261**

Employer Name	Test Company	Report Type	Labor Contract Emplo...
Reporting Year	2022	Snapshot Period	10/1/2022-12/31/2022
Status	Withdrawn	Report Created	12/13/2022
Certified On		Decertification Cutoff	
- PDRS-20221216-0084268**

Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	12/1/2022-12/15/2022
Status	New	Report Created	12/16/2022
Certified On		Decertification Cutoff	

Action buttons at the bottom of each report card include: Export a Copy, View Charts, Edit Report, Discard Report.



- The portal will display all pay data reports associated to the user

Actions Available

1. Pay Data reports can be Exported
2. Pay Data reports can be Edited
3. Pay Data Charts can be reviewed
4. Reports can be Decertified or Discarded.



Both types of Pay Data reports are listed on the My Pay Data Reports page. All actions are applicable to Payroll Employee Reports and Labor Contractor Employee Reports.



California Pay Data Reporting Portal – User Guide

4.2.4 Step 4: Forgotten Password

A yellow circle labeled 'A' highlights the 'Email' input field where 'Todd.Tester@YourMail.com' is entered.

A yellow circle labeled 'B' highlights the 'Forgot Password' link at the bottom of the page.

A

- Enter the **Username** created when first accessing the Portal

B

- Select “Forgot Password”
- The Portal will send a verification link to the provided email address
- Open the email from California Pay Data Reporting System
- Follow the provided instructions and select the secure link

California Pay Data Reporting Portal – User Guide

Change Your Password

Enter a new password for **todd.tester.dfeh@gmail.com**.
Make sure to include at least:

- 15 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character 

* New Password

* Confirm New Password

Change Password

Password was last changed on 1/10/2023 4:35 PM.

A

- Enter the **New Password**, verifying the security requirements are met
- Re-enter the password in the **Confirm New Password** field
- The password must be at least 15 characters, including an uppercase letter, a lowercase letter, a number, and a special character

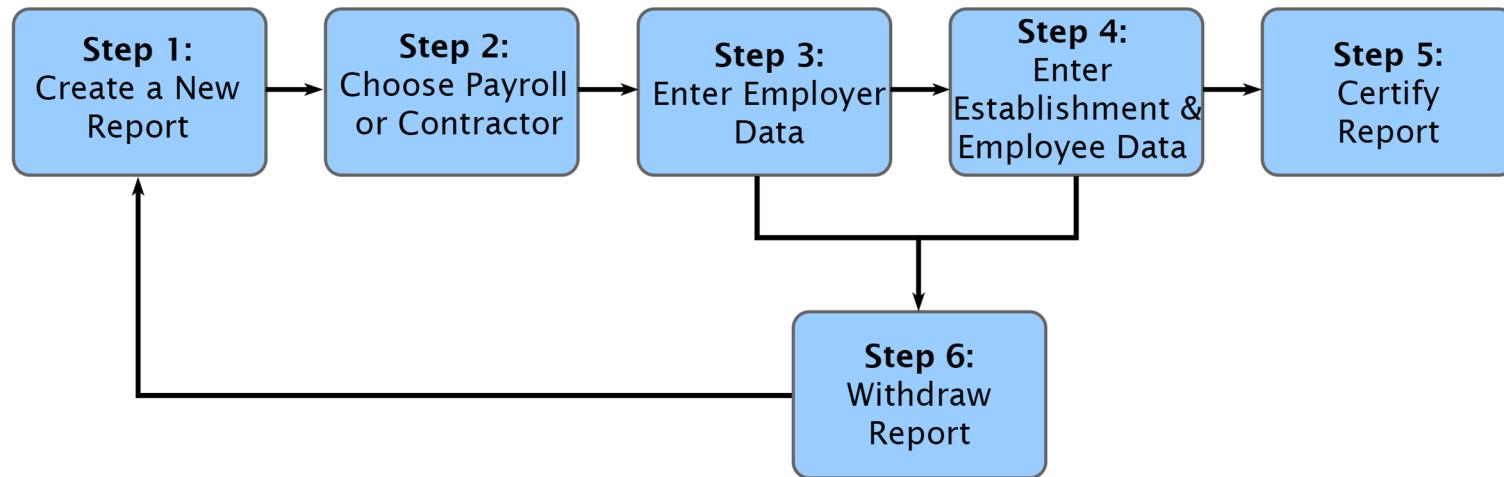
B

- Select “Change Password” to set the password for accessing the Portal

California Pay Data Reporting Portal – User Guide

5. Submitting the Pay Data Report

As discussed in Section 2, Basic Structure of the California Pay Data Report, the pay data report consists of employer information, establishment information, and employee details. After creating a new report is created (Step 1) and selecting the type of report (Step 2), the user enters employer data (Step 3), followed by the establishment information and the employee details (Step 4). The report can then be certified (Step 5) or withdrawn at any time (Step 6).



California Pay Data Reporting Portal – User Guide

5.1 Create a New Report

5.1.1 Step 1: Start a Submission

California Pay Data Reporting System

Civil Rights Department

Todd Tester ▾

Home My Pay Data Reports Manage Employers User Guide

Welcome Todd Tester, what would you like to do today?

A

Start a Submission 
Start a pay data report submission

Resume a Submission 
Resume an existing pay data report submission

Certified Submissions 
View a list of previously certified pay data reports

Employer Information 
View and edit information about your linked employer(s)

This system is not supported on Mobile devices such as phones and tablets.

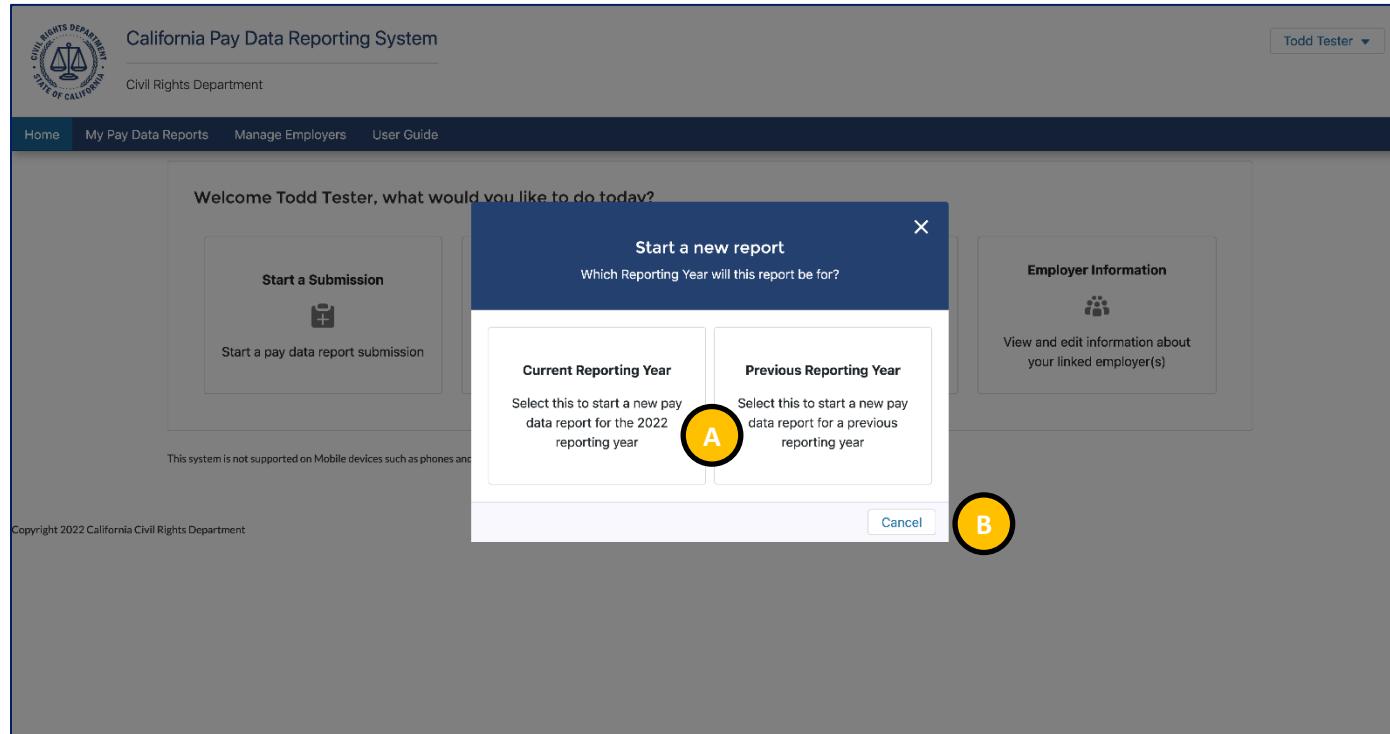
For details on how to use this site, please see the [User Guide](#).



- Click “Start a Submission” to begin your report

California Pay Data Reporting Portal – User Guide

5.1.2 Step 2: Select Reporting Year



The screenshot shows the California Pay Data Reporting System interface. At the top, there's a navigation bar with links for Home, My Pay Data Reports, Manage Employers, and User Guide. A user profile dropdown shows "Todd Tester". Below the navigation, a welcome message says "Welcome Todd Tester, what would you like to do today?". There are three main buttons: "Start a Submission" (with a plus icon), "Start a new report" (with a document icon), and "Employer Information" (with a people icon). The "Start a new report" button is active, displaying a modal titled "Start a new report" with the sub-instruction "Which Reporting Year will this report be for?". Inside the modal, two options are shown: "Current Reporting Year" (highlighted with a yellow circle labeled 'A') and "Previous Reporting Year" (highlighted with a yellow circle labeled 'B'). Both options have descriptive text below them. At the bottom of the modal is a "Cancel" button.



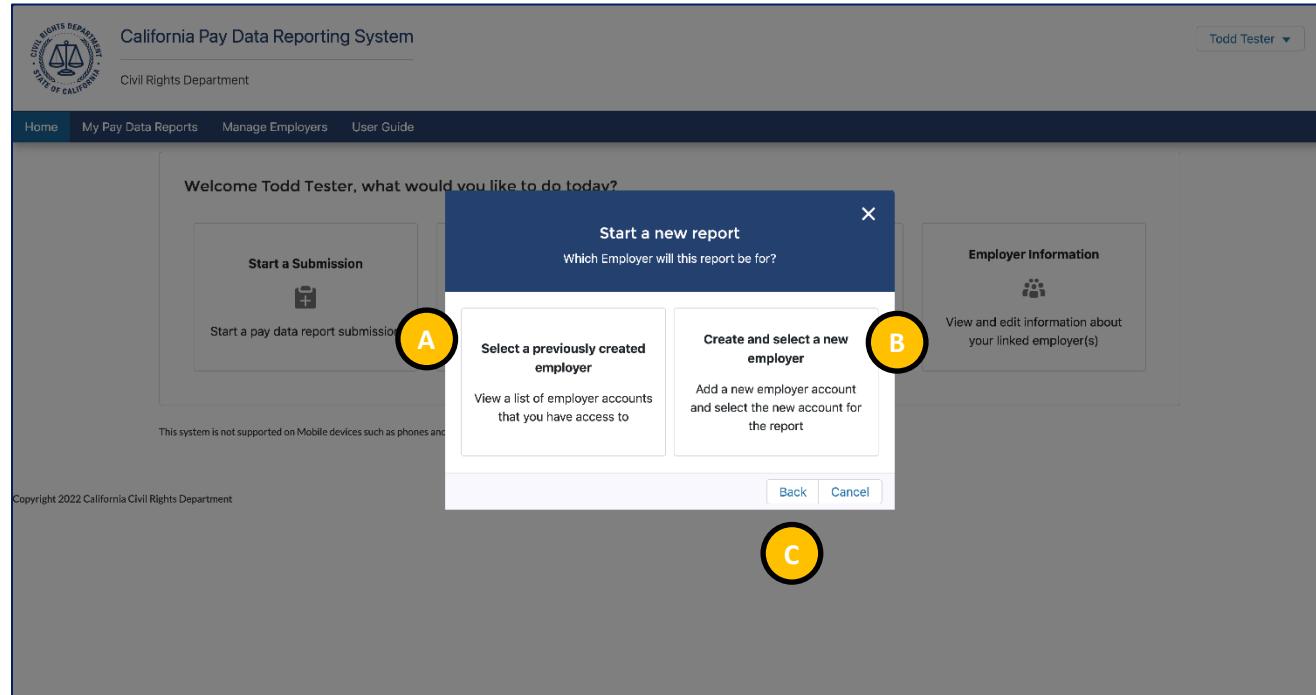
- Select the reporting year for your report.



- You may click the Cancel Button to cancel and exit.

California Pay Data Reporting Portal – User Guide

5.1.4 Step 4: Employer Selection



The screenshot shows the California Pay Data Reporting System interface. At the top, there's a header with the Civil Rights Department logo and a user dropdown for "Todd Tester". Below the header, a navigation bar includes "Home", "My Pay Data Reports", "Manage Employers", and "User Guide". The main content area displays a "Welcome Todd Tester" message and a "Start a new report" modal. The modal asks "Which Employer will this report be for?" and lists three options:

- Select a previously created employer**: This option is highlighted with a yellow circle labeled "A". It describes viewing a list of employer accounts you have access to.
- Create and select a new employer**: This option is highlighted with a yellow circle labeled "B". It describes adding a new employer account and selecting it for the report.
- C**: This option is highlighted with a yellow circle labeled "C". It describes viewing and editing information about linked employer(s).

At the bottom of the modal are "Back" and "Cancel" buttons.

A

- Click “Select a previously created employer” if you are submitting a report for a previously created employer account

B

- Click “Create and select a new employer” if you are submitting a report for a new employer account

C

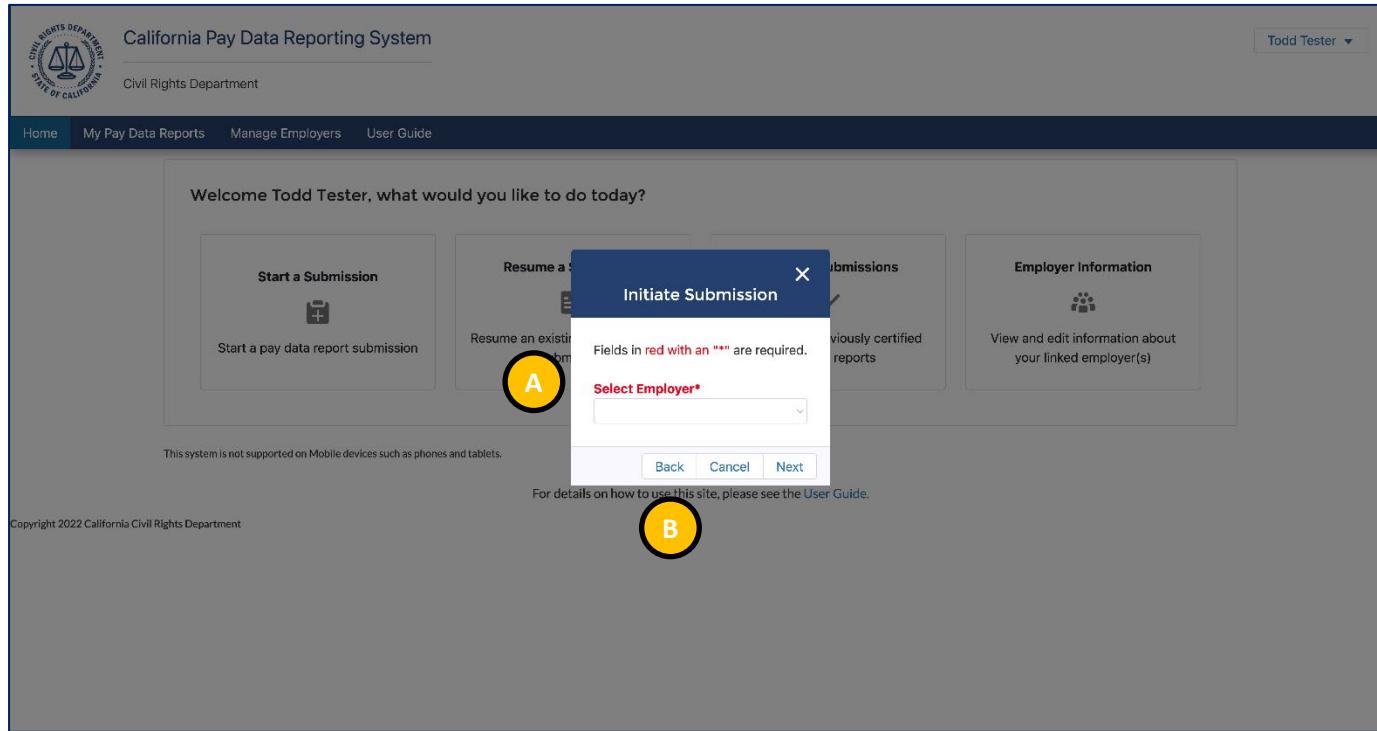
- Click the Back Button to choose between submitting a current year report or previous year report.
- Click the Cancel Button to cancel and exit.



If there is not a match with an existing employer, a new employer is created.

California Pay Data Reporting Portal – User Guide

5.1.5 Step 4a: Select an Existing Employer



California Pay Data Reporting System

Civil Rights Department

Todd Tester ▾

Home My Pay Data Reports Manage Employers User Guide

Welcome Todd Tester, what would you like to do today?

Start a Submission

Resume a Submission

Initiate Submission

Select Employer*

Back Cancel Next

This system is not supported on Mobile devices such as phones and tablets.

For details on how to use this site, please see the User Guide.

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A

- Select the Employer from the dropdown menu

B

- Click the Back Button to display the previous page
- Click the Cancel Button to cancel and exit
- Click the Next Button to display the Contractor page

California Pay Data Reporting Portal – User Guide

5.1.6 Step 4b: Create a New Employer

California Pay Data Reporting System

Civil Rights Department

Todd Tester ▾

Welcome To

Start a pay report

This system is not support

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Initiate Submission

Fields in red with an ****** are required.

A

Employer Information

Name*

FEIN* SEIN* NAICS* DUNS

Address

International Address No

Street*

City* State* Zip*

Does this employer have a parent company? No

Back Cancel Save

B

A

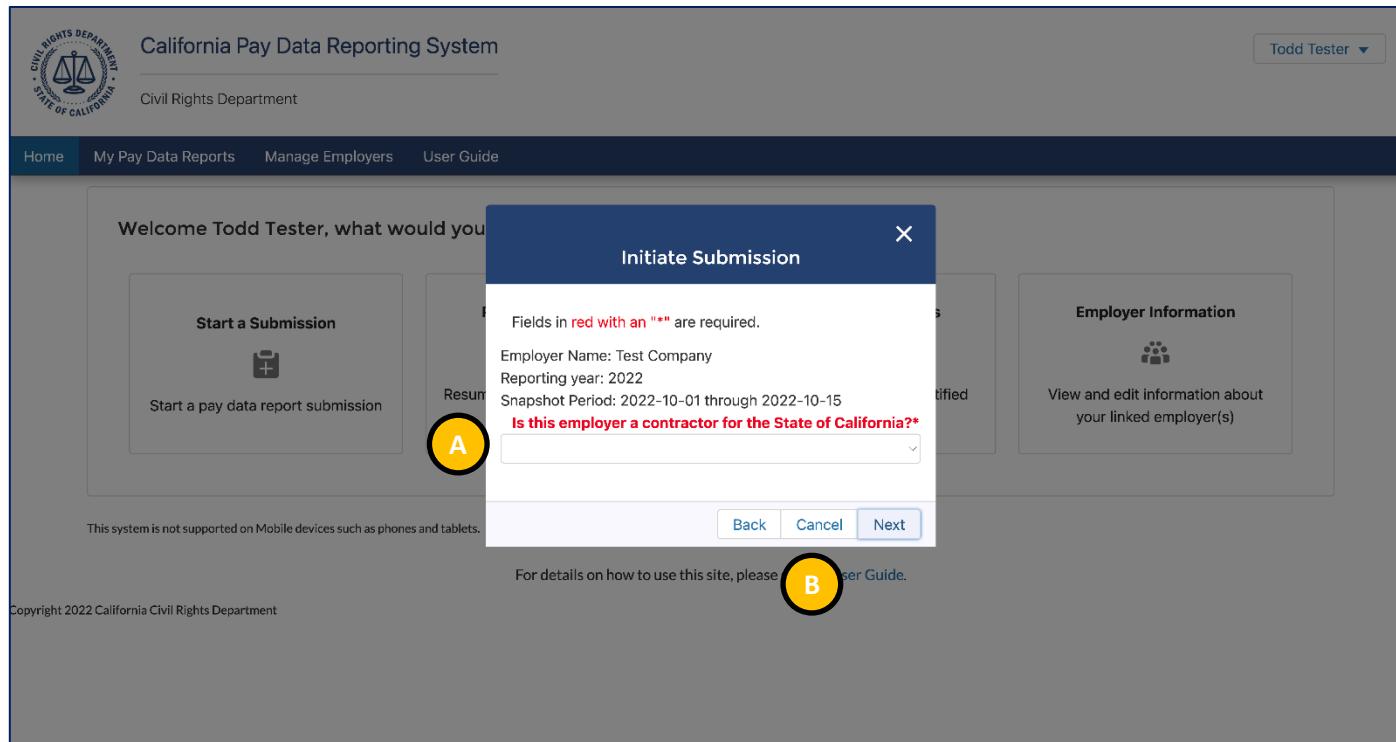
- Complete the Employer Information Form
- Fields in red with an ****** are required

B

- Click the Back Button to display the previous page
- Click the Cancel Button to cancel and exit
- Click the Next Button to display the Contractor page

California Pay Data Reporting Portal – User Guide

5.1.7 Step 5: State of California Contractor Information



California Pay Data Reporting System

Civil Rights Department

Todd Tester ▾

Home My Pay Data Reports Manage Employers User Guide

Welcome Todd Tester, what would you like to do?

Start a Submission

Resume

Employer Information

This system is not supported on Mobile devices such as phones and tablets.

For details on how to use this site, please refer to the User Guide.

Initiate Submission

Fields in red with an ****** are required.

Employer Name: Test Company

Reporting year: 2022

Snapshot Period: 2022-10-01 through 2022-10-15

Is this employer a contractor for the State of California?*

Back Cancel Next

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A

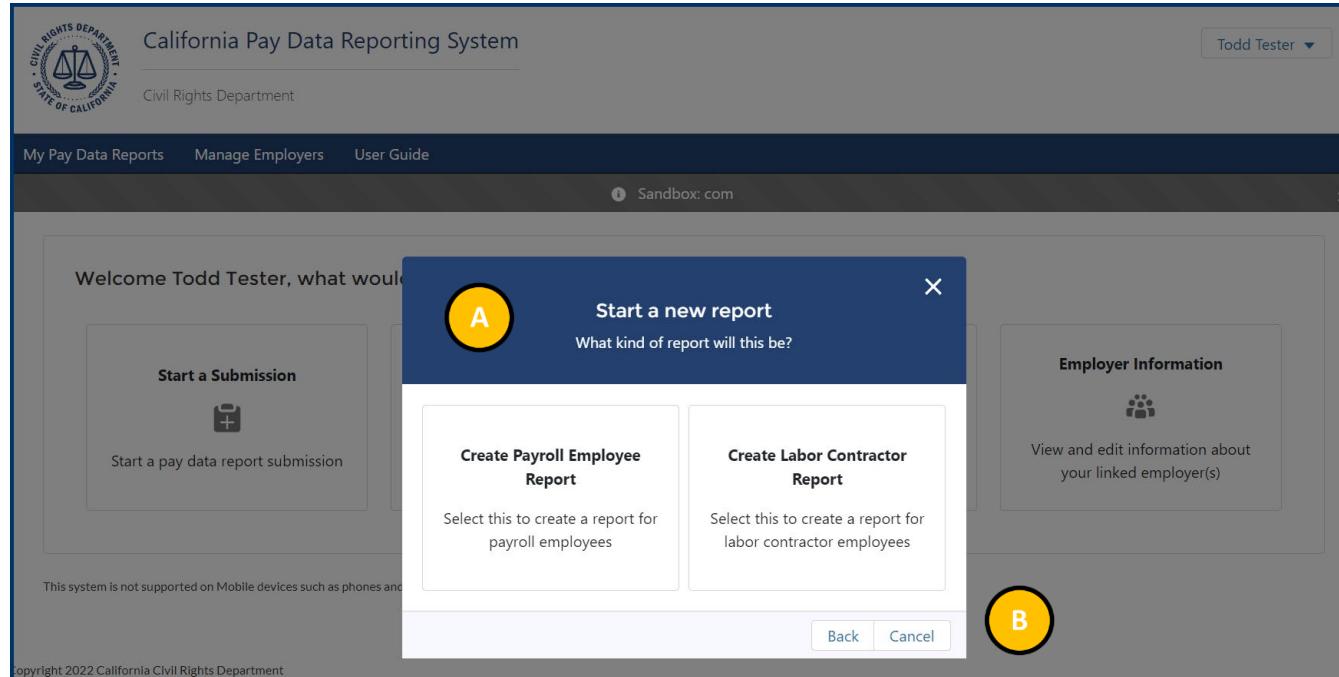
- The portal will display all pay data reports associated to the employer.

B

- Click the Back Button to display the previous page
- Click the Cancel Button to cancel and exit the portal.
- Click the Next Button to move forward through the portal.

California Pay Data Reporting Portal – User Guide

5.1.8 Step 5a: Determine if Payroll Employee or Labor Contract Employee Report



The screenshot shows the California Pay Data Reporting System interface. At the top, there's a header with the California Civil Rights Department logo, the title "California Pay Data Reporting System", and a user dropdown for "Todd Tester". Below the header, there are navigation links for "My Pay Data Reports", "Manage Employers", and "User Guide". A "Sandbox: com" link is also present. The main content area displays a "Welcome Todd Tester" message and a "Start a Submission" button. A modal window titled "Start a new report" is open, asking "What kind of report will this be?". It contains two options: "Create Payroll Employee Report" and "Create Labor Contractor Report". The "Create Payroll Employee Report" option is highlighted with a yellow circle labeled 'A'. The "Create Labor Contractor Report" option is also highlighted with a yellow circle labeled 'B'. Below the modal, there's a note about mobile device support and copyright information.



- Choose between submitting a Pay Data report on Payroll Employees or Labor Contractor Employees



- Click the Back Button to display the previous page
- Click the Cancel Button to cancel and exit.

!

SB 1162 requires for the first time that in reporting year 2022 employers have to report their labor contract employees if they employ over 100. Filing a Pay Data report for these two employee types requires different information. For a detailed explanation of the filing requirements for labor contractor reporting refer to the FAQ for pay data reporting here:

*<https://calcivilrights.ca.gov/paydatareporting/faqs/>. Excel templates and CSV examples for both Payroll Employee Reports or Labor Contractor Employee Reports are available here:
<https://calcivilrights.ca.gov/paydatareporting/>*

California Pay Data Reporting Portal – User Guide

B

5.2 Enter Section I: Employer Information Data

California Pay Data Reporting System

Civil Rights Department

Todd Tester ▾

My Pay Data Reports Manage Employers User Guide

- Employer Info
- Submission Info
- Establishment and Employee Details
- Certify and Submit

Employer Info

Name*
Test Company

FEIN* 123456789	SEIN* 12345678	NAICS* 339920	DUNS
---------------------------	--------------------------	-------------------------	-------------

Address
International Address No

Street*
100 Test Way

City*
Orland

State* CA

Zip* 95963

Our Headquarters address is different from our EDD reported address: No

This employer has a parent company: No

Affiliated Companies
Please list all affiliated corporate entities whose employees are included in this report. Failure to do so may result in enforcement action.

New Affiliated Company

Name	FEIN	SEIN	Address
------	------	------	---------

Next >

A

- Navigation Panel: Each sub-header corresponds to a step required to complete the pay data report submission
- Clicking on a sub-header will display that step's section

B

- Enter all required information in the pop up
- Note: Many of the fields will be auto-filled from the Employer Account Information. However, if there are any discrepancies, please correct them here before moving forward
- Required fields are denoted with a red asterisk (*) at the beginning of the field name
- Two radio buttons allow you designate this Employer location as the headquarters and a parent company

C

- If multiple entities are being reported on in a single pay data report, each affiliated company must be listed here.

Return to [top](#)

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California Pay Data Reporting Portal – User Guide

5.2.1 Enter Section I: Adding Affiliated Entities To a Pay Data Report

Employer Info

Name*: Test Company

Create Affiliated Company

Name*: Test - Services **A**

FEIN*: 112233449 SEIN*: 11223344

Address
International Address: No

Street: 300 Main Street

City: Orland State: CA Zip: 95963

Create Cancel New Affiliated Company

Name	FEIN	SEIN	Address
Test Widgets	998877661	99887766	200 Main Street Orland CA 95963 United States

Edit **B** Delete Next >

A

- If parent companies are including their affiliates in their Pay Data report, they are required to list these affiliates.

B

- The Edit Button allows you to edit affiliate company information.
- The Delete Button allows you to delete affiliates.

California Pay Data Reporting Portal – User Guide

5.2 Enter Section I: Submission Information and Snapshots

California Pay Data Reporting System

Civil Rights Department

Todd Tester ▾

[My Pay Data Reports](#) [Manage Employers](#) [User Guide](#)

Submission Info

Report and Snapshot Period - Reporting Year: 2022

Snapshot Period Beginning Date* mm/dd/2022 through **Snapshot Period Ending Date*** mm/dd/2022

Total number of U.S. establishments.* **Total number of payroll U.S. employees***

Total number of CA establishments.* **Total number of payroll CA employees***

[Previous](#) [Next >](#)

For details on how to use this site, please see the [User Guide](#).

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If you are filing a Labor Contract Employee Report you will not have the option to enter in Snapshot dates here. The Snapshot dates will be collected when Section II data is collected. For a detailed description of how Labor Contract Employee Snapshots work please refer to the FAQ at: <https://calcivilrights.ca.gov/paydatareporting/faqs/>.



- Enter all required information on the page.
- Employers declare a Snapshot date which represents a single pay period between October 1 and December 31.
- Required fields are denoted with a red asterisk (*) at the beginning of the field name



- Click the Previous Button to display the Employer Info Section
- Click the Next Button to display the Establishment and Employee Details Section

California Pay Data Reporting Portal – User Guide

5.3 Enter Section II: Establishment Information & Employee Detail Data

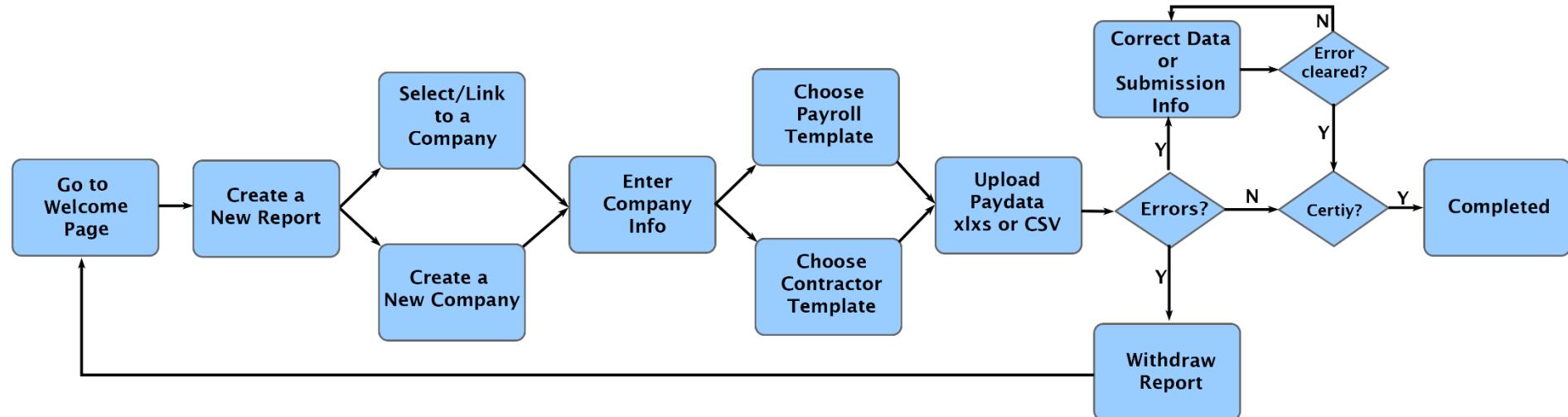
5.3.1 Option I: Create a Report by Uploading an Employer-Prepared Excel or .CSV File

Option I

Create a Report by
Uploading Employer-
Prepared File

This option is for employers that choose to download and prepare the Pay Data Report template (Excel) or produce a .CSV file containing the information required in the Pay Data Report. For details on preparing the Excel or .CSV files, see: [Appendix A: Building the CA Pay Data Report Excel File](#) or [Appendix B: Building the CA Pay Data Report .CSV File](#)

The flow diagram below shows the steps in Option I. Detailed instructions for completing each step are provided on the following pages.

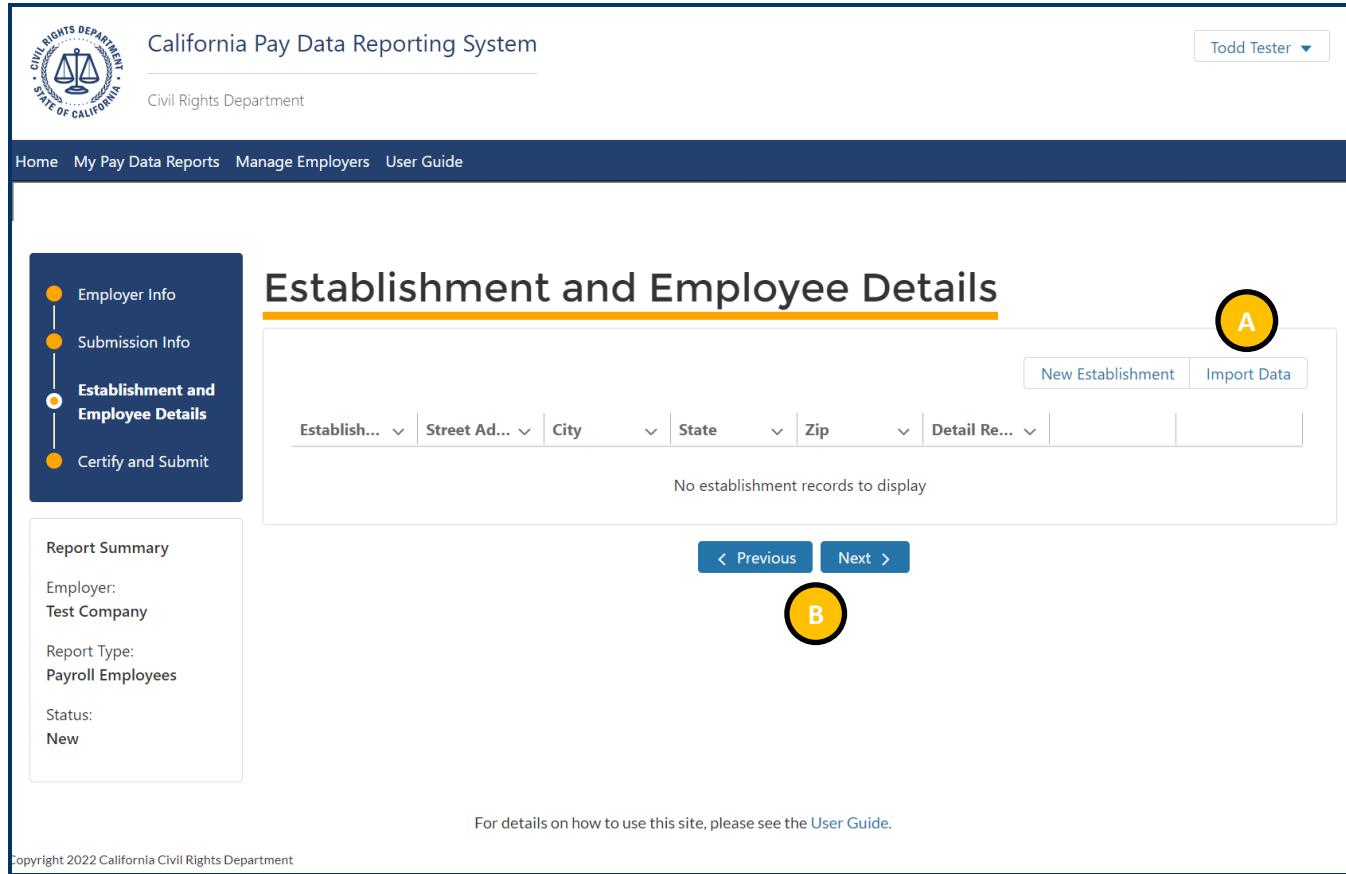


The above diagram describes how to correct data errors found in uploaded files. After corrections are made, employers are encouraged to download the updated data for their records (note that the Portal only provides Excel downloads).

Alternatively, employers can choose to fix data errors found by the Portal in their source files and then re-upload a corrected file. If so, withdraw the erroneous file and start over.

California Pay Data Reporting Portal – User Guide

Step 5.3: Upload Excel or CSV file



The screenshot shows the California Pay Data Reporting System interface. At the top, there's a navigation bar with the Civil Rights Department logo, user dropdown (Todd Tester), and links for Home, My Pay Data Reports, Manage Employers, and User Guide. On the left, a sidebar menu lists Employer Info, Submission Info, Establishment and Employee Details (which is highlighted), and Certify and Submit. The main content area is titled "Establishment and Employee Details". It features a search bar with dropdowns for Establish..., Street Ad..., City, State, Zip, and Detail Re... along with "New Establishment" and "Import Data" buttons. Below the search bar, a message says "No establishment records to display". At the bottom of the main content area are "Previous" and "Next" navigation buttons. A footer at the bottom of the page includes a link to the User Guide and copyright information: "Copyright 2022 California Civil Rights Department".

A

- Click the Import Data Button to upload an excel or csv. file

B

- Click the Previous Button to display the Submission Info Section
- Click the Next Button to display the Certify and Submit Page

California Pay Data Reporting Portal – User Guide

5.3.1.1 Step 1: Prepare Excel or .CSV File

California Pay Data Reporting System

Civil Rights Department

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Home My Pay Data Reports Manage Employers User Guide

Import Establishment and Employee Data for Payroll Employees

Excel or .CSV file

A

Steps to Upload a Excel File

1. Use the current California Pay Data Report Template.
2. Fill in the "PayDataReport" Excel spreadsheet following the instructions on the instruction tab.
3. When complete, save the spreadsheet.
4. Locate and click the "Import Data" button on the Establishment and Employee Data page of the portal
5. Click the "Upload File" button below the load the Excel file you saved in Step 3
6. A progress bar will show your status as the upload occurs
7. If the Portal validation process returns error messages, select the "Previous" button below and edit the report
8. If the portal accepts your file, select the "Next" button and finish the certification process.

B

Import Payroll Employee Details

Upload File

When your Excel/CSV has finished uploading,
If your file uploaded successfully, click the "Next" Button below which will take you to the Certify and Submit page where you can complete the certification process.
If your file upload was unsuccessful, click the "Previous" button which will return you to the Submission info page for further editing.

Previous Next

For details on how to use this site, please see the User Guide.

A

- Select “Download Template” and save the Pay Data Report Template (Excel) on a local computer
- Fill in the required data consistent with the instructions provided in the template (and in [Appendix A](#))
- Alternatively, employers can skip downloading the template and prepare a .CSV file consistent with the instructions in [Appendix B](#)

B

- The prepared Excel or .CSV file can be uploaded directly into the Portal
- Select “Upload Data File” to begin the process



Ensure you are using the correct template for the report that your are filing. If you are filing a Payroll Employee report use the Payroll template, if you are filing a contract employee template, use Contract Employee Template: <https://calcivilrights.ca.gov/paydatareporting/>

California Pay Data Reporting Portal – User Guide

5.3.1.2 Step 2: Upload the Excel or .CSV File

California Pay Data Reporting System

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Home My Pay Data Reports Manage Employers User Guide

Import Establishment and Employee Data for Payroll Employees ×

SimpleImport Managed Import

Start Again

Employee Data page of the portal
Step 3

Previous button below and edit the
certification process.

Steps to Upload a Excel or CSV File

1. Use the current California Pay Data Report
2. Fill in the "PayDataReport" section
3. When complete, save the file
4. Locate and click the "Import" button
5. Click the "Upload File" button
6. A progress bar will show you the upload status
7. If the Portal validation process fails, review the report
8. If the portal accepts your file, you can now proceed to the next step

Import Payroll Data

Upload File or Drop File

Done

If your file uploaded successfully, click the "Next" Button below which will take you to the Certify and Submit page where you can complete the certification process.

If your file upload was unsuccessful, click the "Previous" button which will return you to the Submission info page for further editing.

Previous Next

For details on how to use this site, please see the User Guide.



- Select “Upload File” to begin the upload process
- The portal will display the managed import pop up

California Pay Data Reporting Portal – User Guide

California Pay Data Reporting System

Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

Import Establishment and Employee Data for Payroll Employees

Excel or CSV file

Steps to Upload a Excel or CSV File

SimpleImport Managed Import

A

Start Again

Upload File

or Drop File

Done

If your Excel CSV has finished uploading,

If your file uploaded successfully, click the "Next" Button below which will take you to the Certify and Submit page where you can complete the certification process.

If your file upload was unsuccessful, click the "Previous" button which will return you to the Submission info page for further editing.

Previous **Next**

For details on how to use this site, please see the User Guide.



- Select “Upload File”
- The Portal will then issue a prompt to identify the locally stored Excel file to be uploaded
- Alternatively, the import file can simply be dragged and dropped into the pop up

California Pay Data Reporting Portal – User Guide

California Pay Data Reporting System

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Home My Pay Data Reports Manage Employers User Guide

Import Establishment and Employee Data for Payroll Employees

Excel or CSV file

SimpleImport Managed Import

Uploading Processing Importing Finished

A

Employee Data page of the portal Step 3

Import Payroll Data

When your Excel CSV has finished uploading,

If your file uploaded successfully, click the "Next" Button below which will take you to the Certify and Submit page where you can complete the certification process.

If your file upload was unsuccessful, click the "Previous" button which will return you to the Submission info page for further editing.

Previous Next

For details on how to use this site, please see the User Guide.



- The portal displays the current file import status as stages
- The Uploaded status indicates the import file has been uploaded into the portal
- The Processed status indicates that the file is the correct type and its structure is valid
- The Imported status indicates that the data records have been inserted into the pay data report



The time it takes for the portal to complete the import process depends on the number of records in the import file. It is recommended that users leave this pop up open until the process is finished.

California Pay Data Reporting Portal – User Guide

California Pay Data Reporting System

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Home My Pay Data Reports Manage Employers User Guide

Import Establishment and Employee Data for Payroll Employees

SimpleImport Managed Import

Start Again

Steps to Upload a Excel File

1. Use the current California Pay Data Report template.
2. Fill in the "PayDataReport" section.
3. When complete, save the file.
4. Locate and click "SimpleImport" icon.
5. Click the "Upload" button.
6. A progress bar will appear.
7. If the Portal validation process fails, review the report.
8. If the portal accepts your report, you can now proceed to the Certification page.

A

2022 - Todd's Tester -Payroll Employees E...
42.4 KB

B

Download success file
Download error file

Inserted 2 Establishment Information 5 Employee Details | 4 Errors

C

Revert ▾

When your Excel/CSV has finished uploading, click the "Next" button below which will take you to the Certify and Submit page where you can complete the certification process.

If your file uploaded successfully, click the "Next" button below which will take you to the Certify and Submit page where you can complete the certification process.

If your file upload was unsuccessful, click the "Previous" button which will return you to the Submission info page for further editing.

Previous Next

For details on how to use this site, please see the User Guide.

A

- The portal displays the results of the import process, including summary of all inserted records
- The portal also displays the total errors

B

- The “Revert” button allows you to undo all changes. Removing all records inserted into the pay data report
- “Download success file” to view all successfully inserted records
- “Download error file” to view all errors encountered by the portal during the upload process. The error file can be useful for troubleshooting a report. (see Step 5 for details)

C

- Select “Done” when the upload process is finished.

California Pay Data Reporting Portal – User Guide

California Pay Data Reporting System

Civil Rights Department

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Home My Pay Data Reports Manage Employers User Guide

Import Establishment and Employee Data for Payroll Employees

Excel or .CSV file

Steps to Upload a Excel File

1. Use the current California Pay Data Report Template.
2. Fill in the "PayDataReport" Excel spreadsheet following the instructions on the instruction tab.
3. When complete, save the spreadsheet.
4. Locate and click the "Import Data" button on the Establishment and Employee Data page of the portal
5. Click the "Upload File" button below the load the Excel file you saved in Step 3
6. A progress bar will show your status as the upload occurs
7. If the Portal validation process returns error messages, select the "Previous" button below and edit the report
8. If the portal accepts your file, select the "Next" button and finish the certification process.

OR

Steps to Upload a CSV File

1. Use the current California CSV. Pay Data Report example file
2. Fill in the "CA PayDataReport" CSV file
3. When complete, save the CSV file.
4. Locate and click the "Import Data" button on the Establishment and Employee Data page of the portal
5. Click the "Upload File" button below the load the Excel file you saved in Step 3
6. A progress bar will show your status as the upload occurs
7. If the Portal validation process returns error messages, select the "Previous" button below and edit the report
8. If the portal accepts your file, select the "Next" button and finish the certification process.

Import Payroll Employee Details

Upload File

When your Excel/CSV has finished uploading,
If your file uploaded successfully, click the "Next" Button below which will take you to the
Certify and Submit page where you can complete the certification process.
If your file upload was unsuccessful, click the "Previous" button
which will return you to the Submission info page for further editing.

A Previous Next B

For details on how to use this site, please see the [User Guide](#).

- Once the file has been uploaded into the portal you are returned to the Import Establishment and Employee Data page.



- If you received errors you can select the correct the errors in your report and upload again.
- If the problem is with your Submission Info, you can select the previous button and move backwards through the portal to update that info.



- If your file uploaded successfully, you can finish the process by selecting the "Next" button and moving on to the Certification page.

California Pay Data Reporting Portal – User Guide

5.3.1.3 Step 3: Review Pay Data Report – In case of errors

California Pay Data Reporting System

Civil Rights Department

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Home My Pay Data Reports Manage Employers User Guide

A

B

C

Establishment and Employee Details

Establish...	Street Ad...	City	State	Zip	Detail Re...	
Fungo Produ...	100 GB Way	Orland	CA	95963	4	Edit Delete
L-Screen Prod...	105 GB Way	Orland	CA	95963	4	Edit Delete

New Establishment Import Data

< Previous Next >

Report Summary

Employer: Test Company

Report Type: Payroll Employees

Status: New

For details on how to use this site, please see the User Guide.

A

- The portal displays the imported Establishment Information and Employee Details in a grid
- Review the records to ensure they imported as expected

B

- Click the Edit Button to select an Establishment to view the record's detailed information, including all associated Employee Detail records for the establishment
- Review the records to ensure they imported as expected
- The Delete Button allows users to delete the Establishment and its associated Employee Detail records

C

- Click the Previous Button to display Submission Info
- Click the Next Button to display the Certify and Submit



California Pay Data Reporting Portal – User Guide

5.3.1.4 Step 4: Correct Data Errors

A

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
SimpleImport:row number	Establishment Name*	Address Line 1*	Address Line 2	City*	State*	ZIP Code*	NAICS Code*	Major Activity*	Total Number of Employees at Establishment last year*	Was a California Pay Data Report filed for this establishment last year?*	Was an EEO-1 Report filed for this establishment's headquarters?*	Is this establishment the employee's headquarters?*	Job Category	Race/Ethnicity/Sex	Pay Band*	Number of Employees*	Mean-Hourly Rate*	Median-Hourly Rate*	Total Hours*	Row-Level Clarifying Remarks	Input_Mission_r_id	Input_Mission_r_id	Input_Method_c	Input_Method_c	SimpleImport: error
1	1 Fungo Prc 100 GB Way	Orland	CA	95963	0	Make Fun	Yes	Yes	Yes		1 A10		1	3	20	21	100		{!Record.I}	{!Record.I}	SimpleImport: found	Establishment_Information_c	PDR_Total_Number_of_Employees_c:	Unable to convert value 'Yes' to double;Employee_Detail_c:	Establishment_Information_c object not found
2	2 Fungo Prc 100 GB Way	Orland	CA	95963	0	Make Fun	Yes	Yes	Yes		1 B20		1	3	30	31	100		{!Record.I}	{!Record.I}	SimpleImport: found	Establishment_Information_c	PDR_Total_Number_of_Employees_c:	Unable to convert value 'Yes' to double;Employee_Detail_c:	Establishment_Information_c object not found
3	3 Fungo Prc 100 GB Way	Orland	CA	95963	0	Make Fun	Yes	Yes	Yes		1 C30		1	3	40	41	100		{!Record.I}	{!Record.I}	SimpleImport: found	Establishment_Information_c	PDR_Total_Number_of_Employees_c:	Unable to convert value 'Yes' to double;Employee_Detail_c:	Establishment_Information_c object not found
4	4 Fungo Prc 100 GB Way	Orland	CA	95963	0	Make Fun	Yes	Yes	Yes		1 D50		1	1	50	51	100		{!Record.I}	{!Record.I}	SimpleImport: found	Establishment_Information_c	PDR_Total_Number_of_Employees_c:	Unable to convert value 'Yes' to double;Employee_Detail_c:	Establishment_Information_c object not found
5	5																								10
6																									{!Record.I}

- If “Download error file” was selected in the managed upload pop up (see [Step 3](#)), open the downloaded .CSV file to view all errors encountered by the portal during the upload process
- The column entitled SimpleImport: error displays the error
- In the screenshot, the error is stating that the Submission Upload ID is not valid and the record was not imported
- This can be corrected manually (see Option II, [Step 2](#)) or by correcting the import file and reuploading it (see [Step 3](#))

California Pay Data Reporting Portal – User Guide

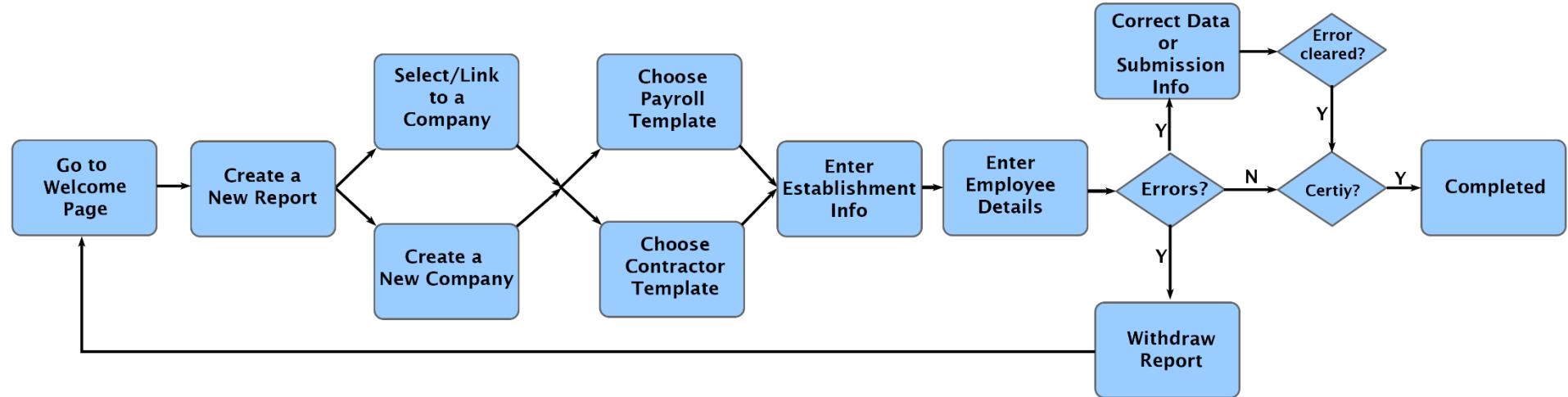
5.3.2 Option II: Create a Report by Using the Portal’s Fillable Forms

Option II

Create a Report by Using the Portal’s Fillable Forms

Instead of creating an Excel or .CSV file with the employer’s data and uploading that file to the Portal (Option 1), an employer may use the online fillable forms available in the Portal to manually enter the Pay Data Report information.

The flow diagram below shows the steps required to manually create a Pay Data Report using Option II. Detailed instructions for completing each step are provided on the following pages.



When filling via online forms follow the instructions for each data field provided in the Pay Data Report template (Excel) or this user guide’s Appendix B.

California Pay Data Reporting Portal – User Guide

California Pay Data Reporting System

Civil Rights Department

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Home My Pay Data Reports Manage Employers User Guide

A

Employer Info
Submission Info
Establishment and Employee Details
Certify and Submit

B

Establish... Street Ad... City State Zip Detail Re... |

New Establishment Import Data

No establishment records to display

< Previous Next >

Report Summary

Employer:
Test Company

Report Type:
Payroll Employees

Status:
New

For details on how to use this site, please see the User Guide.

Copyright 2022 California Civil Rights Department

A

- Click the New Establishment Button to enter at least one establishment and employee details using the Portal's fillable forms

B

- Click the Previous Button to display the Submission Info Section
- Click the Next Button to display the Certify and Submit Page



Pay data reports cannot be certified until a complete Establishment Information record and a complete Employee Detail record have been added to the report.

California Pay Data Reporting Portal – User Guide

5.3.2.1 Step 1: Enter Establishment Information

California Pay Data Reporting System

Civil Rights Department

Todd Tester

Home My Pay Data Reports Manage Employee

Employer Info
Submission Info
Establishment and Employee Details
Certify and Submit

Report Summary
Employer: Test Company
Report Type: Payroll Employees
Status: New

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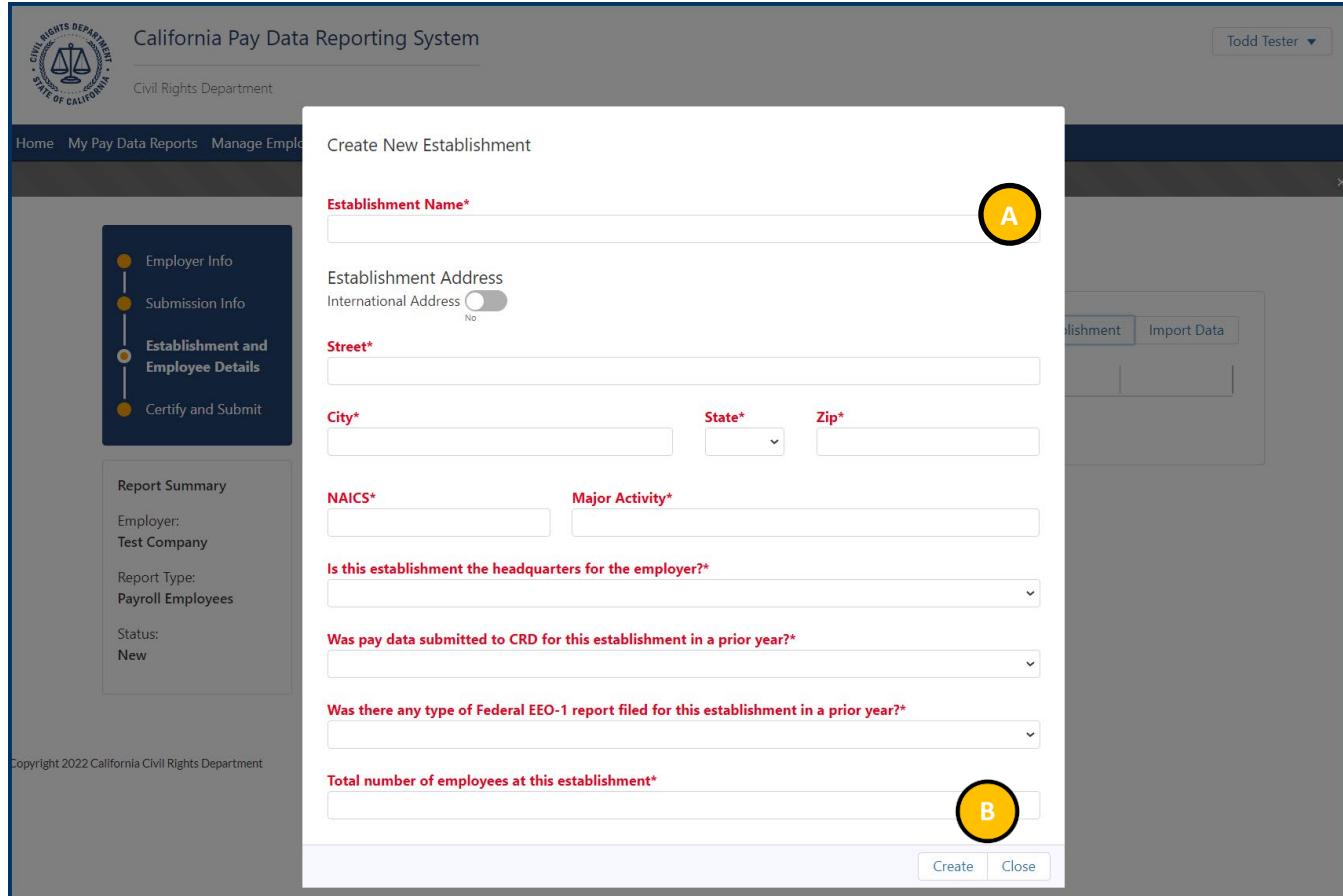
Create New Establishment

A

Establishment Name*
Street*
City* State* Zip*
NAICS* Major Activity*
Is this establishment the headquarters for the employer?
Was pay data submitted to CRD for this establishment in a prior year?
Was there any type of Federal EEO-1 report filed for this establishment in a prior year?
Total number of employees at this establishment*

B

Create Close



- Enter all required information in the New Establishment Information pop up
- Required fields are denoted with a red asterisk (*) at the beginning of the field name

A

- After all information is entered, click the Create Button to save the data for the New Establishment and to display the Employee Details associated with the New Establishment
- The Portal will validate the entries just made
- If errors exist, an error message will display at the top of the page
- Navigate to the data field indicated in the error message and correct the data
- Repeat this step for all errors listed in the error message at the top of the page
- Click the Close Button to Exit this screen

B

California Pay Data Reporting Portal – User Guide

5.3.2.2 Step 2: Enter Employee Details

California Pay Data Reporting System

Todd Tester ▾

Establishment Name*
HQ

Establishment Address
International Address No

Street*
100 Main Street

City* Orland **State*** CA **Zip*** 95963

NAICS* 111111 **Major Activity*** Sport Equipment

Is this establishment the headquarters for the employer??*
Yes

Was pay data submitted to CRD for this establishment in a prior year?*
No

Was there any type of Federal EEO-1 report filed for this establishment in a prior year?*
Yes

Total number of employees at this establishment*
100

Copyright 2020

New Employee Detail

No employee detail records to display

A **B** Close

A

- Click the New Employee Detail Button to Display the Create Employee Detail Record Screen

B

- Click the Close Button to close this screen and return to the Establishment and Employee Detail Page

!

Employee detail records are associated with a specific establishment. Previously entered establishments can be selected in the **Establishment Name** field.

California Pay Data Reporting Portal – User Guide

California Pay Data Reporting System

Todd Tester ▾

Establishment Name*
HQ

Establishment Address
International Address No

Street*
100 Main Street

City*
Orland

NAICS*
111111

Is this establishment the headquarter?
Yes

Was pay data submitted to CRD for?
No

Was there any type of Federal EEO-1 filing?
Yes

Total number of employees at this establishment
100

Copyright 2022

Create Employee Detail Record

A

Job Category*	Pay Band*	Race/Ethnicity/Sex*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours*	Number of Employees*	
<input type="text"/>	<input type="text"/>	
Mean Hourly Rate*	Median Hourly Rate*	
<input type="text"/>	<input type="text"/>	
Row-Level Clarifying Remarks (optional)		
<input type="text"/>		

B

No employee detail records to display

The mean hourly rate is calculated by adding the individual hourly rates for each employee in the group, then dividing that sum by the number of employees in the group.

The median hourly rate is calculated by ordering the hourly wages of each employee in the group from smallest to largest and selecting the middle number.

*For a detailed description, see FAQ Part V Required Content - FAQs:
<https://calcivilrights.ca.gov/paydatareporting/faqs>.*



- Enter all required information in the New Establishment Information pop up
- Required fields are denoted with a red asterisk (*) at the beginning of the field name



- After all information is entered, select “Save” to save the data
- The Portal will validate the entries just made
- If errors exist, an error message will display at the top of the page
- Navigate to the data field indicated in the error message and correct the data
- Repeat this step for all errors listed in the error message at the top of the page
- Select “Close” to exit the screen without saving
- Select “Create and Close” to save and close the screen





California Pay Data Reporting Portal – User Guide

Snapshot Periods are one pay period between 10/1/2022 and 12/31/22. The snapshot period is used to identify employees to report. For a detailed explanation of snapshots refer to the Pay Data FAQ, section Section IV.B Required Content - Labor Contractor Employee Report:
<https://calcivilrights.ca.gov/paydatareporting/faqs/>.

The screenshot shows the California Pay Data Reporting System interface. At the top, there's a header with the California Civil Rights Department logo and a user dropdown for 'Todd Tester'. Below the header, the 'Establishment Name*' field contains 'HQ'. The 'Street*' field has '100 Main Street' entered. Under 'City*', 'Orland' is listed. The 'State*' dropdown is set to 'CA' and the 'Zip*' field contains '95963'. In the center, 'NAICS*' is '111111' and 'Major Activity*' is 'Sport Equipment'. Below these, a question 'Is this establishment the headquarters for the employer?' has 'Yes' selected. Another question 'Was pay data submitted to CRD for this establishment in a prior year?' has 'No' selected. A third question 'Was there any type of Federal EEO-1 report filed for this establishment in a prior year?' also has 'No' selected. The 'Total number of employees at this establishment*' field is set to '100'. At the bottom, there's a summary table with columns for Pay Band, Job Category, Race/Ethnicity/Sex, Total Employees, and Total Hours. The table shows 2 Pay Bands, 4 Job Categories, B20 Race/Ethnicity/Sex, 4000 Total Employees, and 2389 Total Hours. To the right of the table are three buttons: 'New Employee Detail' (labeled A), 'Edit' (labeled B), and 'Delete' (labeled C). A 'Close' button is also visible.

- Additional Employee Details may be created by clicking the New Employee Detail Button

A

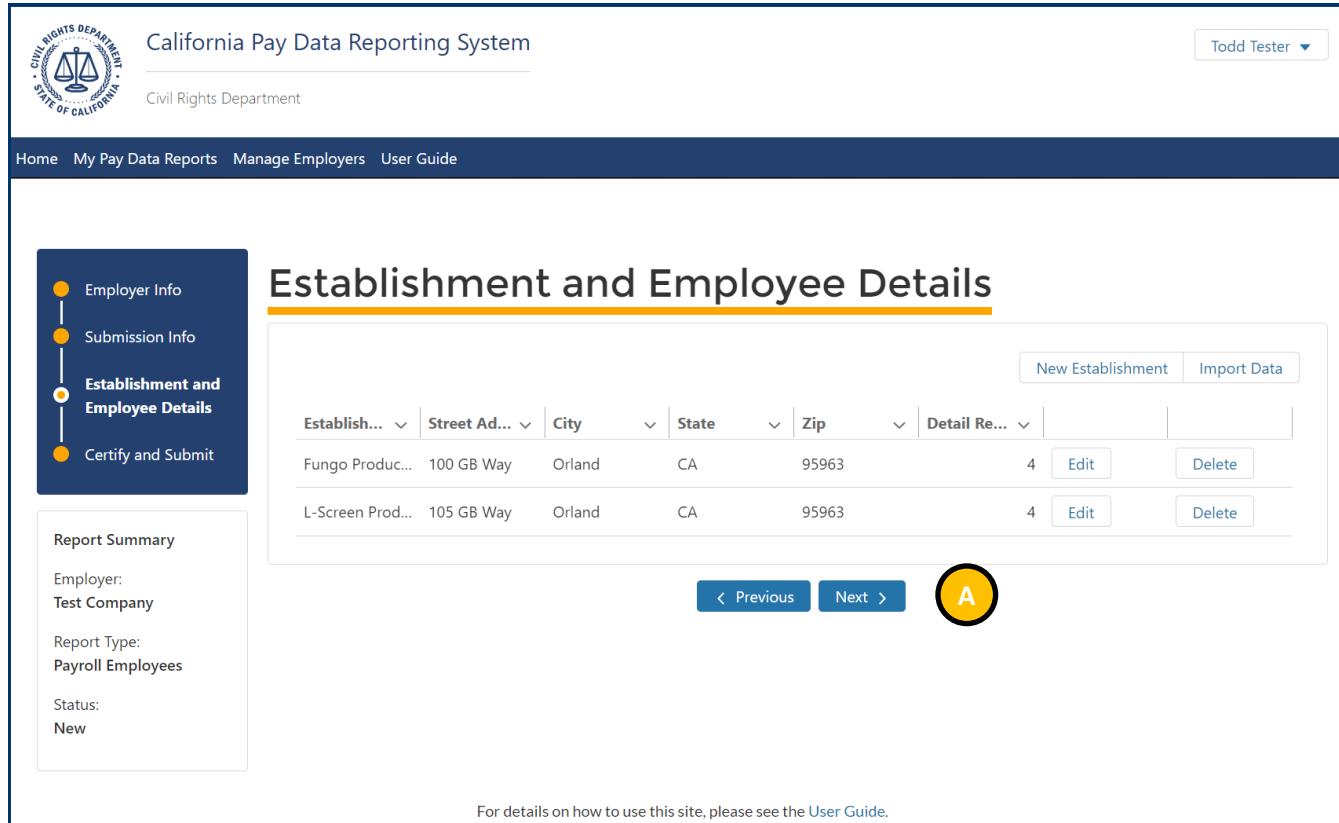
- Click the Edit Button to edit the Employee Detail entry
- Click the Delete Button to delete the Employee Detail entry

B

- Click the Close Button to Close this screen and return to the Establishment and Employee Details Page

C

California Pay Data Reporting Portal – User Guide



The screenshot shows the 'Establishment and Employee Details' page of the California Pay Data Reporting System. On the left, a sidebar menu lists 'Employer Info', 'Submission Info', 'Establishment and Employee Details' (which is highlighted), and 'Certify and Submit'. Below the menu is a 'Report Summary' section containing employer information: 'Employer: Test Company', 'Report Type: Payroll Employees', and 'Status: New'. The main content area displays a table of establishment details. The table has columns for 'Establish...', 'Street Ad...', 'City', 'State', 'Zip', and 'Detail Re...'. Two rows of data are shown:

Establish...	Street Ad...	City	State	Zip	Detail Re...
Fungo Produc...	100 GB Way	Orland	CA	95963	4
L-Screen Prod...	105 GB Way	Orland	CA	95963	4

Each row includes 'Edit' and 'Delete' buttons. At the bottom of the table are 'Previous' and 'Next' navigation buttons. A yellow circle with the letter 'A' is overlaid on the 'Next' button.



- Click the Next Button to display the Certify and Submit Page
- See [5.4 – Certifying the Report](#) for details

California Pay Data Reporting Portal – User Guide

5.4 Certifying the Report

Certify and Submit

<div style="background-color: #2e3436; color: white; padding: 5px; margin-bottom: 10px;"> ● Employer Info ● Submission Info ● Establishment and Employee Details ● Certify and Submit </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Report Summary Employer: Test Company Report Type: Payroll Employees Status: New </div>	<div style="margin-bottom: 10px;"> Employer Name: Test Company Report Type: Payroll Employees Reporting Year: 2022 Snapshot From: 12/01/2022 Snapshot To: 12/15/2022 </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">US Establishments: Submission Info: 2 Entered Details: 2</td> <td style="width: 25%;">CA Establishments: Submission Info: 2 Entered Details: 2</td> <td style="width: 25%;">US Payroll Employees: Submission Info: 12 Entered Details: 10</td> <td style="width: 25%;">CA Payroll Employees: Submission Info: 12 Entered Details: 10</td> </tr> </table> <p>Warnings</p> <p>The report can still be certified with these warnings, but they should be verified before continuing.</p> <p>There are fewer total employees entered in Establishment and Employee Details than were indicated in Submission Info. Please verify that the employee details have all been entered correctly.</p> <p>There are fewer California employees entered in Establishment and Employee Details than were indicated in Submission Info. Please verify that the employee details have all been entered correctly.</p> <p>Point of Contact</p> <p>Please enter the contact information of the individual that can be contacted regarding this report.</p> <p>Who is the point of contact for Test Company* * A</p> <p>Report Certifier</p> <p>Please enter the contact information of the official who is certifying this report. This official certifies that this report is accurate and was prepared in accordance with the instructions.</p> <p>Who is certifying this report?* *</p> <p>Optional Remarks</p> <p style="text-align: center;">B C Submit as Certified</p> <p style="text-align: center; font-size: small;">For details on how to use this site, please see the User Guide.</p>	US Establishments: Submission Info: 2 Entered Details: 2	CA Establishments: Submission Info: 2 Entered Details: 2	US Payroll Employees: Submission Info: 12 Entered Details: 10	CA Payroll Employees: Submission Info: 12 Entered Details: 10
US Establishments: Submission Info: 2 Entered Details: 2	CA Establishments: Submission Info: 2 Entered Details: 2	US Payroll Employees: Submission Info: 12 Entered Details: 10	CA Payroll Employees: Submission Info: 12 Entered Details: 10		

A

- Enter all required information in the Point of Contact and Report Certifier Sub-Sections
- Required fields are denoted with a red asterisk (*) at the beginning of the field name

B

- Click the Submit as Certified, to the portal.

C

- Click the Previous Button to display the Establishment and Employee Details Page

When selecting “Submit as Certified” the portal conducts an audit to confirm that at least one Establishment information record and one Employee Detail record have been added to the report. If the condition is not met, select “X” and refer to [5.3 Enter Establishment Information & Employee Details](#).



California Pay Data Reporting Portal – User Guide

5.4.1 – Certification Complete

California Pay Data Reporting System

Todd Tester ▾

Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

Certification Completed

Company Name: Test Company
Pay Data Report #: PDRS-20230116-0084351
Certificate Date: 01/15/2023
Reporting Year: 2022

Thank you for submitting your pay data report to CRD. A copy of your Certified Report is now available for review when accessing the Pay Data Reporting Portal.

The purpose of the pay data reporting requirement is to highlight potential disparities in workers' pay or job categorization by sex and race/ethnicity. CRD encourages employers to closely and regularly review their pay data reports, pay and employment records, and pay and employment practices, to assess whether there are improvements that can be made in pay equity. Employers should also review these items to ensure compliance with equal pay and anti-discrimination laws. To assist employers in these internal assessments of their workforce, CRD provides charts summarizing employers' certified pay data below.

In the event that a mistake is discovered, this certified report can be de-certified and edited until: 05/10/2023

[Click here to view existing Pay Data Report Submissions](#)

A

- The pay data report has been certified.
- Select “Click here to view existing Pay Data Report Submissions” to exit and display the My Pay Data Reports Page

California Pay Data Reporting Portal – User Guide

5.4.2 – Pay Data Report Charts



- The Pay Data Portal after certification is complete, the Pay Data Portal produces a graphic report of your pay data.



- Select “Download as a PDF” to download a PDF of this graphic report.

California Pay Data Reporting Portal – User Guide

5.5 Decertifying the Report

California Pay Data Reporting System

Civil Rights Department

Todd Tester ▾

Home My Pay Data Reports Manage Employers User Guide

A

Welcome Todd Tester, what would you like to do today?

Start a Submission

Start a pay data report submission

Resume a Submission

Resume an existing pay data report submission

Certified Submissions

View a list of previously certified pay data reports

Employer Information

View and edit information about your linked employer(s)

This system is not supported on Mobile devices such as phones and tablets.

For details on how to use this site, please see the [User Guide](#).



- Select “My Pay Data Reports”

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Show 20 Sort By Decertification Cutoff (Old - New) Search Test - West Show Filter

PDRS-20230116-0084352			
Employer Name	Test - West	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	10/1/2022-10/15/2022
Status	Certified	Report Created	01/16/2023
Certified On	01/16/2023	Decertification Cutoff	05/10/2023

PDRS-20230116-0084353			
Employer Name	Test - West	Report Type	Labor Contractor Emp...
Reporting Year	2022	Status	Certified
Report Created	01/16/2023	Certified On	01/16/2023
Decertification Cutoff	05/10/2023		

[Export a Copy](#) [View Charts](#) [Decertify Report](#)

[Export a Copy](#) [View Charts](#) [Decertify Report](#)



- Select the “Decertify Report” Button on the Pay Data Report you want to decertify.

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Show 20 ▾ Sort By Decertification Cutoff (Old - New) ▾ Search Test - West ▾ Show Filter

PDRS-20230116-0084352

Employer Name	Test - West	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	Snapshot Period
Status	Certified	Report Created On	2023-01-16
Certified On	01/16/2023	Decertification Cutoff	2023-01-16

PDRS-20230116-0084353

Employer Name	Test - West	Report Type	Labor Contractor Emp...
Status	Certified	Certified On	01/16/2023

Decertify Record

Are you sure you want to decertify submission PDRS-20230116-0084352?

Cancel Decertify

First Previous 1 of 1 Next Last

Copy View Charts Decertify Report

Export a Copy View Charts Decertify Report

For details on how to use this site, please see the User Guide.

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- Select the Decertify Button to confirm your intention to decertify the report.
- If you no longer want to decertify the report, click “Cancel” to cancel and exit the Decertify Record Pop-Up

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Civil Rights Department

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Show 20 Sort By Decertification Cutoff (Old - New) Search Show Filter

PDRS-20230116-0084352		PDRS-20230116-0084353	
Employer Name	Test - West	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	10/1/2022 - 10/31/2022
Status	New	Report Created	01/16/2023
Certified On	01/16/2023	Decertification Cutoff	05/10/2023

Decertified Record X

PDRS-20230116-0084352 has been decertified

OK

Export a Copy View Charts Decertify Report

First Previous 1 of 1 Next Last

For details on how to use this site, please see the User Guide.

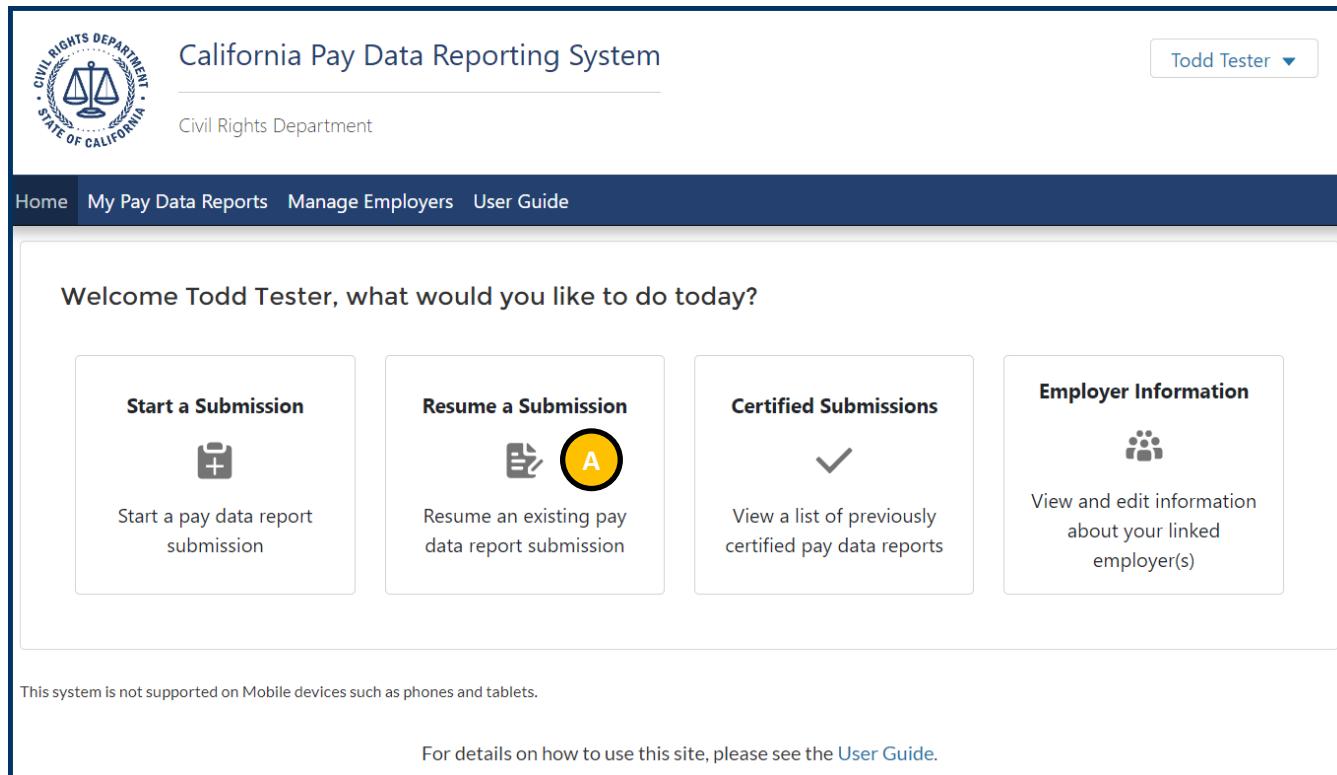
Copyright 2023 California Civil Rights Department



- This is the Confirmation for decertification of your report.
- Select “OK” to exit.

California Pay Data Reporting Portal – User Guide

6. Accessing In-Process Reports



The screenshot shows the California Pay Data Reporting System homepage. At the top left is the California Civil Rights Department seal. The title "California Pay Data Reporting System" is at the top center, followed by "Civil Rights Department". On the right is a dropdown menu showing "Todd Tester". Below the header is a navigation bar with links: Home, My Pay Data Reports, Manage Employers, and User Guide. The main content area starts with a welcome message: "Welcome Todd Tester, what would you like to do today?". It features four cards: "Start a Submission" (with a plus icon), "Resume a Submission" (highlighted with a yellow circle containing 'A'), "Certified Submissions" (with a checkmark icon), and "Employer Information" (with a people icon). At the bottom of the page, a note says "This system is not supported on Mobile devices such as phones and tablets." and "For details on how to use this site, please see the User Guide."

A

- An in-process Pay Data Report (i.e., a report that is not yet certified) can be viewed and edited using your login credentials.
- Login into the portal as a returning user (see [Option II: Existing User Login](#))
- To begin the process, select “Resume a Submission”

California Pay Data Reporting Portal – User Guide

6.1 – Options for In-process Pay Data reports

California Pay Data Reporting System

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Home My Pay Data Reports Manage Employers User Guide

Show 20 Sort By Sort By Search Test Company Show Filter

PDRS-20221216-0084268			
Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	12/1/2022-12/15/2022
Status	New	Report Created	12/16/2022
Certified On		Decertification Cutoff	
Edit Report Export a Copy View Charts Discard Report			

PDRS-20230111-0084321			
Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	//-//
Status	New	Report Created	01/11/2023
Certified On		Decertification Cutoff	
Edit Report Export a Copy View Charts Discard Report			

PDRS-20221215-0084265			
Employer Name	Test Company	Report Type	Labor Contractor Emp...
Reporting Year	2022	Status	New
Report Created	12/15/2022	Certified On	
Decertification Cutoff			
Edit Report Export a Copy View Charts Discard Report			

PDRS-20221216-0084271			
Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	//-//
Status	Withdrawn	Report Created	12/16/2022
Certified On		Decertification Cutoff	
Edit Report Export a Copy View Charts Discard Report			

A

- Will display all reports associated with the login that have the status New.
- Select the “Edit Report” for the report to be viewed.

B

- If the **Status** indicates *New*, the report can be edited, discarded, or certified (see [Section 5](#) for details)



California Pay Data Reporting Portal – User Guide

7. Appendix A: Building the California Pay Data Report Excel File

Because there are two reports types – Payroll Employee Report and Labor Contractor Employee Report – the first decision that needs to be made is whether you are filing a Payroll Employee Report or a Labor Contractor Employee Report. Each report types has a unique Excel template to build the report. Therefore, users must be careful to use to correct template. Both templates include four worksheets: the actual “PayDataReport” that an employer fills in to create its report; “Instructions” for filling out the pay data report worksheet; and two sample reports (one for a single-establishment employer and one for a multiple-establishment employer). An employer using the template to create its report should perform the following steps.

1. Review and follow the instructions in CRD's [FAQs](#) on how to identify the employees and establishments to be reported on, and on how to identify or calculate employees' job category, pay, race, ethnicity, sex, mean and median wages per hours , and hours worked, among other topics.
2. Download the appropriate template either Payroll Employee Report Template or Labor Contractor Employee Report Template. Both are available at <https://calcivilrights.ca.gov/paydatareporting/>
3. Review and follow the “Instructions” worksheet in the template and the defined steps to fill in the “PayDataReport” worksheet. The instructions provide descriptions for each field included in Section II – Establishment Information and Employee Detail.
4. Review the examples
 - "Example - Single Establishment" illustrates a completed Pay Data Report by a single-establishment employer.
 - "Example - Multi Establishment" illustrates a completed Pay Data Report by a multi-establishment employer.
5. Enter the required and optional information on the “Pay Data Report” worksheet.
6. When complete, see [Option I: Create a Report by Uploading an Employer-Prepared Excel or .CSV File](#) of this User Guide to begin the upload process using the Portal.



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8. Appendix B: Building the California Pay Data Report .CSV File

Appendix B provides detailed specifications for the creation of a California Pay Data Report in Comma-Separated Value (.CSV) file format.

Employers must first determine whether they are submitting a Payroll Employee Report (traditional) or a Labor Contractor Employee Report. The layouts for both reports are slightly different. For reference, download an example report in .CSV format at:

<https://calcivilrights.ca.gov/paydatareporting/>. We've included the formats for the .CSV files in tables 1 and 2 below.

Employers submitting through the .CSV upload process must create a .CSV file which contains Section II – Establishment Information and Employee Detail records. These records contain detailed rows for each combination of Establishment, Job Category, Race/Ethnicity/Sex, and Pay Band information. Employers should review the record layout and row level file specification in Tables 1 and Table 2 for the detailed requirements and steps required to create this record type.

Note: These .CSV files were designed to support “Save as .CSV” from the provided template (Excel file). Due to this consideration, there are several static items (titles, column names, asterisks, etc.) that you would not normally see in a .CSV file. These static items must be provided exactly as specified for the file to be processed correctly.

B.1 Section II – Establishment Information and Employee Detail Record Layout

Section II – Establishment Information and Employee Detail requires employers to enter detailed information for each employee detail combination of establishment, job category, race/ethnicity/sex, and pay band. This record type includes a static row to support the header, containing the list of fields. Under this static header, employers may provide as many detailed records as it takes to report each employee detail combination.

Note: Commas are used to separate columns in a .CSV file. For that reason, do not include additional commas in any of your provided values (names, addresses, comments, etc.).

Table 1 – Payroll Employee Report Record Format: Detail Record Layout, Section II

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
1	Establishment Name*		Alphanumeric	100	Enter the name of the establishment.	Yes
2	Address Line 1*		Alphanumeric	200	Enter address line 1 of the establishment.	Yes
3	Address Line 2		Alphanumeric	200	Enter address line 2 of the establishment.	No
4	City*		Alphanumeric	50	Enter city of the establishment.	Yes
5	State*	XX	Alphanumeric	2	Enter establishment two character state code. If the employer needs a value that is not a US State or Washington DC, select "OT".	Yes



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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
6	ZIP Code*	XXXXXXXXXX	Alphanumeric	10	Enter the 5- or 9-character ZIP code of the establishment.	Yes
7	NAICS Code*	999999	Numeric	6	Enter the North American Industry Classification System code (NAICS) of the establishment. See www.naics.com/search .	Yes
8	Major Activity*		Alphanumeric	500	Describe the major activity or activities of the establishment. Include the specific type of product or type of service provided, as well as the principal business or industrial activity. Be specific, e.g., manufacturing steel casings, retail grocer, wholesale plumbing supplies, title insurance, etc.	Yes
9	Total Number of Employees at Establishment*	9999999999	Numeric	10	Enter the total number of payroll employees at the establishment across all job categories, pay bands, races, ethnicities, and sexes during the snapshot period. Include both employees working inside and outside of California.	Yes
10	Was a California Pay Data Report filed for this establishment last year?*	"Yes" or "No"	Alphanumeric	3	Enter "Yes" if the employer submitted a California Pay Data Report in the year prior to the current Reporting Year. Enter "No" if the employer did not submit a California Pay Data Report in the year prior to the current Reporting Year.	Yes
11	Was an EEO-1 Report filed for this establishment last year?*	"Yes" or "No"	Alphanumeric	3	Enter "Yes" if the employer submitted any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment. Enter "No" if the employer did not submit any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment.	Yes
12	Is this establishment the employer's headquarters?*	"Yes" or "No"	Alphanumeric	3	Every employer has one and only one headquarters. Enter "Yes" if this establishment is the employer's headquarters. Enter "No" if this establishment is not the employer's headquarters.	Yes
13	Job Category*	99	Alphanumeric	49	Enter one of the following Job Category codes: 1 - Executive senior level officials and managers 2 - First or mid-level officials and managers 3 - Professionals 4 - Technicians 5 - Sales workers 6 - Administrative support workers 7 - Craft workers 8 - Operatives	Yes



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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
					9 - Laborers and helpers 10 - Service workers All jobs are considered as belonging in one of these ten categories. Follow EEOC guidance for assigning employees to job categories.	
14	Race/Ethnicity/Sex*	XXX	Alphanumeric	86	Enter one of the following Race-Ethnicity-Sex codes: A10 - Hispanic/Latino - Male A20 - Hispanic/Latino - Female A30 - Hispanic/Latino - Non-Binary B10 - Non-Hispanic/Non-Latino - Male - White B20 - Non-Hispanic/Non-Latino - Male - Black or African American B30 - Non-Hispanic/Non-Latino - Male - Native Hawaiian or Other Pacific Islander B40 - Non-Hispanic/Non-Latino - Male - Asian B50 - Non-Hispanic/Non-Latino - Male - American Indian or Alaskan Native B60 - Non-Hispanic/Non-Latino - Male - Two or more races C10 - Non-Hispanic/Non-Latino - Female - White C20 - Non-Hispanic/Non-Latino - Female - Black or African American C30 - Non-Hispanic/Non-Latino - Female - Native Hawaiian or Other Pacific Islander C40 - Non-Hispanic/Non-Latino - Female - Asian C50 - Non-Hispanic/Non-Latino - Female - American Indian or Alaskan Native C60 - Non-Hispanic/Non-Latino - Female - Two or more races D10 - Non-Hispanic/Non-Latino - Non-Binary - White D20 - Non-Hispanic/Non-Latino - Non-Binary - Black or African American D30 - Non-Hispanic/Non-Latino - Non-Binary - Native Hawaiian or Other Pacific Islander D40 - Non-Hispanic/Non-Latino - Non-Binary - Asian D50 - Non-Hispanic/Non-Latino - Non-Binary - American Indian or Alaskan Native	Yes



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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
					D60 - Non-Hispanic/Non-Latino - Non-Binary - Two or more races For detailed instructions on how to identify employees' race, ethnicity, and sex, see Part V of the FAQs: https://www.calcivilrights.ca.gov/paydatareporting/faqs	
15	Pay Band*	99	Numeric	24	<p>Enter one of the following Pay Bands codes:</p> <p>1 - \$19,239 and under 2 - \$19,240 – \$24,959 3 - \$24,960 – \$32,239 4 - \$32,240 – \$41,079 5 - \$41,080 – \$53,039 6 - \$53,040 – \$68,119 7 - \$68,120 – \$87,359 8 - \$87,360 – \$112,319 9 - \$112,320 – \$144,559 10 - \$144,560 – \$186,159 11 - \$186,160 – \$239,199 12 - \$239,200 and over</p> <p>To identify the particular pay band in which to count a payroll employee, use the earnings shown in "Box 5 – Medicare wages and tips" of the employee's IRS Form W-2. If any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, use W-2 Box 1 for that employee and note this in the associated remarks field. For additional instructions on how to identify an employee's pay, see Part V of the FAQs: https://www.calcivilrights.ca.gov/paydatareporting/faqs.</p>	Yes
16	Number of Employees*	9999999999	Numeric	10	Enter the total number of payroll employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band. If zero, you do not need to enter a row.	Yes



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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
17	Mean – Hourly Rate*	9999999999	Numeric	10	The mean hourly rate is calculated by adding the individual hourly rates for each payroll employee in the group, then dividing that sum by the number of payroll employees in the group. For a detailed description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs .	Yes
18	Median – Hourly Rate *	9999999999	Numeric	10	The median hourly rate is calculated by ordering the hourly wages of each payroll employee in the group from smallest to largest and selecting the middle number. For a detailed description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs .	Yes
19	Total Hours*	9999999999	Numeric	10	Enter the total hours worked in 2022 of all the payroll employees reported in the corresponding cell to the left (Column P) (i.e., all of the payroll employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band in this row). Round to the nearest whole number. For detailed instructions on how to calculate employees' hours worked, see Part V of the FAQs: https://www.calcivilrights.ca.gov/paydatareporting/faqs .	Yes
20	Row-Level Clarifying Remarks		Alphanumeric	500	Enter any clarifying remarks for the entire row.	No



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Table 2 - Labor Contractor Employees Report: Detail Record Layout

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
1	Establishment Name*		Alphanumeric	100	Enter the name of the establishment.	Yes
2	Address Line 1*		Alphanumeric	200	Enter address line 1 of the establishment.	Yes
3	Address Line 2		Alphanumeric	200	Enter address line 2 of the establishment.	No
4	City*		Alphanumeric	50	Enter city of the establishment.	Yes
5	State*	XX	Alphanumeric	2	Enter establishment two-character state code. If the employer needs a value that is not a US State or Washington DC, select "OT".	Yes
6	ZIP Code*	XXXXXXXXXX	Alphanumeric	10	Enter the 5- or 9- character ZIP code of the establishment.	Yes
7	NAICS Code*	999999	Numeric	6	Enter the North American Industry Classification System code (NAICS) of the establishment. See www.naics.com/search .	Yes
8	Major Activity*		Alphanumeric	500	Describe the major activity or activities of the establishment. Include the specific type of product or type of service provided, as well as the principal business or industrial activity. Be specific, e.g., manufacturing steel casings, retail grocer, wholesale plumbing supplies, title insurance, etc.	Yes
9	Total Number of Employees at Establishment*	9999999999	Numeric	10	Enter the total number of labor contractor employees at the establishment across all job categories, pay bands, races, ethnicities, and sexes during the snapshot period. Include both employees working inside and outside of California.	Yes
10	Was a California Pay Data Report filed for this establishment last year?*	"Yes" or "No"	Alphanumeric	3	Enter "Yes" if the employer submitted a California Pay Data Report in the year prior to the current Reporting Year. Enter "No" if the employer did not submit a California Pay Data Report in the year prior to the current Reporting Year. For the report due to CRD by March 31, 2021 (covering the 2020 Reporting Year), the entry will be "No" for all employers.	Yes
11	Was an EEO-1 Report filed for this establishment last year?*	"Yes" or "No"	Alphanumeric	3	Enter "Yes" if the employer submitted any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment. Enter "No" if the employer did not submit any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment.	Yes
12	Is this establishment the employer's headquarters?*	"Yes" or "No"	Alphanumeric	3	Every employer has one and only one headquarters. Enter "Yes" if this establishment is the employer's headquarters. Enter "No" if this establishment is not the employer's headquarters.	Yes



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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
13	Labor Contractor(s) Name*		Alphanumeric	80	Enter the name of the labor contractor that supplied the workers to the client employer.	Yes
14	Labor Contractor(s) FEIN*	xxxxxxxxx	Alphanumeric	9	The FEIN of the labor contractor listed in the field above.	Yes
15	Snapshot – Begin Date*	1/1/2022		10	The Snapshot Period is one pay period between 10/1/2022 and 12/31/2022. The Snapshot Period is used to identify labor contractor employees included in the pay data report. For a detailed explanation of Snapshot Periods, see Part IV of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs/ .	Yes
16	Snapshot – End Date*	1/1/2022		10	The Snapshot Period is one pay period between 10/1/2022 and 12/31/2022. The Snapshot Period is used to identify the labor contractor employees to report. For a detailed explanation of Snapshot Periods, see Part IV of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs/ .	Yes
17	Job Category*	99	Alphanumeric	49	Enter one of the following Job Category codes: 1 - Executive senior level officials and managers 2 - First or mid-level officials and managers 3 - Professionals 4 - Technicians 5 - Sales workers 6 - Administrative support workers 7 - Craft workers 8 - Operatives 9 - Laborers and helpers 10 - Service workers All jobs are considered as belonging in one of these ten categories. Follow EEOC guidance for assigning employees to job categories.	Yes
18	Race/Ethnicity/Sex*	XXX	Alphanumeric	86	Enter one of the following Race-Ethnicity-Sex codes: A10 - Hispanic/Latino - Male A20 - Hispanic/Latino - Female	Yes



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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
					A30 - Hispanic/Latino - Non-Binary B10 - Non-Hispanic/Non-Latino - Male - White B20 - Non-Hispanic/Non-Latino - Male - Black or African American B30 - Non-Hispanic/Non-Latino - Male - Native Hawaiian or Other Pacific Islander B40 - Non-Hispanic/Non-Latino - Male - Asian B50 - Non-Hispanic/Non-Latino - Male - American Indian or Alaskan Native B60 - Non-Hispanic/Non-Latino - Male - Two or more races C10 - Non-Hispanic/Non-Latino - Female - White C20 - Non-Hispanic/Non-Latino - Female - Black or African American C30 - Non-Hispanic/Non-Latino - Female - Native Hawaiian or Other Pacific Islander C40 - Non-Hispanic/Non-Latino - Female - Asian C50 - Non-Hispanic/Non-Latino - Female - American Indian or Alaskan Native C60 - Non-Hispanic/Non-Latino - Female - Two or more races D10 - Non-Hispanic/Non-Latino - Non-Binary - White D20 - Non-Hispanic/Non-Latino - Non-Binary - Black or African American D30 - Non-Hispanic/Non-Latino - Non-Binary - Native Hawaiian or Other Pacific Islander D40 - Non-Hispanic/Non-Latino - Non-Binary - Asian D50 - Non-Hispanic/Non-Latino - Non-Binary - American Indian or Alaskan Native D60 - Non-Hispanic/Non-Latino - Non-Binary - Two or more race U10 - Unknown Race/Ethnicity, Known Male U20 - Unknown Race/Ethnicity, Known Female U30 - Unknown Race/Ethnicity, Known Non-binary UU - Unknown Race/Ethnicity, Unknown Sex For detailed instructions on how to identify employees' race, ethnicity, and sex, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs/ . For the 2022 Reporting Year only, CRD is permitting employers to report	



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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
					unknown race/ethnicity/sex (U codes) for a particular labor contractor employee when that information is indeed unknown and not reasonably obtainable before the filing deadline.	
20	Pay Band*	99	Numeric	24	<p>Enter one of the following Pay Band codes:</p> <p>1 - \$19,239 and under 2 - \$19,240 – \$24,959 3 - \$24,960 – \$32,239 4 - \$32,240 – \$41,079 5 - \$41,080 – \$53,039 6 - \$53,040 – \$68,119 7 - \$68,120 – \$87,359 8 - \$87,360 – \$112,319 9 - \$112,320 – \$144,559 10 - \$144,560 – \$186,159 11 - \$186,160 – \$239,199 12 - \$239,200 and over</p> <p>To identify the particular pay band in which to count a labor contractor employee, use the earnings shown in "Box 5 – Medicare wages and tips" of the employee's IRS Form W-2. Important: If a labor contractor employee has worked for more than one client employer over the course of the calendar year, their W-2 Box 5 wages should be allocated respectively to each client employer, based on the wages for work performed for that client employer, for the purposes of reporting on their pay. For additional instructions on how to identify a labor contractor employee's pay band, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.</p>	Yes
20	Number of Employees*	999999999	Numeric	10	Enter the total number of labor contractor employees during the snapshot period with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band. If zero, you do not need to enter a row.	Yes



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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
21	Mean – Hourly Rate*	9999999999	Numeric	10	The mean hourly rate is calculated by adding the individual hourly rates for each labor contractor employee in the group, then dividing that sum by the number of labor contractor employees in the group. For a detailed description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs .	
22	Median – Hourly Rate *	9999999999	Numeric	10	The median hourly rate is calculated by ordering the hourly wages of each labor contractor employee in the group from smallest to largest and selecting the middle number. For a detailed description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs .	Yes
23	Total Hours*	9999999999	Numeric	10	Enter the total hours worked in 2022 of all the labor contractor employees reported in the corresponding cell (i.e., all of the labor contractor employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band in this row). Round to the nearest whole number. For detailed instructions on how to calculate labor contractor employees' hours worked, see Part V of the FAQs: https://www.calcivilrights.ca.gov/paydatareporting/faqs .	Yes
24	Row-Level Clarifying Remarks		Alphanumeric	500	Enter any clarifying remarks for the entire row.	No



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B.2 Section II – Establishment Information and Employee Detail File Specification

Table 2 provides a row level example of the data that must be entered to create the .CSV file. Section II - Establishment Information and Employee Detail records allow the employer to define their employee groups defined by job category, race/ethnicity/sex, and pay band for each establishment.

1. Provide the header row, containing the list of detailed fields, delimited by a comma on row 1. Each field in Table 1 above must be included in the header definition.
2. Starting on row 2, provide a row for each combination of Job Category, Race/Ethnicity/Sex, and Pay Band for employees who work at the establishment. Employers should populate the detailed rows based on the specification defined in Table 1 above. Each value must be delimited by a comma.
3. Repeat step 2 starting on row 3, providing the remaining combinations of job category, race/ethnicity/sex, and pay band for employees for each of the employer's establishments. Each combination must be listed on a single row, using as many rows as it takes to provide a complete report.

Table 2 - Establishment Information and Employee Detail – Row Level Example

Row #	Field Type	Employer Data Examples
1	Static Item: The text must be provided exactly as specified on this row.	Establishment Name*,Address Line 1*,Address Line 2,City*,State*,ZIP Code*,NAICS Code*,Major Activity*,Total Number of Employees at Establishment*,Was a California Pay Data Report filed for this establishment last year?*,Was an EEO-1 Report filed for this establishment last year?*,Is this establishment the employer's headquarters?*,Job Category*,Race/Ethnicity/Sex*,Pay Band*,Number of Employees*,Mean - Hourly Rate*,Median - Hourly Rate*,Total Hours*,Row-Level Clarifying Remarks
2	Employer detailed establishment & employee data row 1	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,1,C20,11,1,115,115,1987,
3	Employer detailed establishment & employee data row 2	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,2,C50,10,5,90,92.5,9050,
4	Employer detailed establishment & employee data row 3	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,2,B10,10,5,92,91.75,9112,



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Row #	Field Type	Employer Data Examples
5	Employer detailed establishment & employee data row 4	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5,B60,8,39,55,56.25,65286,
6	Employer detailed establishment & employee data row 5	Acme Water Works - Inc - Station 1000,1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5,C60,8,25,55,23,43950,
7	Employer detailed establishment & employee data row 6	Acme Water Works - Inc - Station 2000,505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,4,C40,9,7,70,68.33,65286,
8	Employer detailed establishment & employee data row 7	Acme Water Works - Inc - Station 2000,505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5,D10,8,5,55,53.25,65286,
9	Employer detailed establishment & employee data row 8	Acme Water Works - Inc - Station 2000,505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5,D20,8,13,54,55,65286,
10	Employer detailed establishment & employee data row 9	Acme Water Works - Inc - Station 3000,444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,4,C60,8,15,53,52.75,3200,
11	Employer detailed establishment & employee data row 10	Acme Water Works - Inc - Station 3000,444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5,D10,3,25,15,17,1600,
12	Employer detailed establishment & employee data row 11	Acme Water Works - Inc - Station 3000,444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5,B40,7,10,45,4.5,1750,
13	Employer detailed establishment & employee data row N	



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9. Appendix C: Release Notes

Release 1.1

The following changes have been made in Release 1.1:

Artifact	Section / Page	Change
Excel Template	Instructions Worksheet	Minor clarifications, including replacing references to the EEO-1 Instruction Booklet with equivalent guidance.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the EDD ZIP Code field.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the HQ ZIP Code field.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the Parent Company ZIP Code field.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the Contact ZIP Code field.
Excel Template	Section II.A – Establishment Information	Added the ability to input alphanumeric characters in the Establishment ZIP Code field.
User Guide	N/A	Minor clarifications and cleanup.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the EDD ZIP Code field.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the HQ ZIP Code field.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the Parent Company ZIP Code field.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the Contact ZIP Code field.
Portal	Section II – Establishment Information and Employment Detail Data Record Page	Added the ability to input alphanumeric characters in the Establishment ZIP Code field.
Portal	Certification and Submission Page	Added the ability to input alphanumeric characters in the ZIP Code field.
Excel Template	Section II.A – Establishment Information	Changed the maximum characters in the Establishment ID field from 7 to 10.
Excel Template	Section II.B – Employment Information	Clarified instructions for the Hours Worked field. The value should be rounded to the nearest whole number.
User Guide	Appendix B – B.3 Section II – Establishment Information and Employee Detail Record Layout	Changed the maximum characters in the Establishment ID field from 7 to 10.
User Guide	Appendix B – B.3 Section II – Establishment Information and Employee Detail Record Layout	Clarified instructions for the Hours Worked field. The value should be rounded to the nearest whole number.
Portal	Section II – Establishment Information and Employment Detail Data Record Page	Clarified the validation message for the Hours Worked field to indicate the value must be a whole number.
Excel Template	Section I – Employer Information	Added instructions on the use of the “OT” selection value to the EDD State, HQ State, Parent Company State, and Contact State fields.
Excel Template	Section II.A – Establishment Information	Added instructions on the use of the “OT” selection value to the State field.
User Guide	Appendix B – B.2 Section I – Employer Information Row Level File Specification	Added instructions on the use of the “OT” selection value to the EDD State, HQ State, Parent Company State, and Contact State fields.
User Guide	Appendix B – B.2 Section I – Employer Information Row Level File Specification	Added instructions on where to find a complete list of Country codes to the EDD Country, HQ Country, Parent Company Country, and Contact Country fields.



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Artifact	Section / Page	Change
User Guide	Appendix B – B.3 Section II – Establishment Information and Employee Detail Record Layout	Added instructions on the use of the “OT” selection value to the State field.
Portal	Section I – Employer Information Data Record Page	Added “DC” and “OT” as selection values to the EDD State , HQ State , Parent Company State , and Contact State fields.
Portal	Section II – Establishment Information and Employment Detail Data Record Page	Added “DC” and “OT” as selection values to the State field.
User Guide	B.2 Section I – Employer Information Row Level File Specification	Added instructions to clarify .CSV file line break parameters.
Portal	Certification Page – Certified File Download	Updated the downloadable file of certified data to open on the ‘PayDataReport’ worksheet instead of the ‘Instructions’ worksheet.

Release 2.0

The following changes have been made in Release 2.0:

Artifact	Section / Page	Change
Portal	N/A	The Pay Data Reporting Portal has been migrated to the Salesforce platform. Numerous user interface changes.
User Guide	N/A	The Pay Data Reporting Portal has been migrated to the Salesforce platform. Numerous user interface changes.
Excel Template	N/A	The Pay Data Reporting Portal has been migrated to the Salesforce platform. Removed the need for Section I: Employer Information to be included in the import file. Also added validations to better enforce data quality.
.CSV Template	N/A	The Pay Data Reporting Portal has been migrated to the Salesforce platform. Removed the need for Section I: Employer Information to be included in the import file.

Release 3.0

The following changes have been made in Release 3.0 (January 2022):

Artifact	Section / Page	Change
Portal	N/A	Updated for the 2021 filing season. Changes include updated page navigation and update pay band intervals.
User Guide	N/A	Updated for Version 3.0 of the Portal.
Excel Template	N/A	Removed the Submission Upload ID column.
.CSV Template	N/A	Removed the Submission Upload ID column.



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Release 4.0

The following changes have been made in Release 4.0 (January 2023):

Artifact	Section / Page	Change
Portal	N/A	Updated for the 2022 filing season. Changes include updated page navigation and update pay band intervals.
Portal	Enter Section I: Creating and Editing Affiliate Employees	Added Affiliate Companies component to the Employ Info page. Employers are required to list affiliates that are included in their Pay Data report.
User Guide	N/A	Updated for Version 4.0 of the Portal.
Payroll Excel Template	N/A	Removed the Establishment ID column.
Payroll Excel Template	N/A	Added Mean and Median hourly wage column
Payroll CSV Template	N/A	Removed the Establishment ID column.
Payroll CSV Template	N/A	Added Mean and Median hourly wage column
Excel and CSV Contract Employee Template	Appendix D: Reporting Contract Employees	To facilitate collecting Labor Contractor worker Pay Data, Excel and CSV templates have been created. This template deviates from the Payroll Employee template by inclusion of the following fields to the template: Labor Contractor Name; Labor Contractor FEIN; Snapshot – Begin Date; and Snapshot – End Date.



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10. Appendix D: Reporting Labor Contractor Employees

Senate Bill 1162 added the requirement that a private employer with 100 or more workers hired through labor contractors in the prior calendar year (with at least one worker based in California) must file a separate “Labor Contractor Employee Report” that covers workers hired through labor contractors in the prior calendar year. An employer submitting a Labor Contractor Employee Report submits one report that covers labor contractor workers at all of the employer’s establishments. Senate Bill 1162 requires the employer’s labor contractors to provide necessary data and information to the employer submitting the report, as well as requiring the employer to identify their labor contractors. For more information about Labor Contractor Employee Reports, see Parts II, IV, and V of the FAQs, among others.

For more detailed information about filing a Labor Contractor Employee Report, including subjects like reporting remote workers, workers who worked outside of a snapshot period, and reporting workers on leave, refer to the FAQ at: <https://calcivilrights.ca.gov/paydatareporting/faqs/>.