

For Reporting  
Year 2020



# California Pay Data Reporting Portal

## USER GUIDE

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

VERSION 2.0







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## 1. Introduction

California law (Government Code section 12999) requires private employers with 100 or more U.S. employees (and at least one employee in California) to annually submit data on the pay, hours worked, and demographics of their employees to the California Department of Fair Employment and Housing (DFEH). By March 31, employers must submit their reports covering the prior calendar year. For information about which employers are required to file with DFEH, along with answers to other frequently asked questions (FAQs), visit:

<http://www.dfeh.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 its report to DFEH. An employer must submit its report through DFEH’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. DFEH recommends using either option 1 or 2. DFEH will not accept reports by email or hard copy.

This User Guide is organized into the following sections:

Introduction	Introduces this User Guide, overviews the content of a Pay Data Report, and notes key similarities to and differences from the federal EEO-1 survey.
Basic Structure of the CA Pay Data Report	Describes the basic structure of the Pay Data Report for both single- and multi-establishment employers.
Portal Overview	Provides a general description of each page in the Pay Data Reporting Portal along with the actions available on the page.
Submitting the CA 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.
Appendix A	Provides a detailed description of the Pay Data Report template (Excel).
Appendix B	Describes how to build the Pay Data Report as a .CSV file.



## 1.2 Overview of the California Pay Data Report's Content

In summary, the California Pay Data Report requires an employer to group its employees by job category, pay band, race, ethnicity, and sex, and then report to DFEH the number of employees within each group 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, the employer will need to:

- Create a “Snapshot” of the employer’s employees in order to identify the employees who must be reported on in the Pay Data Report
  - To create a Snapshot, the employer selects a single pay period between Oct. 1, 2020, and Dec. 31, 2020 (“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, including a part-time individual, whom the employer is required to include in an EEO-1 Report and 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
    - Any employees assigned to establishments outside of CA and working outside of CA may be included in the report
  - For additional guidance, review Parts III and VI of [DFEH’s FAQs](#)
- For each employee in the snapshot period, identify or calculate each employee’s:
  - Establishment
  - Job category
  - Race, ethnicity, and sex
  - Earnings in 2020 (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
  - Number of hours worked in 2020 (not just during the Snapshot Period)
    - Include the number of hours the 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
  - For additional guidance, review Parts III – VI of [DFEH’s FAQs](#)



- Within each establishment, group employees by job category, pay band, race/ethnicity/sex, and then calculate the total number of employees in each group and the total hours worked in 2020 by the employees in each group
  - If no other employees share the same categories as an employee, the employee is reported as a group of 1 and is reported in the same fashion as groups of more than 1 employee (note California pay data reports are not publicly available)
  - 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.
- Gather other required employer and establishment level information, as well as any explanatory information that may need to be noted in the remarks fields



## 1.3 Key Similarities and Differences with the EEO-1 survey

The California Pay Data Report has key similarities to and differences from the EEO-1 survey under federal law, including:

- **Key Similarities:** For the California Pay Data Report, employers should:
  - Use the same establishments that they use in the EEO-1 survey
  - Follow the EEOC guidance on job categorization, race, and ethnicity
- **Key Differences:** Unlike the EEO-1 Component 2 data collection that occurred in 2019 (for calendar years 2017 and 2018), the California Pay Data Report requires that:
  - Non-binary employees be reported in the same manner as male and female employees
  - An employee's pay is reported from W-2 Box 5
    - However, 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
  - An employee's hours worked in 2020 includes any hours the 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) during 2020
  - Multiple-establishment employers report all establishments, including those with fewer than 50 employees, in the same manner by providing the number of employees and total hours worked for each employee group assigned to the establishment
    - DFEH does not permit employers to submit what is known in the federal EEO-1 survey as a "Type 6" list of establishments of fewer than 50 employees
  - Multiple-establishment employers do not report consolidated data
  - If an employee's W-2 is corrected after the employer submits its Pay Data Report, and the correction would put the employee in a different pay band than originally reported or would otherwise require a correction on the employer's report, the employer should promptly submit a corrected pay data report, identifying the corrected cells and explaining the correction in the remarks field(s)





## 2. Basic Structure of the California Pay Data Report

An employer's Pay Data 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 the Pay Data Report is structured for single- and multiple-establishment employers. Additional key terms are explained in Section 1.2 of this User Guide and in DFEH's [FAQs](#).

### 2.1 Key Terms

#### Employer

- For the purposes of California Pay Data Reporting, an employer means any private employer of 100 or more employees anywhere in the U.S. (with at least one employee in California) and that is required to file an Employer Information Report (EEO-1 Report) pursuant to federal law.
- A Pay Data Report covers only a single employer.
- For more information about which employers are required to file a Pay Data Report and guidance on how to determine if an employer has the requisite number of employees, see [FAQ](#) "Which employers are required to submit pay data reports to DFEH?", among others.

#### 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 establishments of a single employer.
- For a single-establishment employer, employer and establishment are synonymous.
- For the purposes of the Pay Data Reports due to DFEH by March 31, 2021, 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 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.



## Employee Detail

- Employees at an establishment are organized into groups that share the same combination of job category, race/ethnicity/sex, and pay band.
- Employers report the number of employees in the same group and report the total number of hours worked by this group during 2020.
- 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 DFEH's [FAQs](#).



## 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 - \$24,439
3. \$24,440 - \$30,679
4. \$30,680 - \$38,999
5. **\$39,000 - \$49,919**
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 \$39,000 - \$49,919 during the Reporting Year. This group would be reported in Section II.B 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.

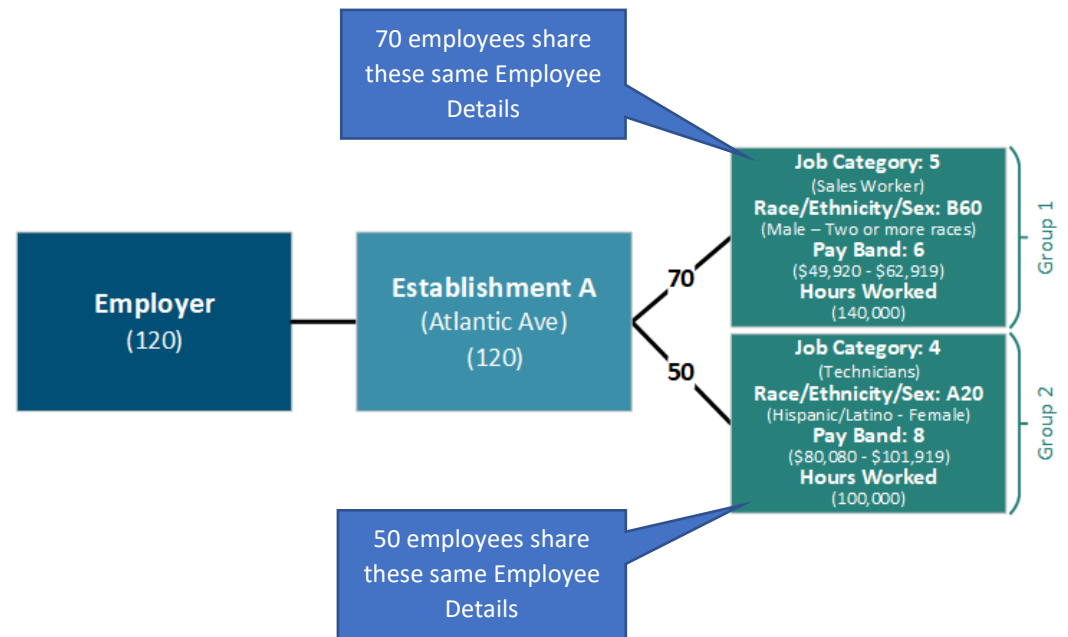


## 2.2 Single-Establishment Employer

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



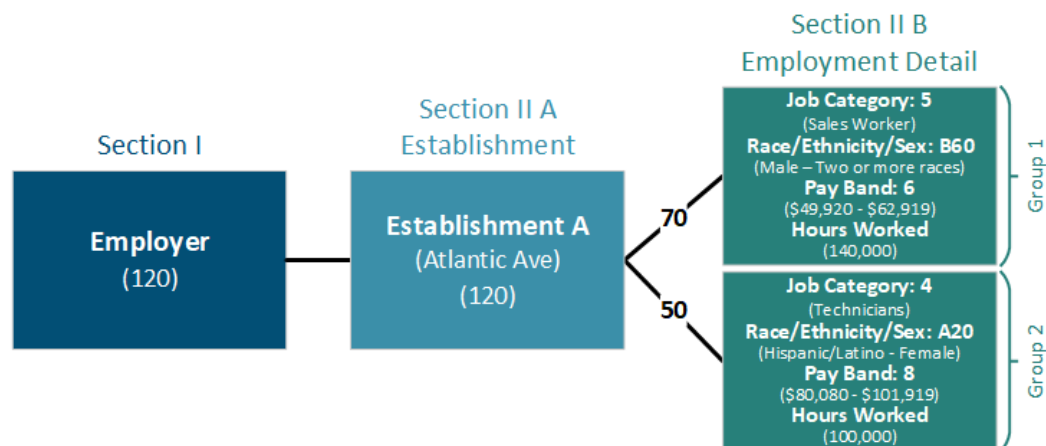


## 2.2.1 Single-Establishment Report Structure

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
    - 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 (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, and the group’s hours worked in 2020



# California Pay Data Reporting Portal – User Guide



- 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

Section II.A – Establishment Information			Section II.B – Employee Detail				
Name*	Address Line 1*	Establishment Total Employees*	Job Category*	Race/Ethnicity /Sex*	Pay Band*	Number of Employees*	Hours Worked*
ABC Corp.	Atlantic Ave	120	5	B60	6	70	140000
ABC Corp.	Atlantic Ave	120	4	A20	8	50	100000

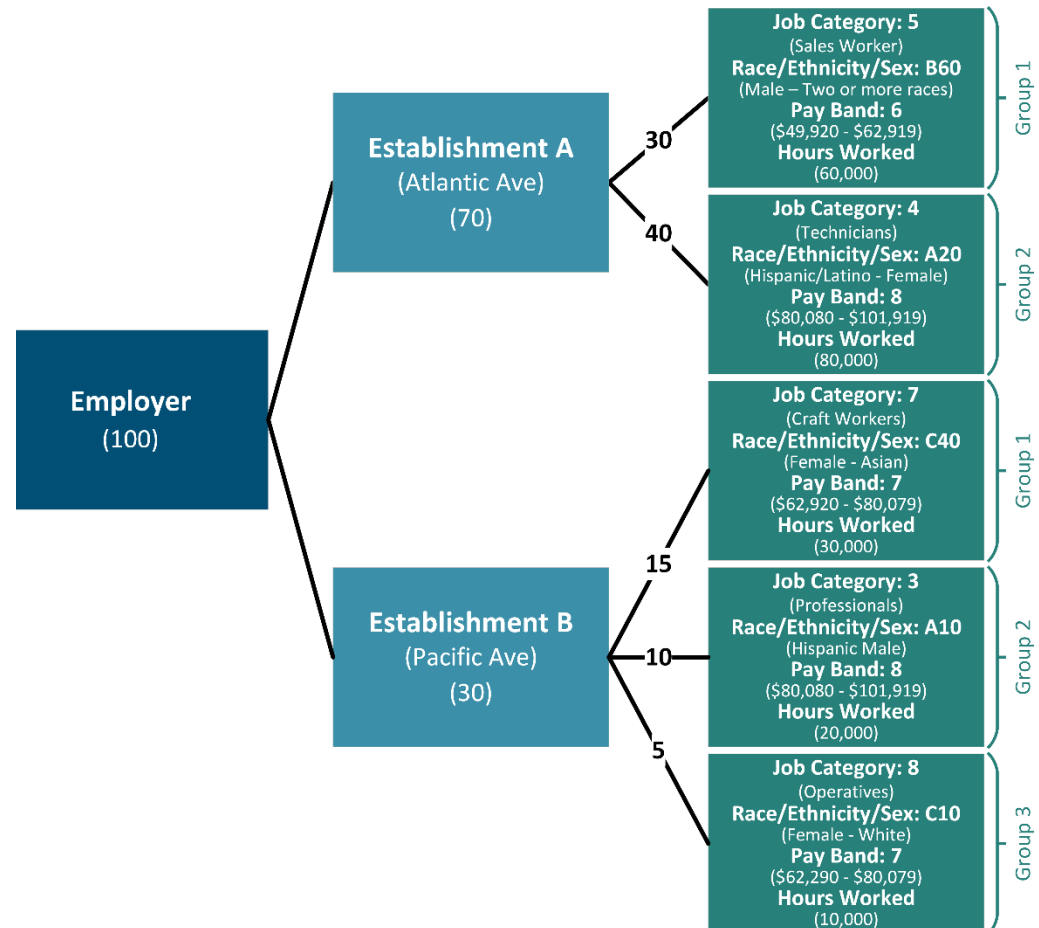


## 2.3 Multiple-Establishment Employer

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 1 (15 employees)
  - Group 2 (10 employees)
  - Group 3 (5 employees)
  - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, and pay band

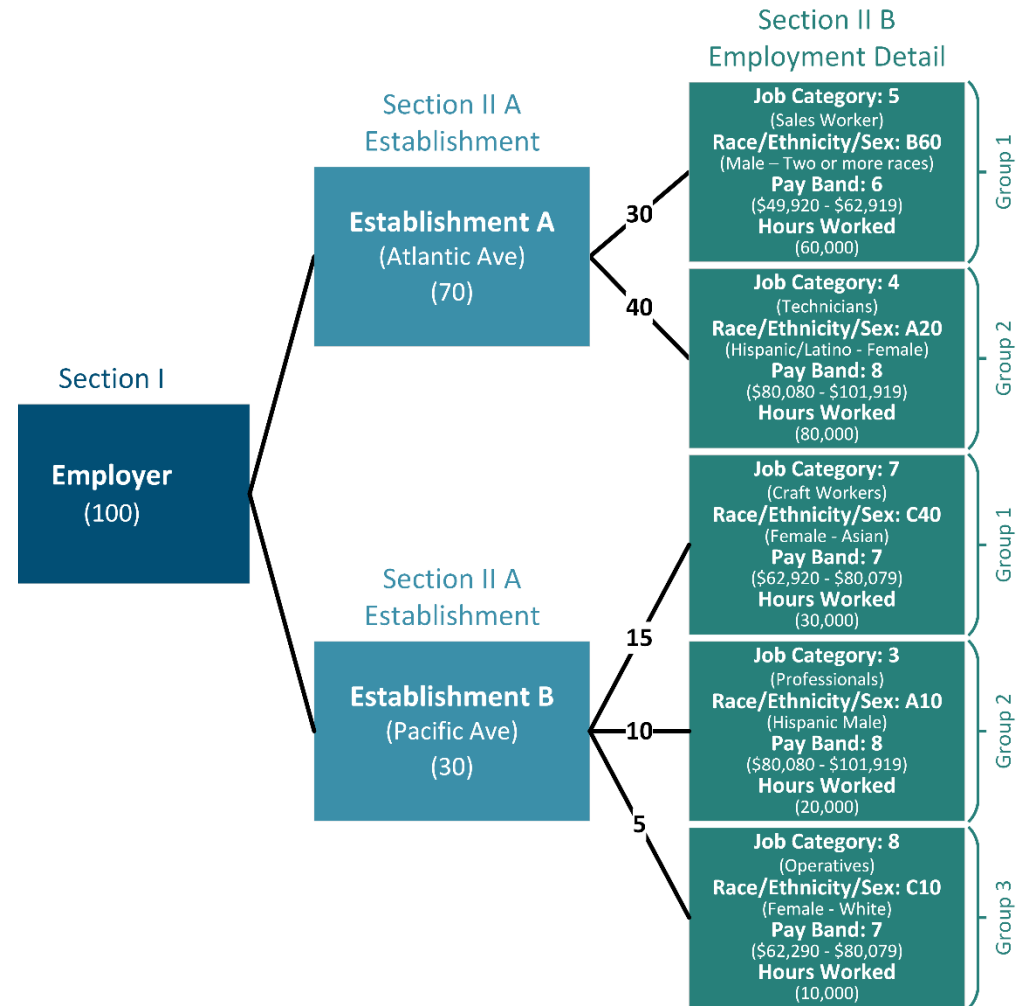




## 2.3.1 Multiple-Establishment Report Structure

### 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
  - 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





# California Pay Data Reporting Portal – User Guide



- 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 complete and more detailed example

Section II.A – Establishment Information			Section II.B – Employee Detail				
Name*	Address Line 1*	Establishment Total Employees*	Job Category*	Race/Ethnicity /Sex*	Pay Band*	Number of Employees*	Hours Worked*
Establishment A	Atlantic Ave	70	5	B60	6	30	60000
Establishment A	Atlantic Ave	70	4	A20	8	40	80000
Establishment B	Pacific Ave	30	7	C40	7	15	30000
Establishment B	Pacific Ave	30	3	A10	8	10	20000
Establishment B	Pacific Ave	30	8	C10	7	5	10000



## 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.

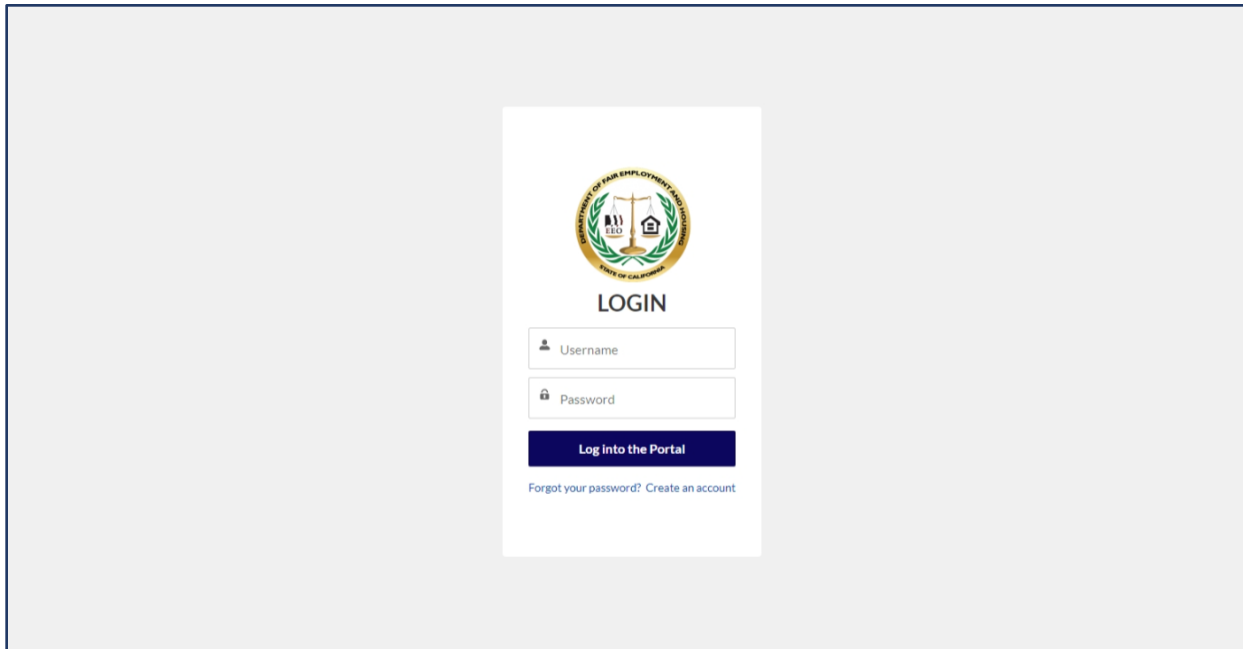
The screenshot shows the 'Welcome Page' of the California Pay Data Reporting Portal. At the top right, there is a 'Login' button. Below the navigation bar, the heading reads 'Welcome to the California Pay Data Reporting Portal'. The main content area contains the following text: 'California law (Government Code §12999) requires employers with 100 or more employees to annually submit data on the pay, hours worked, and demographics of their employees to the California Department of Fair Employment and Housing (DFEH). For more information about this law and filing requirements, visit: [www.dfeh.ca.gov/paydatareporting](http://www.dfeh.ca.gov/paydatareporting). The first filing deadline was March 31, 2021, and annually thereafter on March 31.' Below this, it states 'Employers must use this portal to submit their pay data reports to DFEH. The high-level steps to submit the report are:' followed by a numbered list: 1. Register and create a log-in to the portal. 2. Provide employer demographic information. 3. Provide pay data information in one of three ways: a. Upload Excel file, b. Upload .CSV, c. Complete on-line forms. Further down, it says '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 employer must start a new report and explain the correction in the remarks section of the report.' At the bottom, it provides instructions: 'Instructions are provided within the portal, in the user guide, and in the FAQs available at: [www.dfeh.ca.gov/paydatareporting](http://www.dfeh.ca.gov/paydatareporting).' There is a button labeled 'View My Pay Data Reports' and contact information for the Communication Center: 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711 | [paydata.reporting@dfeh.ca.gov](mailto:paydata.reporting@dfeh.ca.gov).

## Welcome Page

- This is the first page displayed upon accessing the Portal
- 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. View pay data reports



## User Login Page

- 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. Create a new user
3. Change or recover your user password



Home Pay Data Reports Bob Roberts

## Pay Data Reports

Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer.

To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section 1: Employer Information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report.

To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited.

Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".

**My Employer: Acme Water Works - Inc**

FEIN: 123456789  
SEIN: 12345678  
DUNS: 987654321  
NAICS: 221310

Address:  
1234 Main Avenue, Suite 500  
Sacramento, CA 958250100

[Edit Employer Information](#)

[Start a new Pay Data Report](#)

**Pay Data Reports Shared With Me** ▼

3 items • Sorted by Pay Data Report Name • Filtered by All pay data reports • Updated 5 minutes ago

Search this list...

Pay Data Report Na...	Status	Account	Employer Name	Employer CA...	Employer FEIN	Reporting...	Snapshot Peri...	Snapshot Peri...	
1 PDRS-20210701-3	Certified	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	▼
2 PDRS-20210701-4	Withdrawn	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	▼
3 PDRS-20210701-5	New	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	▼

## Pay Data Reports Page

- This page offers employers the ability to view and maintain their demographic information and keep it current at any point
- If it is the user's first time entering the portal, it allows them to search for an existing employer or create a new one
- 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, DFEH 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 a corrected report is certified.
- 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 DFEH



*An employer may only certify one report each year. Therefore, the certified report must contain all of the employer's data. An employer's data cannot be submitted across multiple reports.*

## Actions Available

1. Select or create an employer
2. Create/edit/view pay data reports
3. Maintain employer account information to keep information up-to-date



Home
Pay Data Reports
Bob Roberts

## Pay Data Report Submission Details

Withdraw Report

**Step 1: Employer Information**
Step 2: Establishment & Employee Information
Step 3: Certify and Submit

### Employer Information

Manually complete the Employer Information record below.

1. Click the pencil icon in any field to enter values.
2. \* indicates a required field.
3. To save changes, select "Save".
4. To reset data to the original values and NOT save changes, select "Cancel".
5. When complete, click the "Step 2: Establishment & Employee Information" tab at the top of the page.
6. To withdraw the report, click the "Withdraw Report" button in the top-right of the page.

<p>Pay Data Report Name PDRS-20210701-5</p> <p>Submission Upload ID a2er00000015ngAAC</p> <p>Account <a href="#">Acme Water Works - Inc</a></p> <p>Employer Name Acme Water Works - Inc</p> <p>Is employer a contractor of the State of CA No</p> <p>Employer-Level Clarifying Remarks</p> <p><b>Summary</b></p> <p>Reporting Year 2020</p> <p>Snapshot Period Begin Date 10/16/2020</p> <p>Employer's Total CA Establishments 3</p> <p>Employer's Total U.S. Establishments 3</p> <p><b>EDD Address Information</b></p> <p>EDD Address Line 1 1234 Main Avenue</p> <p>EDD City Sacramento</p> <p>EDD ZIP Code 958250100</p> <p><b>Headquarters Address Information</b></p> <p><b>Parent Company</b></p>	<p>Status New</p> <p>Employer DUNS Number</p> <p>Employer CA SEIN 12345678</p> <p>Employer FEIN 123456789</p> <p>Affiliated FEIN</p> <p>Employer's Ownership No</p> <p>Snapshot Period End Date 10/31/2020</p> <p>Employer's Total CA Employees 150</p> <p>Employer's Total U.S. Employees 150</p> <p>EDD Address Line 2 Suite 500</p> <p>EDD State CA</p> <p>EDD Country US</p>
--	--

## Employer Information Detail Page

- This page displays the Section I (Employer Information) data record for a given Pay Data Report
- So, whereas the Pay Data Reports List page displays reports, this page displays the contents (i.e., data records) 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. Correct validation errors identified in a data record
3. Click the Step tabs to navigate through the report
4. Withdraw the report; it will no longer be editable



## Establishment Information & Employee Detail Page

- This page displays the Section II (Establishment Information & Employee Detail) data record for a given Pay Data Report
- Use the data import tool to upload Section II data records; they can also be manually entered into the report
- To navigate to related Establishment Information data records, click the Establishment Name link in the Establishment Information table
- To navigate to related Employee Detail data records, click the Employee Detail Name link in the Employee Details table
- This page is the second of three steps to complete the report

### Actions Available

1. Upload, view, edit, and correct Section II information
2. Click the Step tabs to navigate through the report
3. Withdraw the report; it will no longer be editable



Home Pay Data Reports Bob Roberts

### Establishment Information

Manually complete the Establishment Information record below.

1. Click the pencil icon in any field to enter values.
2. \* indicates a required field.
3. To save changes, select "Save."
4. To reset data to the original values and NOT save changes, select "Cancel."
5. To navigate back to the Pay data Report, click the "Pay Data Report" link.
6. To view an associated Employee Detail record, click the "Employee Detail name" link in the related records table on the right of the page.

Pay Data Report  
[PDRS-20210701-3](#)

▼ Establishment Name and Address

Establishment Name: Acme Water Works - Inc - Station 1000 (AB66242)

Headquarters: Yes

Street Address: 1234 Main Avenue

Street Address 2: Suite 500

City: Sacramento

State: CA

ZIP Code: 95825

▼ Establishment Details

Pay Data Report Submitted in Prior Year: No

EEO 1 Report: Yes

Establishment ID: 1234567

NAICS Code: 221310

Total Number of Employees: 75

Major Activity: Sell and install water supply systems

Created By: Bob Roberts, 7/1/2021 9:24 PM

Last Modified By: Bob Roberts, 7/1/2021 9:24 PM

Employee Details (5)

Employee ...	Pay Data Re...	Pay Band	Race/Ethnic...
<a href="#">PDED3569...</a>	<a href="#">PDRS-2021...</a>	11 - \$163,80...	C20 - Non-Hi...
<a href="#">PDED3569...</a>	<a href="#">PDRS-2021...</a>	10 - \$128,96...	C50 - Non-Hi...
<a href="#">PDED3569...</a>	<a href="#">PDRS-2021...</a>	10 - \$128,96...	B10 - Non-Hi...
<a href="#">PDED3569...</a>	<a href="#">PDRS-2021...</a>	8 - \$80,080 - ...	B60 - Non-Hi...
<a href="#">PDED3569...</a>	<a href="#">PDRS-2021...</a>	8 - \$80,080 - ...	C60 - Non-Hi...

[View All](#)

## Establishment Information Data Page

- This page displays the contents of the Establishment Information portion of a Section II data record
- To navigate to related Employee Detail data records, click the Employee Detail Name link in the table on the right of the screen

### Actions Available

1. View, edit, correct, and save information for the Establishment Information portion of a Section II data record
2. Manually create and save the Establishment Information portion of a Section II data record
3. Navigate back to the Pay Data Report by clicking the Pay Data Report link



Home Pay Data Reports Bob Roberts

## Employee Detail

Manually complete the Employee Detail record below.

1. Click the pencil icon in any field to enter values.
2. \* indicates a required field.
3. To save changes, select "Save".
4. To reset data to the original values and NOT save changes, select "Cancel".
5. To navigate back to the Pay Data Report, click the "Pay Data Report" link.
6. To view the associated Establishment Information record, click the "Establishment Name" link in the Required Information sub-section.

Employee Detail Name  
PDED3569861

Pay Data Report  
[PDRS-20210701-3](#)

▼ **Required Information**

Establishment Name  
[Acme Water Works - Inc - Station 1000 \(AB66242\)](#)

Job Category  
1 - Executive senior level officials and managers

Pay Band  
11 - \$163,800 - \$207,999

Race/Ethnicity/Sex  
C20 - Non-Hispanic/Non-Latino - Female - Black or African American

Total Number of Employees  
1

Total Hours  
1,987

▼ **Optional**

Row-Level Clarifying Remarks

Created By: [Bob Roberts](#), 7/1/2021 9:24 PM

Last Modified By: [Bob Roberts](#), 7/1/2021 9:24 PM

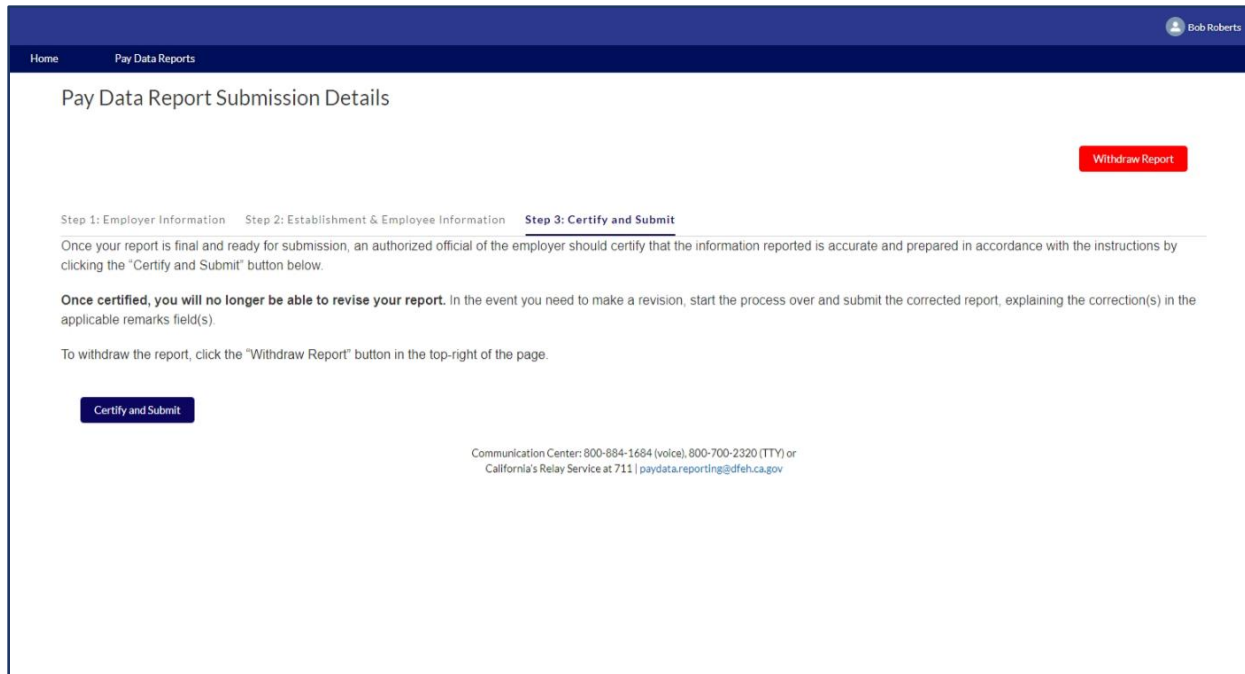
## Employee Detail Data Page

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

### Actions Available

1. View, edit, correct, and save information for the Employee Detail portion of a Section II data record
2. Manually create and save the Employee Detail portion of a Section II data record
3. Navigate back to the Pay Data Report by clicking the Pay Data Report link
4. Navigate back to the Establishment Information data record by clicking the Establishment Name link





## 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 DFEH, this page requires employers to certify the accuracy of the report for official submission to DFEH
- A Pay Data Report is not complete until it is certified by an official of the employer (not a third party)
- Contact information about the certifying official is captured
- After a report is certified and submitted to DFEH, it can no longer be edited; therefore, employers should ensure its accuracy
- This page is the final step to complete the report

## Actions Available

1. Certify a Pay Data Report for final submission to DFEH
2. Click the Step tabs to navigate through the report
3. Withdraw the report; it will no longer be editable



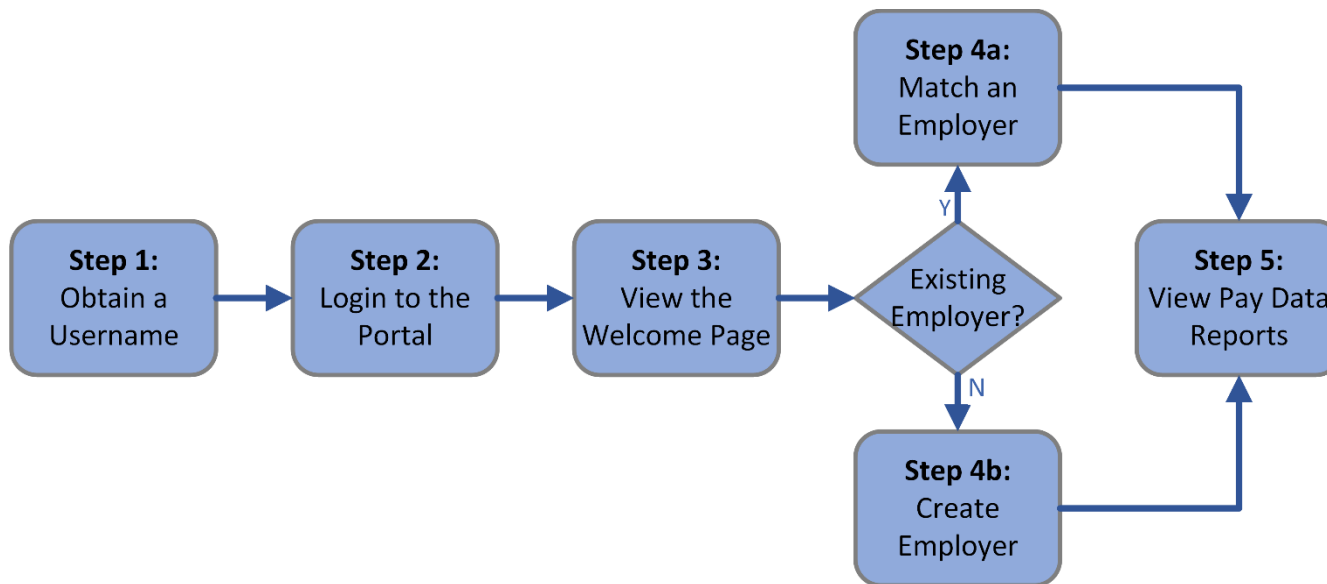
## 4. Logging Into the Portal

### 4.1 Option I: New User Login

**Option I**  
New User Login

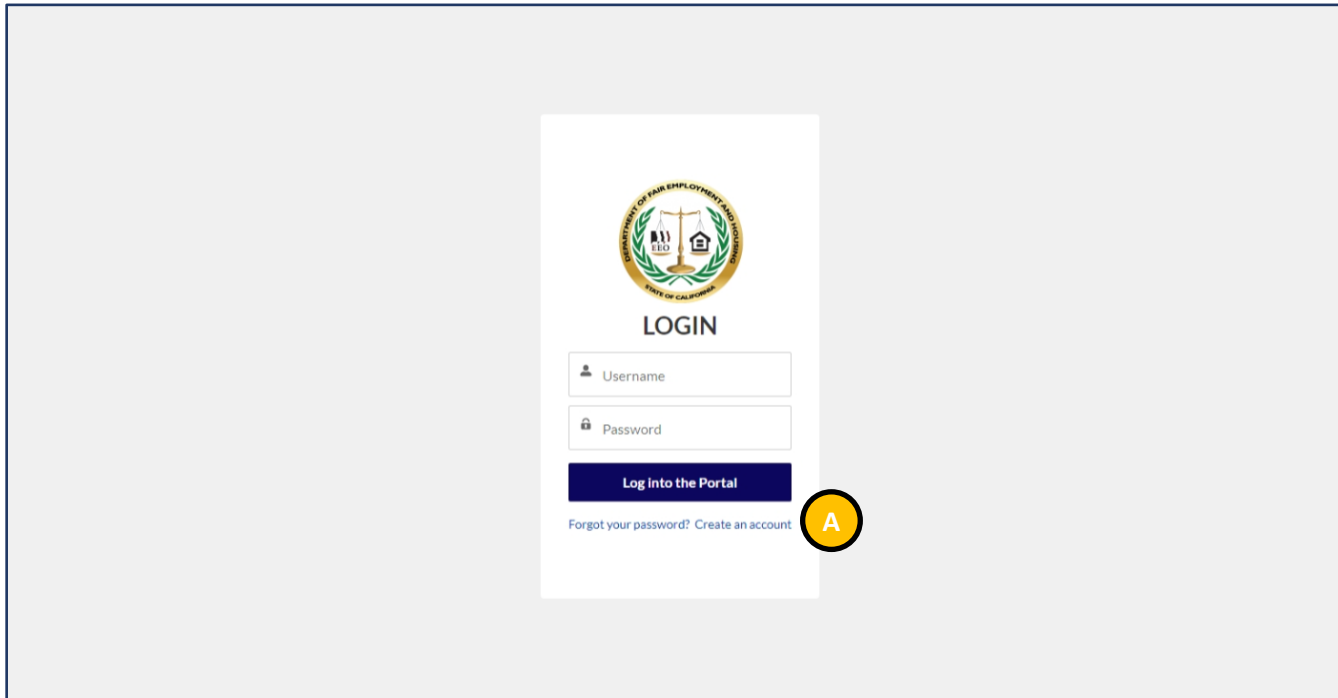
This option will be used by each user accessing the Pay Data Portal for the first time. For returning users, refer to Option II: Returning User Login.

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.





## 4.1.1 Step 1: Obtain a Username



- Select "Create an account"



**REGISTER**

First Name

Last Name

Email

Sign Up

A

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

B

- Select “Sign Up” 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



## 4.1.2 Step 2: Login to the Portal

Change Your Password

Enter a new password for Make sure to

Include at least:

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

\* New Password

\* Confirm New Password

Password was last changed on 7/1/2021 6:24 PM.

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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, 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



## 4.1.3 Step 3: View the Welcome Page

Home Pay Data Reports Bob Roberts

### Welcome to the California Pay Data Reporting Portal

California law (Government Code §12999) requires employers with 100 or more employees to annually submit data on the pay, hours worked, and demographics of their employees to the California Department of Fair Employment and Housing (DFEH). For more information about this law and filing requirements, visit: [www.dfeh.ca.gov/paydatareporting](http://www.dfeh.ca.gov/paydatareporting). The first filing deadline was March 31, 2021, and annually thereafter on March 31.

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

1. Register and create a log-in to the portal.
2. Provide employer demographic information.
3. Provide pay data information in one of three ways:
  - a. Upload Excel file.
  - b. Upload .CSV
  - c. Complete on-line forms

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 employer must start a new report 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 [www.dfeh.ca.gov/paydatareporting](http://www.dfeh.ca.gov/paydatareporting).

[View My Pay Data Reports](#)

Communication Center: 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711 | [paydata.reporting@dfeh.ca.gov](mailto:paydata.reporting@dfeh.ca.gov)



- Select “View My Pay Data Reports” to find or create an employer



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



## 4.1.4 Step 4a: Match an Employer

Home Pay Data Reports Bob Roberts

### Pay Data Reports

Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer.

To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section I: Employer Information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report.

To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited.

Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".

**A No Employer Found - You will not be able to make a submission until this is corrected**

\* - denotes required information

Do you want to search for an existing record or create a new one?

**B** Search for Employer

\* Employer FEIN ⓘ      \* Employer CA SEIN ⓘ

Do you want to search by 2020 submission ID or 2020 submission details?

**C** Search by Submission ID

\* 2020 Submission ID

**D** Link Employer Account



- Upon initial login, the user receives a message stating that they are not yet associated to an employer



- Select "Search for Employer" in the **Do you want to search for an existing record or create a new one?** dropdown
- Enter the **Employer Federal FEIN**
- Enter the **Employer California SEIN**



- In the **Do you want to search by 2020 submission ID or 2020 submission details?** dropdown select "Search by Submission ID"
- Enter the **2020 Submission ID**



- Select "Link Employer Account" to associate the new user to the employer



A

- If the 2020 Submission ID is unavailable, select “Search by Submission Info” in the **Do you want to search by 2020 submission ID or 2020 submission details?** dropdown

B

- Enter the **Total number of US Employees Reported in 2020**
- Enter the **Total number of CA Employees Reported in 2020**
- Enter the **Total number of CA Establishments Reported in 2020**

C

- Select “Link Employer Account” to associate the new user to the employer





The screenshot shows the 'Pay Data Reports' page for user 'Bob Roberts'. The page title is 'Pay Data Reports'. Below the title, there are instructions: 'Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer. To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section I: Employer information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report. To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited. Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".'

**A** My Employer: Acme Water Works - Inc

FEIN: 123456789  
SEIN: 12345678  
DUNS: 987654321  
NAICS: 221310

Address:  
1234 Main Avenue, Suite 500  
Sacramento, CA 958250100

**B** Edit Employer Information

Start a new Pay Data Report

Pay Data Reports Shared With Me ▾

0 items • Sorted by Pay Data Report Name • Filtered by All pay data reports • Updated an hour ago

Search this list...

Pay Data Report...	Status	Account	Employer Name	Employer CA SEIN	Employer FEIN	Reporting Year	Snapshot Period...	Snapshot Period...
--------------------	--------	---------	---------------	------------------	---------------	----------------	--------------------	--------------------

No items to display.



- Verify the information for the linked employer
- If the employer's name or address is not correct, select "Edit Employer Information"



- After verifying the employer information, select "Start a new Pay Data Report" to start entering the pay data



*If there is not a match with an existing employer, a new employer is created. If this is not correct, please send an email to [paydata.reporting@dfeh.ca.gov](mailto:paydata.reporting@dfeh.ca.gov) with a detailed description.*



## 4.1.5 Step 4b: Create Employer

Home Pay Data Reports Bob Roberts

### Pay Data Reports

Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer.

To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section I: Employer Information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report.

To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited.

Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".

**A** No Employer Found - You will not be able to make a submission until this is corrected

\* - denotes required information

Do you want to search for an existing record or create a new one?

**B** Create a new Employer

\* Employer Name

\* Employer FEIN ⓘ \* Employer CA SEIN ⓘ Employer DUNS Number ⓘ NAICS Code ⓘ

\* Employer Address

Street

City State ⓘ Zip ⓘ

Select an Option

**C** Create Employer Account

**A**

- Upon initial login, the user receives a message stating that they are not yet associated to an employer

**C**

- Select "Create a New Employer" in the **Do you want to search for an existing record or create a new one?** dropdown
- Enter the **Employer Name**
- Enter the **Employer Federal FEIN**
- Enter the **Employer California SEIN**
- Enter the **Employer DUNS Number**
- Enter the **Employer NAICS Code**
- Enter the **Employer Address**

**C**

- Select "Create Employer Account" to associate the new user to the employer



Home Pay Data Reports

Bob Roberts

## Pay Data Reports

Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer.

To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section I: Employer Information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report.

To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited.

Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".

**A** My Employer: Acme Water Works - Inc

FEIN: 123456789  
SEIN: 12345678  
DUNS: 987654321  
NAICS: 221310

Address:  
1234 Main Avenue, Suite 500  
Sacramento, CA 958250100

Edit Employer Information

Start a new Pay Data Report **B**

### Pay Data Reports Shared With Me

0 items • Sorted by Pay Data Report Name • Filtered by All pay data reports • Updated an hour ago

Search this list...

Pay Data Report...	Status	Account	Employer Name	Employer CA SEIN	Employer FEIN	Reporting Year	Snapshot Period ...	Snapshot Period ...
No items to display.								

**A**

- Verify the information for the employer
- If the employer's name or address is not correct, select "Edit Employer Information"

**C**

- After verifying the employer information, select "Start a new Pay Data Report" to start entering the pay data



## 4.1.6 Step 5: View Pay Data Reports

The screenshot shows the 'Pay Data Reports' page for a user named Bob Roberts. The page title is 'Pay Data Reports'. Below the title, there are instructions: 'Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer. To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section I: Employer Information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report. To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited. Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".'

**My Employer: Acme Water Works - Inc**

FEIN: 123456789      Address: 1234 Main Avenue, Suite 500  
SEIN: 12345678      Sacramento, CA 958250100  
DUNS: 987654321  
NAICS: 221310

Buttons: [Edit Employer Information](#), [Start a new Pay Data Report](#)

**Pay Data Reports Shared With Me** ▼

0 Items • Sorted by Pay Data Report Name • Filtered by All pay data reports • Updated an hour ago

Search:  [Settings] [Refresh]

Pay Data Report...	Status	Account	Employer Name	Employer CA SEIN	Employer FEIN	Reporting Year	Snapshot Period...	Snapshot Period...
No items to display.								



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



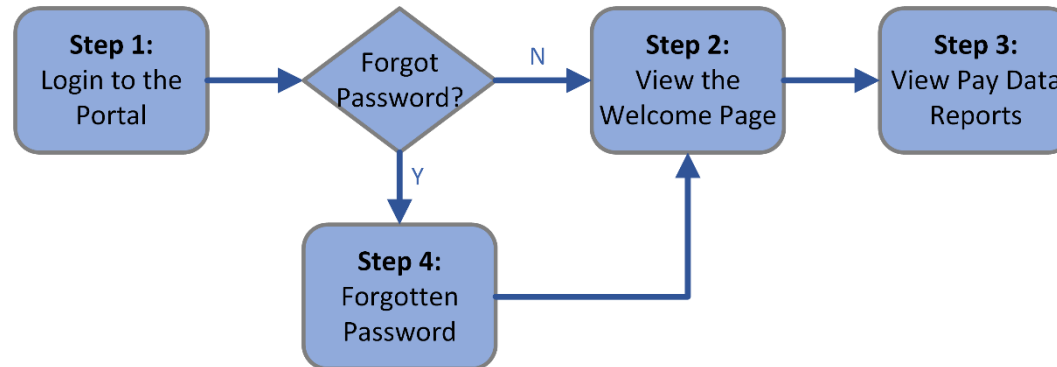


## 4.2 Option II: Existing User Login

**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.





## 4.2.1 Step 1: Login to the Portal

A

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

C

- Select “Log into the Portal”

C

- In the event of a lost password, select “Forgot your password?”
- See Step [4](#) for details.



## 4.2.2 Step 2: View the Welcome Page



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



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





## 4.2.3 Step 3: View Pay Data Reports

The screenshot shows the 'Pay Data Reports' page for the employer 'Acme Water Works - Inc'. The page includes a navigation bar with 'Home' and 'Pay Data Reports' links, and a user profile for 'Bob Roberts'. The main content area contains instructions on how to verify employer information, submit a new report, edit existing reports, and withdraw reports. Below the instructions, the employer's details are displayed, including FEIN, SEIN, DUNS, NAICS, and address. There are two buttons: 'Edit Employer Information' and 'Start a new Pay Data Report'. At the bottom, there is a table titled 'Pay Data Reports Shared With Me' with 3 items, sorted by report name. The table has columns for Report Name, Status, Account, Employer Name, Employer CA, Employer FEIN, Reporting year, and Snapshot Periods.

Home Pay Data Reports Bob Roberts

### Pay Data Reports

Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer.

To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section I: Employer Information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report.

To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited.

Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".

**My Employer: Acme Water Works - Inc**

FEIN: 123456789 Address: 1234 Main Avenue, Suite 500  
SEIN: 12345678 Sacramento, CA 958250100  
DUNS: 987654321  
NAICS: 221310

[Edit Employer Information](#)

[Start a new Pay Data Report](#)

### Pay Data Reports Shared With Me

3 Items • Sorted by Pay Data Report Name • Filtered by All pay data reports • Updated a few seconds ago

	Pay Data Report Na...	Status	Account	Employer Name	Employer CA...	Employer FEIN	Reporting...	Snapshot Peri...	Snapshot Peri...	
1	PDRS-20210701-3	Certified	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	▼
2	PDRS-20210701-4	Withdrawn	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	▼
3	PDRS-20210701-5	New	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	▼




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







## 4.2.4 Step 4: Forgotten Password

  
**PASSWORD RESET**  
To reset your password, we'll need your username.  
We'll send password reset instructions to the email address associated with your account.

**A**

**B** **Reset Password**

**C** [Cancel](#)

**A**

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

**C**

- Select “Reset 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

**C**

- If the password is found or should not be changed, select “Cancel”



Change Your Password

Enter a new password for Make sure to

include at least:

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

\* New Password

\* Confirm New Password

Password was last changed on 7/1/2021 6:24 PM.

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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, include an uppercase letter, a lowercase letter, a number, and a special character

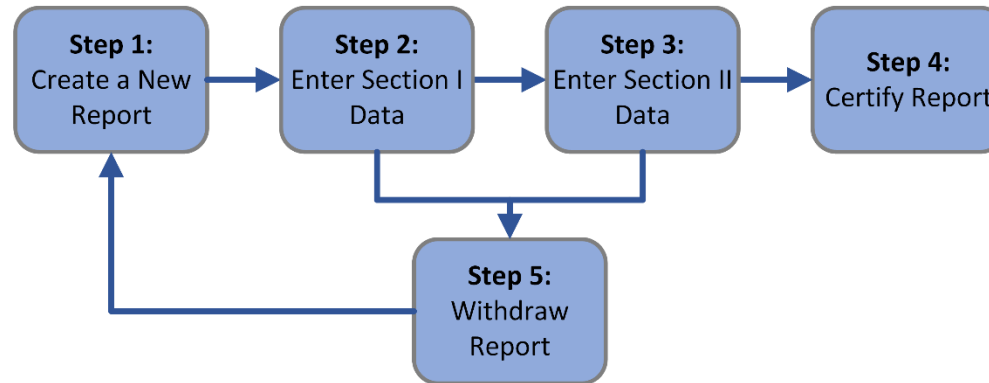
C

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



## 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 a new report is created (Step 1), the employer information is entered (Step 2), followed by the establishment information and the employee details (Step 3). The report can then be certified (Step 4) or withdrawn at any time (Step 5).





## 5.1 Create a New Report

### 5.1.1 Step 1: Start a New Pay Data Report

Home Pay Data Reports Bob Roberts

### Pay Data Reports

Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer.

To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section I: Employer Information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report.

To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited.

Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".

**My Employer: Acme Water Works - Inc**

FEIN: 123456789      Address: 1234 Main Avenue, Suite 500  
SEIN: 12345678      Sacramento, CA 958250100  
DUNS: 987654321  
NAICS: 221310

[Edit Employer Information](#)

**A** [Start a new Pay Data Report](#)

#### Pay Data Reports Shared With Me ▾

0 items • Sorted by Pay Data Report Name • Filtered by All pay data reports • Updated an hour ago

Search this list...

Pay Data Report...	Status	Account	Employer Name	Employer CA SEIN	Employer FEIN	Reporting Year	Snapshot Period ...	Snapshot Period ...
No items to display.								



- Select “Start a new Pay Data Report”
- The Start a new Pay Data Report pop-up will display



## 5.1.2 Step 2: Enter Required Information

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

- After all information is entered, select “Next” 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



Most fields throughout the portal include a “tool tip”. This is a small pop up that displays when the cursor hovers over the  icon to the right of the field name.



## 5.1.3 Step 3: View New Report

Home Pay Data Reports

Bob Roberts

### Pay Data Reports

Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer.

To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section I: Employer Information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report.

To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited.

Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".

#### My Employer: Acme Water Works - Inc

FEIN: 123456789      Address: 1234 Main Avenue, Suite 500  
SEIN: 12345678      Sacramento, CA 958250100  
DUNS: 987654321  
NAICS: 221310

[Edit Employer Information](#)

[Start a new Pay Data Report](#)

#### Pay Data Reports Shared With Me

1 item • Sorted by Pay Data Report Name • Filtered by All pay data reports • Updated a few seconds ago

Search this list...

	Pay Data Report Na...	Status	Account	Employer Name	Employer CA...	Employer FEIN	Reporting ...	Snapshot Perio...	Snapshot Perio...	
1	PDRS-20210701-3	New	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	

A

A

- The new pay data report displays in the Pay Data Reports Shared With Me grid
- The report name includes its creation date followed by a sequential number

C

- Select the Pay Data Report Name to continue the pay data report submission process


B



## 5.2 Enter Employer Information

### 5.2.1 Step 1: Report Navigation

- Each tab corresponds to a step required to complete the pay data report submission
- Clicking on a tab will display that step
- Enter all required information in the pop up
- Required fields are denoted with a red asterisk ( \* ) at the beginning of the field name

- Select the  (pencil) icon to edit the page
- This is required to enter the employer information

- Select “Withdraw” to exit the report and set the status to withdrawn
- This can be selected at any time prior to the report being certified
- See [5.5 – Withdrawing the Report](#) for details



## 5.2.3 Step 2: Enter Required Information

Home Pay Data Reports Bob Roberts

### Pay Data Report Submission Details

Withdraw Report

Step 1: Employer Information Step 2: Establishment & Employee Information Step 3: Certify and Submit

#### Employer Information

Manually complete the Employer Information record below.

1. Click the pencil icon in any field to enter values.
2. \* indicates a required field.
3. To save changes, select "Save".
4. To reset data to the original values and NOT save changes, select "Cancel".
5. When complete, click the "Step 2: Establishment & Employee Information" tab at the top of the page.
6. To withdraw the report, click the "Withdraw Report" button in the top-right of the page.

Pay Data Report Name PDRS-20210701-3	Status New
Submission Upload ID a2er000000015nWAAS	
Account Acme Water Works - Inc	Employer DUNS Number
*Employer Name Acme Water Works - Inc	*Employer CA SEIN

Cancel Save



- Enter all required information on the page
- 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
- Select "Cancel" to revert all changes



*Record the Submission Upload ID. It is used when importing a data file containing establishment information and employee detail records.*





## 5.2.3 Step 3: Correct Data Errors

The screenshot displays the 'Pay Data Report Submission Details' page. At the top right, there is a 'Withdraw Report' button. Below the navigation tabs, the 'Employer Information' section is active. A red error message box is overlaid on the form, stating 'Review the following fields' and listing 'Employer\_CASEIN'. The error message is circled with a yellow 'A'. The 'Employer Name' field is highlighted in yellow and circled with a yellow 'B'. The 'Save' button is circled with a yellow 'C'. The 'Withdraw Report' button is circled with a yellow 'A'. The 'Employer Information' tab is circled with a yellow 'C'.

- If the Portal identifies errors during validation, an error message will display
- Navigate to the data field indicated in the error message and correct the data
- Repeat this step for all errors listed in the message on the page

- After all information is corrected, select “Save” to save the data
- The Portal will re-validate the entries just made

- Select “Step 2: Establishment & Employee Information” to continue with the report



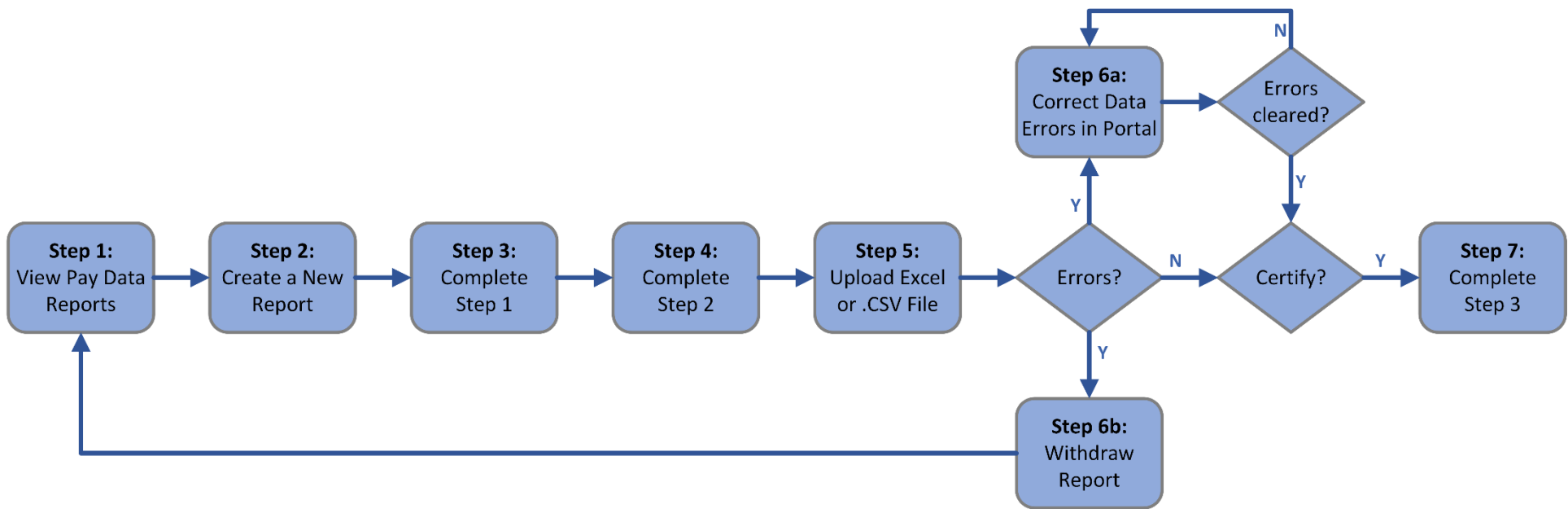
## 5.3 Enter Establishment Information & Employee Detail

### 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.



*Step 5a describes how to use the Portal 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, Step 5 can be skipped, and instead, Step 6b should be performed to withdraw the erroneous file from the Portal.*



## 5.3.1.1 Step 1: Prepare Excel or .CSV File



- 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](#)



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



## 5.3.1.2 Step 2: Obtain the Submission Upload ID

Home Pay Data Reports Bob Roberts

### Pay Data Report Submission Details

**A** **C** [Withdraw Report](#)

**Step 1: Employer Information** Step 2: Establishment & Employee Information Step 3: Certify and Submit

#### Employer Information

Manually complete the Employer Information record below.

1. Click the pencil icon in any field to enter values.
2. \* indicates a required field.
3. To save changes, select "Save".
4. To reset data to the original values and NOT save changes, select "Cancel".
5. When complete, click the "Step 2: Establishment & Employee Information" tab at the top of the page.
6. To withdraw the report, click the "Withdraw Report" button in the top-right of the page.

Pay Data Report Name PDRS-20210701-3	Status New
<b>B</b> Submission Upload ID a2er00000015nWAAS	Employer DUNS Number
Account <a href="#">Acme Water Works - Inc</a>	Employer CA SEIN 12345678
Employer Name Acme Water Works - Inc	Employer FEIN 123456789
Is employer a contractor of the State of CA No	Affiliated FEIN
Employer-Level Clarifying Remarks	



- Select “Step 1: Employer Information” from the tab bar



- The Portal assigns a unique Submission Upload ID for the report
- Copy this value as it will be required in the import data file for Establishment Information and Employee Detail records



- After recording the Submission Upload ID, select “Step 2: Establishment & Employee Information” from the tab bar



*The Submission Upload ID value provided on Step 1: Employer Information is a required value for the import file to correctly process the establishment information and employee detail records. It is the unique identifier that links the imported records to the pay data report.*



## 5.3.1.3 Step 3: Upload the Excel or .CSV File

Home Pay Data Reports Bob Roberts

### Pay Data Report Submission Details

[Withdraw Report](#)

Step 1: Employer Information **Step 2: Establishment & Employee Information** Step 3: Certify and Submit

#### Section II: Establishment Information & Employee Details

Data records can be imported (suggested) or entered manually.

##### Option 1: Import

To import the data records, a prepared Excel or .CSV file can be used:

1. Upload an Excel file
  - a. Download the [California Pay Data Report Template](#).
  - b. Fill in the "PayDataReport" worksheet following the instructions provided in the template to create the Section II data records.
  - c. Save the worksheet locally as a new Excel file.
  - d. Upload the Excel file by selecting "Upload Data File."
  - e. Edit the report as needed and correct any error identified by the portal's validation processes.
2. Upload a .CSV file
  - a. Prepare a .CSV file with the required data (See detailed .CSV specification in the user guide). [Example file](#).
  - b. Upload the .CSV file by selecting "Upload Data File."
  - c. Edit the report as needed and correct any errors identified by the portal's validation processes.
3. When complete, click on move on the "Step 3: Certify and Submit" tab at the top of the page.
4. To withdraw the report, click the "Withdraw Report" button in the top right corner of the page.

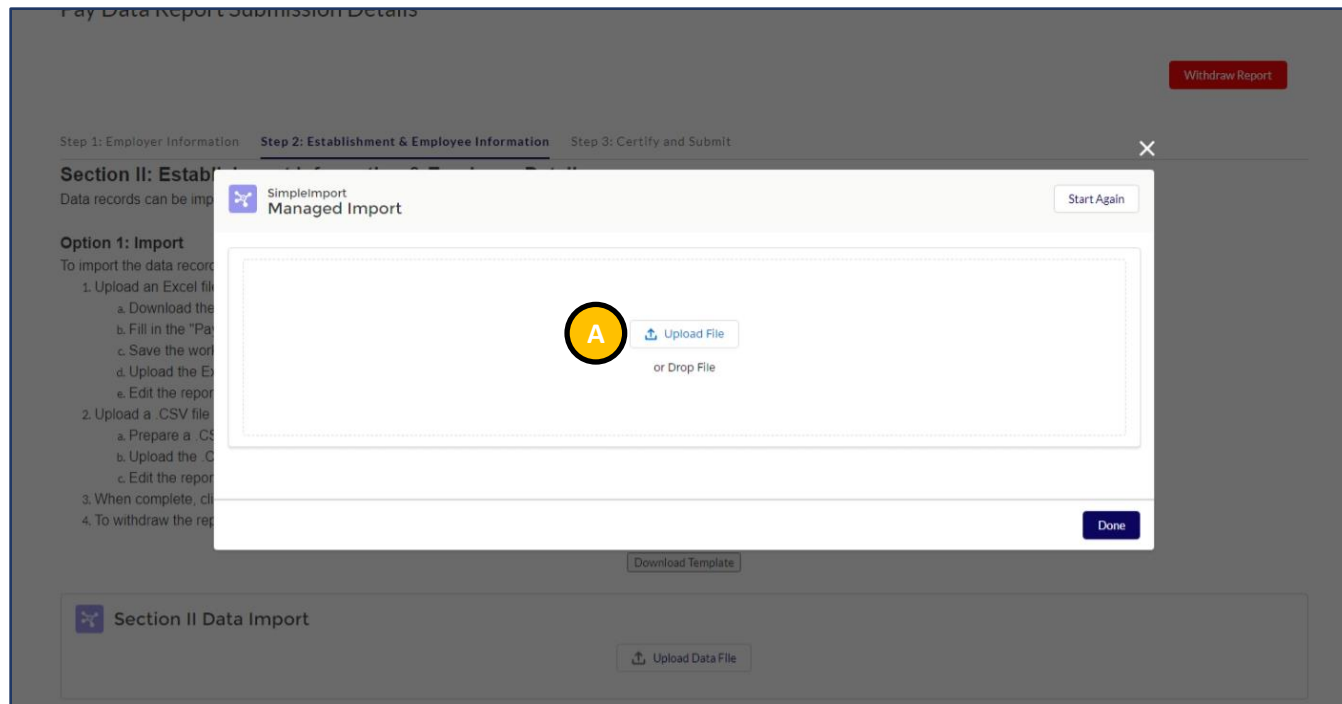
[Download Template](#)

#### Section II Data Import

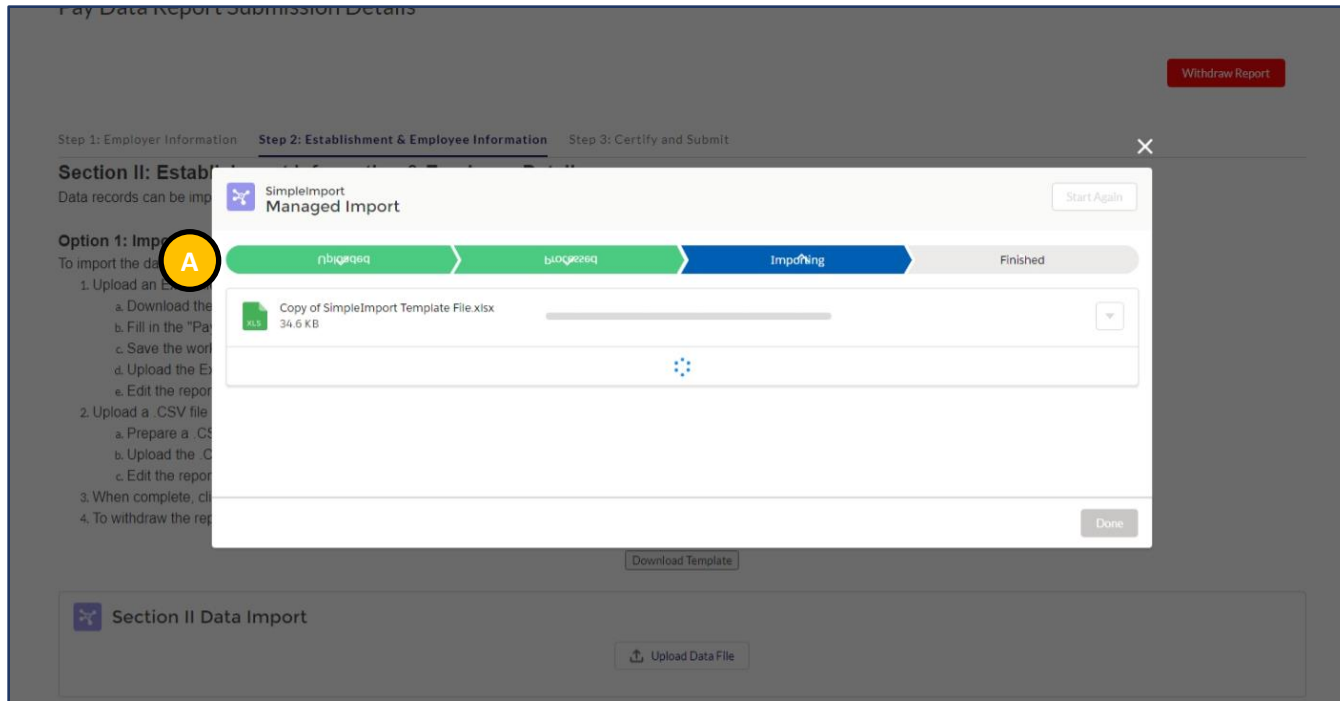
**A** [Upload Data File](#)



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



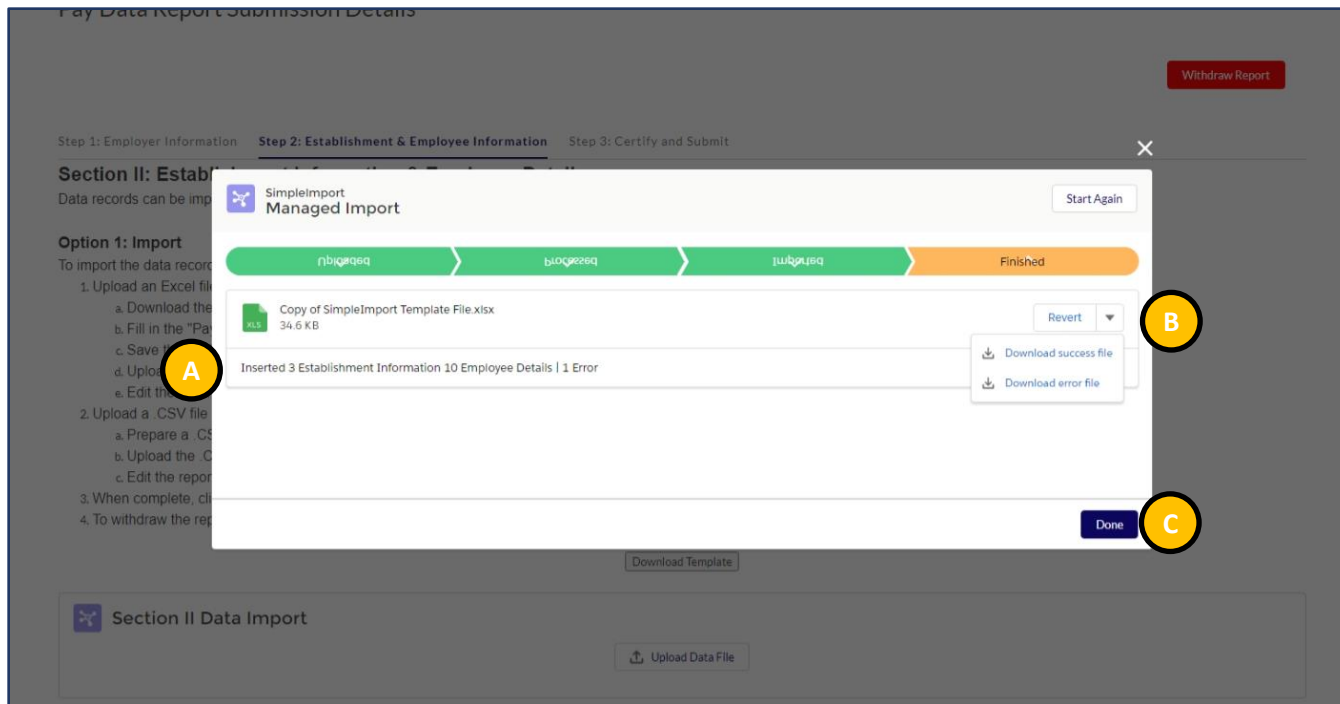
- Select “Upload File”
- The Portal will then issue a prompt to identify the locally stored Excel file to be uploaded
- Alternatively, the import file can simply be dragged and dropped into the pop up



- 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.*



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



- Select “Revert” to undo all changes
- This removes all records inserted into the pay data report
- Select “Download success file” to view all successfully inserted records
- Select “Download error file” to view all errors encountered by the portal during the upload process (see [Step 5](#) for details)



- Select “Done” when finished





## 5.3.1.4 Step 4: Review Pay Data Report

**A** Establishment Information (3) New

Establishment Name	Establishment ID	Street Address	City
<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	1234567	1234 Main Avenue	Sacramento
<a href="#">Acme Water Works - Inc - Station 2000 (AB66243)</a>	7654321	505 Crocker Avenue	Rocklin
<a href="#">Acme Water Works - Inc - Station 3000 (AB66244)</a>	1231231	444 North 54th Street	Reno

[View All](#)

**B** Employee Details (6+) New

Employee Detail Name	Establishment Name	Job Category	Pay Band
<a href="#">PDED0008841</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	1 - Executive senior level officials and managers	11 - \$163,800 - \$207,999
<a href="#">PDED0008842</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	2 - First or mid-level officials and managers	10 - \$128,960 - \$163,799
<a href="#">PDED0008843</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	2 - First or mid-level officials and managers	10 - \$128,960 - \$163,799
<a href="#">PDED0008844</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	5 - Sales workers	8 - \$80,080 - \$101,919
<a href="#">PDED0008845</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	5 - Sales workers	8 - \$80,080 - \$101,919
<a href="#">PDED0008846</a>	<a href="#">Acme Water Works - Inc - Station 2000 (AB66243)</a>	4 - Technicians	9 - \$101,920 - \$128,959

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- The portal displays the imported Establishment Information records towards the bottom of the page
- Review the records to ensure they imported as expected
- Select an Establishment Name to view the record's detailed information, including all associated Employee Detail records for the establishment



- The portal displays the imported Employee Detail records at the bottom of the page
- Review the records to ensure they imported as expected
- Select an Employee Detail Name to view the record's detailed information, including the associated establishment



## 5.3.1.5 Step 5: Correct Data Errors

SimpleImport: row number	Row Number	Submission ID	Establishment ID	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*	Total Hours*	Row-Level Clarifying Remarks	Establishment Name	Employee Name	SimpleImport: error
1	1	ADID1	1234567	Acme Water Works - Inc - Station 1000 (AB66242)	1234 Main Avenue	Suite 500	Sacramento	CA	95825	221310	systems	75	No	Yes	Yes	Executive and manager	Non-Hispanic/Latino - Black or African American	\$163,800 - \$207,999	1	1987				Establishment_Information_c:Submission: id value of incorrect type: SUBMISSIONUPLOADID;Employee_Detail_c: Establishment_Information_c object not found



- 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](#))





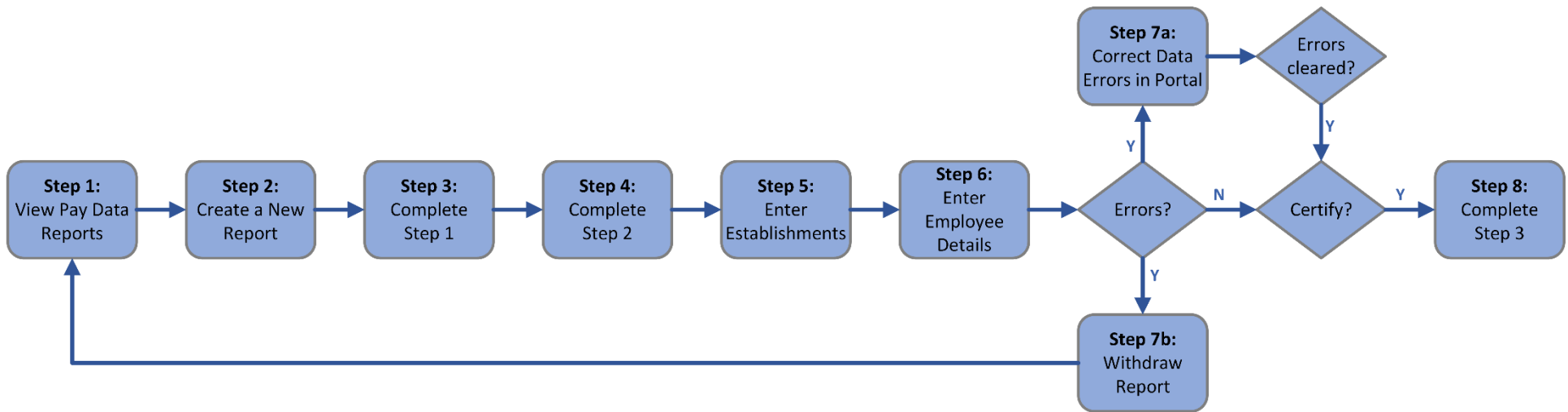
## 5.3.2 Option II: Create a Report by Using the Portal’s Fillable Forms

### 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 in the online forms at Steps 5 and 6, follow the instructions for each data field provided in the Pay Data Report template (Excel) or this user guide’s Appendix B.*



## 5.3.2.1 Step 1: Report Navigation



- Each tab corresponds to a step required to complete the pay data report submission
- Clicking on a tab will display that step



- In the Establishment Information grid, select “New” to create an establishment
- The New Establishment Information pop up displays
- This is required to certify a report
- See Step 2 for details



- In the Employee Details grid, select “New” to create an employee detail record
- The New Employee Detail pop up displays
- This is required to certify a report
- See Step 3 for details



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



## 5.3.2.2 Step 2: Enter Establishment Information

- 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 “Cancel” to revert all changes
- Select “Save & New” to display a new pop up to create an additional establishment



## 5.3.2.3 Step 3: Enter Employee Details

A

- 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

C

- 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 “Cancel” to revert all changes
- Select “Save & New” to display a new pop up to create an additional employee detail record



*Employee detail records are associated to a specific establishment. Previously entered establishments can be selected in the **Establishment Name** field. Therefore, it is possible for nearly identical employee detail records to exist where the Job Category, Pay Band, and Race/Ethnicity/Sex fields are the same while the establishment the record is associated to is different.*



## 5.3.2.4 Step 4: Correct Data Errors

A

- If the Portal identifies errors during validation, 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 message on the page

C

- After all information is corrected, select “Save” to save the data
- The Portal will re-validate the entries just made



Bob Roberts
Home Pay Data Reports

## Pay Data Report Submission Details

Withdraw Report

Step 1: Employer Information  
 A  
Step 2: Establishment & Employee Information  
Step 3: Certify and Submit

### Section II: Establishment Information & Employee Details

Data records can be imported (suggested) or entered manually.

**Option 2: Manual Entry**

To create the data records manually, enter the Establishment Information and associate it to all applicable Employee Detail Records:

1. Enter the Establishment Information:
  - a. In the Establishment Information Widget, click the "New" button.
  - b. Enter the required information in the fillable form available within the portal to create the Establishment Information Record.
  - c. When entering the required information online, follow the instructions provided in the [California Pay Data Report Template](#) or the user guide's Appendix B.
  - d. Edit the report as needed and correct any errors identified by the portal's validation processes.
  - e. Cancel / Save & New / Save.
2. Enter the Employee Detail:
  - a. In the Employee Details Widget, click the "New" button.
  - b. Select the Establishment Name the Employee Detail record is associate to.
  - c. Enter the required information in the fillable form available within the portal to create the Employee Detail record.
  - d. When entering the required information online, follow the instructions provided in the [California Pay Data Report Template](#) or the user guide's Appendix B.
  - e. Edit the report as needed and correct any errors identified by the portal's validation processes.
  - f. Cancel / Save & new / Save
3. When complete, navigate to the "Step 3: Certify and Submit" tab at the top of the page.
4. To withdraw the report, click the "Withdraw Report" button in the top-right of the page.

Establishment Information (3)
New

Establishment Name	Establishment ID	Street Address	City
<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	1234567	1234 Main Avenue	Sacramento
<a href="#">Acme Water Works - Inc - Station 2000 (AB66243)</a>	7654321	505 Crocker Avenue	Rocklin
<a href="#">Acme Water Works - Inc - Station 3000 (AB66244)</a>	1231231	444 North 54th Street	Reno

[View All](#)

Employee Details (6+)
New

Employee Detail Name	Establishment Name	Job Category	Pay Band
<a href="#">PDED3569861</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	1 - Executive senior level officials and managers	11 - \$163,800 - \$207,999
<a href="#">PDED3569862</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	2 - First or mid-level officials and managers	10 - \$128,960 - \$163,799
<a href="#">PDED3569863</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	2 - First or mid-level officials and managers	10 - \$128,960 - \$163,799
<a href="#">PDED3569864</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	5 - Sales workers	8 - \$80,080 - \$101,919
<a href="#">PDED3569865</a>	<a href="#">Acme Water Works - Inc - Station 1000 (AB66242)</a>	5 - Sales workers	8 - \$80,080 - \$101,919
<a href="#">PDED3569866</a>	<a href="#">Acme Water Works - Inc - Station 2000 (AB66243)</a>	4 - Technicians	9 - \$101,920 - \$128,959

[View All](#)



- Select "Step 3: Certify and Submit" to continue with the report
- See [5.4 – Certifying the Report](#) for details





## 5.4 Certifying the Report

### 5.4.1 Step 1: Enter Report Contact Information

Home Pay Data Reports Bob Roberts

### Pay Data Report Submission Details

Withdraw Report

Step 1: Employer Information Step 2: Establishment & Employee Information **Step 3: Certify and Submit**

Once your report is final and ready for submission, an authorized official of the employer should certify that the information reported is accurate and prepared in accordance with the instructions by clicking the "Certify and Submit" button below.

**Once certified, you will no longer be able to revise your report.** In the event you need to make a revision, start the process over and submit the corrected report, explaining the correction(s) in the applicable remarks field(s).

To withdraw the report, click the "Withdraw Report" button in the top-right of the page.

**A** Certify and Submit

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- Select "Certify and Submit" to display the Certification & Submission pop up



*When selecting "Certify and Submit" 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](#).*



Home Pay Data Reports

## Pay Data Report Submission Details

Step 1: Employer Information Step 2: Establishment Information

Once your report is final and ready for submission, after clicking the "Certify and Submit" button below.

**Once certified, you will no longer be able to revise applicable remarks field(s).**

To withdraw the report, click the "Withdraw Report" button.

**Certify and Submit**

### Certification & Submission

Please enter the contact information of the individual that can be contacted regarding this report. If this is you, please re-enter your information below

\* First Name <sup>1</sup>

\* Last Name <sup>1</sup>

\* Title

\* Phone (555) 123-4567 Email Address certifier@example.com

\* Street Address

\* City <sup>1</sup> \* State <sup>1</sup> --None--

\* Zip/Postal Code <sup>1</sup>

**Withdraw Report**

**Next**

- Enter all required information in the Certification & Submission pop up
- Required fields are denoted with a red asterisk ( \* ) at the beginning of the field name

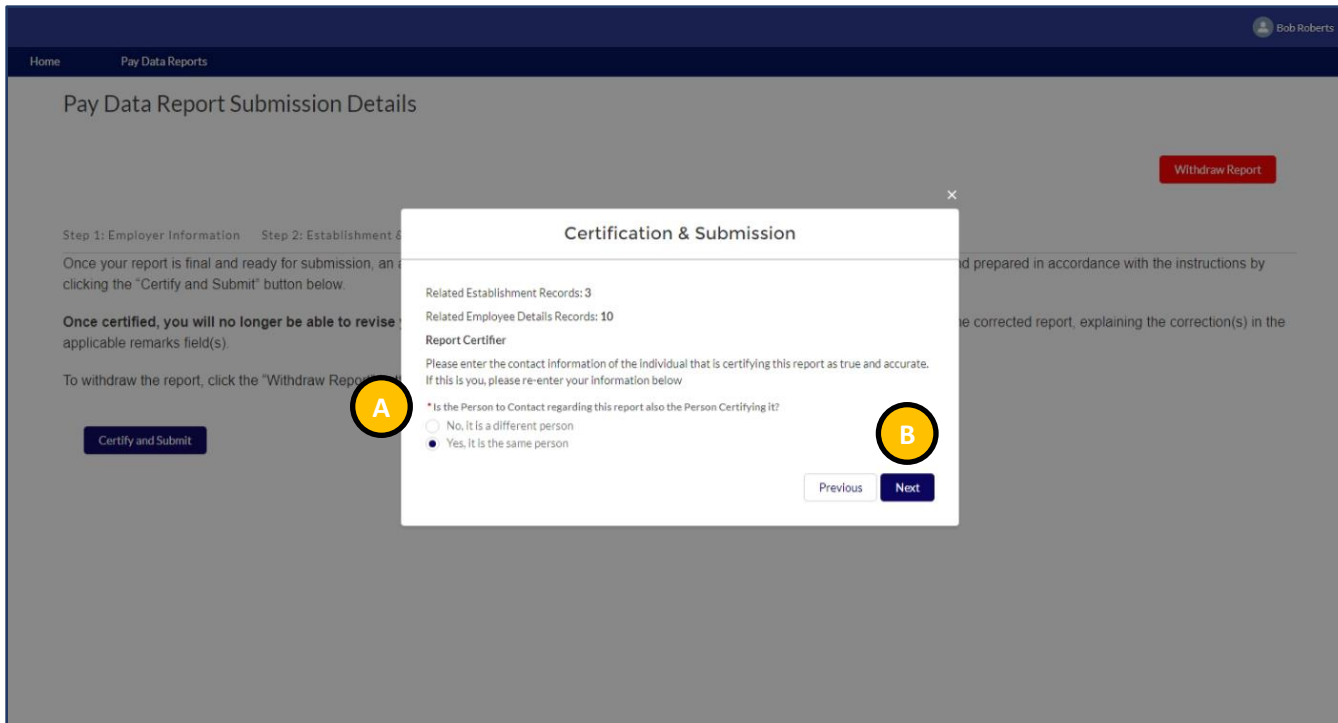
- After all information is entered, select "Next" to save the data
- The Portal will validate the entries just made
- If errors exist, an error message will display at the top of the page
- Navigate to the data field indicated in the error message and correct the data
- Repeat this step for all errors listed in the error message at the top of the page



## 5.4.2 Step 2: Enter Certifying Official Information

- Indicate if the certifying official is the same as the report contact
- If “No” is selected, enter all required information in the Certification & Submission pop up
- Required fields are denoted with a red asterisk ( \* ) at the beginning of the field name

- After all information is entered, select “Next” 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 “Previous” to edit the contact information



- Indicate if the certifying official is the same as the report contact



- If “Yes” is selected above, select “Next” to save the data
- Select “Previous” to edit the contact information



## 5.4.3 Step 3: Enter Optional Remarks and Certify

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### Pay Data Report Submission Details

Withdraw Report

Step 1: Employer Information Step 2: Establishment Information

Once your report is final and ready for submission, and you have prepared in accordance with the instructions by clicking the "Certify and Submit" button below.

**Once certified, you will no longer be able to revise** applicable remarks field(s).

To withdraw the report, click the "Withdraw Report" button.

Optional Remarks

Press 'Next' to certify your report

Previous Next



- Enter any remarks or notes about the pay data report



- Select "Next" to certify the report
- Select "Previous" to edit the certifying official information



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## Certification Completed

Pay Data Report #: PDRS-20210701-3  
Certificate Date: 07/01/2021  
Reporting Year: 2020

Thank you for submitting your pay data report to DFEH.

A copy of your Certified Report is now available for review when accessing the Pay Data Reporting Portal.

### Why should I review my pay data report?

Employers should review their pay data reports to ensure their submitted reports are complete and accurate, and comply with Gov.Code § 12999 and related authorities. DFEH also encourages employers to closely and regularly review their pay data reports, pay and other employment records, and pay and other employment practices in order to facilitate compliance with equal pay and anti-discrimination laws.

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

Communication Center: 800-884-1684 (voice), 800-700-2320 (TTY) or  
California's Relay Service at 711 | [paydata.reporting@dfeh.ca.gov](mailto:paydata.reporting@dfeh.ca.gov)



- The pay data report has been certified
- An email confirming the certification will be sent to the certifying official's email address as entered into the portal
- Select “Click here to view existing Pay Data Report Submissions” to exit



## 5.5 Withdrawing the Report

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### Pay Data Report Submission Details

**A** **Withdraw Report**

**Step 1: Employer Information** Step 2: Establishment & Employee Information Step 3: Certify and Submit

#### Employer Information

Manually complete the Employer Information record below.

1. Click the pencil icon in any field to enter values.
2. \* indicates a required field.
3. To save changes, select "Save".
4. To reset data to the original values and NOT save changes, select "Cancel".
5. When complete, click the "Step 2: Establishment & Employee Information" tab at the top of the page.
6. To withdraw the report, click the "Withdraw Report" button in the top-right of the page.

Pay Data Report Name PDRS-20210701-3	Status New
Submission Upload ID a2er00000015nWAAS	Employer DUNS Number
Account <a href="#">Acme Water Works - Inc</a>	Employer CA SEIN 12345678
Employer Name Acme Water Works - Inc	Employer FEIN 123456789
Is employer a contractor of the State of No	Affiliated FEIN 
Employer-Level Clarifying Remarks	
<b>Summary</b>	
Reporting Year 2020	Employer's Ownership No
Snapshot Period Begin Date 10/16/2020	Snapshot Period End Date 10/31/2020
Employer's Total CA Establishments 3	Employer's Total CA Employees 150
Employer's Total U.S. Establishments 3	Employer's Total U.S. Employees 150
<b>EDD Address Information</b>	
EDD Address Line 1 1234 Main Avenue	EDD Address Line 2 Suite 500
EDD City Sacramento	EDD State CA
EDD ZIP Code 958250100	EDD Country US



- Select “Withdraw Report” to display the Withdraw Pay Data Report pop up



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## Pay Data Report Submission Details

Withdraw Report

Step 1: Employer Information Step 2: Establishment & Employee Information Step 3: Certify and Submit

### Employer Information

Manually complete the Employer Information record by:

1. Click the pencil icon in any field to enter values.
2. \* indicates a required field.
3. To save changes, select "Save".
4. To reset data to the original values and NOT save, select "Reset".
5. When complete, click the "Step 2: Establishment & Employee Information" button.
6. To withdraw the report, click the "Withdraw Report" button.

**A** Are you sure you wish to withdraw and close this submission?

Withdraw and close

Do not withdraw

**B** Next

Pay Data Report Name: PDRS-20210701-4 Status: New

Submission Upload ID: aZer0000000i5nbAAC

Account: Acme Water Works - Inc

Employer Name: Acme Water Works - Inc

Employer CA SEIN: 12345678

Employer FEIN: 123456789

Affiliated FEIN: 123456789



- Confirm the intention to withdraw the pay data report



- Select "Next" to withdraw the report





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## Confirmation of Withdrawal

The following Pay Data Report has been Withdrawn:

Pay Data Report #: **PDRS-20210701-4**  
Date Withdrawn: **07/01/2021**

[Click here to go home](#)

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California's Relay Service at 711 | [paydata.reporting@dfeh.ca.gov](mailto:paydata.reporting@dfeh.ca.gov)



- Select “Click here to go home” to exit



## 6. Accessing In-Process Reports

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### Welcome to the California Pay Data Reporting Portal

California law (Government Code §12999) requires employers with 100 or more employees to annually submit data on the pay, hours worked, and demographics of their employees to the California Department of Fair Employment and Housing (DFEH). For more information about this law and filing requirements, visit: [www.dfeh.ca.gov/paydatareporting](http://www.dfeh.ca.gov/paydatareporting). The first filing deadline was March 31, 2021, and annually thereafter on March 31.

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

1. Register and create a log-in to the portal.
2. Provide employer demographic information.
3. Provide pay data information in one of three ways:
  - a. Upload Excel file.
  - b. Upload .CSV
  - c. Complete on-line forms

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 employer must start a new report 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 [www.dfeh.ca.gov/paydatareporting](http://www.dfeh.ca.gov/paydatareporting).

**A** [View My Pay Data Reports](#)

Communication Center: 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711 | [paydata.reporting@dfeh.ca.gov](mailto:paydata.reporting@dfeh.ca.gov)



- 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 “View My Pay Data Reports”



Home Pay Data Reports

Bob Roberts

## Pay Data Reports

Verify your employer information below. If it is your first time logging into the portal, you can match with an existing employer based on prior pay data reports or create a new Employer.

To submit a Pay Data Report, click the "Start a new Pay Data Report" button. You will be prompted to complete the Section I: Employer Information data record. When complete, click the "Next" button. A new report will be added to the Pay Data Reports table below. Click the "Pay Data Report Name" link in the table to continue creating the report.

To continue editing an existing pay data report, click the "Pay Data Report Name" link in the table below. Only reports with a "New" status can be edited.

Reports that are not yet certified can be withdrawn at any time. While viewing the report, click the "Withdraw Report" button in the top-right to update the report's status to "Withdrawn".

### My Employer: Acme Water Works - Inc

FEIN: 123456789      Address: 1234 Main Avenue, Suite 500  
SEIN: 12345678      Sacramento, CA 958250100  
DUNS: 987654321  
NAICS: 221310

[Edit Employer Information](#)

[Start a new Pay Data Report](#)

### Pay Data Reports Shared B

3 items • Sorted by Pay Data Report Name • Filter by All pay data reports • Updated a few seconds ago

⚙ 🔄

	Pay Data Report Na...	Status	Account	Employer Name	Employer CA...	Employer FEIN	Reporting...	Snapshot Peri...	Snapshot Peri...	
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</span>	PDRS-20210701-3	Certified	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	⌵
2	PDRS-20210701-4	Withdrawn	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	⌵
3	PDRS-20210701-5	New	Acme Water Works - Inc	Acme Water Works - Inc	12345678	123456789	2020	10/16/2020	10/31/2020	⌵



- The portal will display all reports associated with the login
- Select the “Pay Data Report Name” for the report to be viewed



- If the **Status** indicates *New*, the report can be edited, withdrawn, or certified (see [Section 5](#) for details)
- If the **Status** indicates *Withdrawn* or *Certified*, the report can be viewed but is not editable



## Appendix A: Building the California Pay Data Report Excel File

The template is an Excel file and can be used by employers to create their California Pay Data Report for submission to DFEH. The template includes four worksheets: the actual “PayDataReport” that an employer fills in to create its report; “Instructions” for filling out the PayDataReport worksheet; and two example 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 DFEH’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, and hours worked, among other topics.
2. Download the template at [https://pdr.dfeh.ca.gov/Auth/DownloadTemplate?jobType=EPD\\_2020](https://pdr.dfeh.ca.gov/Auth/DownloadTemplate?jobType=EPD_2020)
3. Review and follow the “Instructions” worksheet in the template and the defined steps to build the “PayDataReport”. 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 PayDataReport by a single-establishment employer.
  - "Example - Multi Establishment" illustrates a completed PayDataReport by a multi-establishment employer.
5. Enter the required and optional information on the “PayDataReport” 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.



## 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.

For reference, download an example report in .CSV format at: [https://pdr.dfeh.ca.gov/dfef/CaliforniaPayDataReport\\_Template.csv](https://pdr.dfeh.ca.gov/dfef/CaliforniaPayDataReport_Template.csv)

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 sections B.3 and B.4 for the detailed requirements and steps required to create this record type.

**Note:** This .CSV file format was 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 defines the record layout for Section II – Establishment Information and Employee Detail.

*Table 1 - Section II - Establishment Information and Employee Detail Record Layout*

Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
1	Submission Upload ID*	XXXXXXXXXXXXXX XXXX	Alphanumeric	18	Enter the Submission Upload ID for the Pay Data Report. Can be found in the Section I data record.	Yes
2	Establishment ID	XXXXXXXXXX	Alphanumeric	10	Enter the applicable EEO-1 company ID (single-establishment employers) or EEO-1 establishment ID (multiple-establishment employers).	No

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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
3	Establishment Name*		Alphanumeric	100	Enter the name of the establishment.	Yes
4	Address Line 1*		Alphanumeric	200	Enter address line 1 of the establishment.	Yes
5	Address Line 2		Alphanumeric	200	Enter address line 2 of the establishment.	No
6	City*		Alphanumeric	50	Enter city of the establishment.	Yes
7	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
8	ZIP Code*	XXXXXXXXXX	Alphanumeric	10	Enter the 5-10 character ZIP code of the establishment.	Yes
9	NAICS Code*	999999	Numeric	6	Enter the North American Industry Classification System code (NAICS) of the establishment. See <a href="http://www.naics.com/search">www.naics.com/search</a> .	Yes
10	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
11	Total Number of Employees at Establishment*	999999999	Numeric	10	Enter the total number of 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
12	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 DFEH by March 31, 2021 (covering the 2020 Reporting Year), the entry will be "No" for all employers.	Yes
13	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

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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
14	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
15	Job Category*	99	Alphanumeric	49	<p>Enter one of the following Job Category codes:</p> <ul style="list-style-type: none"> <li>1 - Executive senior level officials and managers</li> <li>2 - First or mid-level officials and managers</li> <li>3 - Professionals</li> <li>4 - Technicians</li> <li>5 - Sales workers</li> <li>6 - Administrative support workers</li> <li>7 - Craft workers</li> <li>8 - Operatives</li> <li>9 - Laborers and helpers</li> <li>10 - Service workers</li> </ul> <p>All jobs are considered as belonging in one of these ten categories. Follow EEOC guidance for assigning employees to job categories.</p>	Yes
16	Race/Ethnicity/Sex*	XXX	Alphanumeric	86	<p>Enter one of the following Race-Ethnicity-Sex codes:</p> <ul style="list-style-type: none"> <li>A10 - Hispanic/Latino - Male</li> <li>A20 - Hispanic/Latino - Female</li> <li>A30 - Hispanic/Latino - Non-Binary</li> <li>B10 - Non-Hispanic/Non-Latino - Male - White</li> <li>B20 - Non-Hispanic/Non-Latino - Male - Black or African American</li> <li>B30 - Non-Hispanic/Non-Latino - Male - Native Hawaiian or Other Pacific Islander</li> <li>B40 - Non-Hispanic/Non-Latino - Male - Asian</li> <li>B50 - Non-Hispanic/Non-Latino - Male - American Indian or Alaskan Native</li> <li>B60 - Non-Hispanic/Non-Latino - Male - Two or more races</li> <li>C10 - Non-Hispanic/Non-Latino - Female - White</li> <li>C20 - Non-Hispanic/Non-Latino - Female - Black or African American</li> </ul>	Yes

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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
					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 races  For detailed instructions on how to identify employees' race, ethnicity, and sex, see Part III of DFEH's FAQs: <a href="https://www.dfeh.ca.gov/paydatareporting/faqs">https://www.dfeh.ca.gov/paydatareporting/faqs</a>	
17	Pay Band*	99	Numeric	24	Enter one of the following Pay Bands codes:  1 - \$19,239 and under 2 - \$19,240 - \$24,439 3 - \$24,440 - \$30,679 4 - \$30,680 - \$38,999 5 - \$39,000 - \$49,919 6 - \$49,920 - \$62,919 7 - \$62,920 - \$80,079 8 - \$80,080 - \$101,919 9 - \$101,920 - \$128,959 10 - \$128,960 - \$163,799 11 - \$163,800 - \$207,999 12 - \$208,000 and over	Yes



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Column #	Field	Format	Type	Maximum Length	Values, Remarks, and Other Instruction	Required
					<p>To identify the particular pay band in which to count an 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 IV of DFEH's FAQs: <a href="https://www.dfeh.ca.gov/paydatareporting/faqs">https://www.dfeh.ca.gov/paydatareporting/faqs</a>.</p> <p>Additional info can be found at:  <a href="https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeo1/jobclassguide.pdf">https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeo1/jobclassguide.pdf</a></p>	
18	Number of Employees*	9999999999	Numeric	10	Enter the total number of employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band in the snapshot period. If zero, you do not need to enter a row.	Yes
19	Total Hours*	9999999999	Numeric	10	<p>Enter the total hours worked in the reporting year of all the employees reported (i.e., all of the employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band in this row). Round to the nearest whole number.</p> <p>For detailed instructions on how to calculate employees' hours worked, see Part V of DFEH's FAQs:  <a href="https://www.dfeh.ca.gov/paydatareporting/faqs">https://www.dfeh.ca.gov/paydatareporting/faqs</a></p>	Yes
20	Row-Level Clarifying Remarks		Alphanumeric	500	Enter any clarifying remarks for the entire row.	No



## 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 Section II of 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 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. A single row per combination must be provided, using as many rows as it takes to provide a complete report.



*The Submission Upload ID value is unique for each Pay Data Report and is used to associate the records included in the file to the report. This unique value can be found in Step 1: Employer Information in the Submission Upload ID field. This value is represented in Table 2 as “SUBMISSIONUPLOADID”.*

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

Row #	Field Type	Employer Data Examples
1	Static Item: The example text provided must be provided exactly as specified on this row.	Submission Upload ID*, Establishment ID, 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*, Total Hours*, Row-Level Clarifying Remarks
2	Employer detailed establishment & employee data row 1	SUBMISSIONUPLOADID,1234567,Acme Water Works - Inc - Station 1000 (AB66242),1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,1 - Executive senior level officials and managers,C20 - Non-Hispanic/Non-Latino - Female - Black or African American,"11 - \$163,800 - \$207,999",1,1987,

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Row #	Field Type	Employer Data Examples
3	Employer detailed establishment & employee data row 2	SUBMISSIONUPLOADID,1234567,Acme Water Works - Inc - Station 1000 (AB66242),1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,2 - First or mid-level officials and managers,C50 - Non-Hispanic/Non-Latino - Female - American Indian or Alaskan Native,"10 - \$128,960 - \$163,799",5,9050,
4	Employer detailed establishment & employee data row 3	SUBMISSIONUPLOADID,1234567,Acme Water Works - Inc - Station 1000 (AB66242),1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,2 - First or mid-level officials and managers,B10 - Non-Hispanic/Non-Latino - Male - White,"10 - \$128,960 - \$163,799",5,9112,
5	Employer detailed establishment & employee data row 4	SUBMISSIONUPLOADID,1234567,Acme Water Works - Inc - Station 1000 (AB66242),1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5 - Sales workers,B60 - Non-Hispanic/Non-Latino - Male - Two or more races,"8 - \$80,080 - \$101,919",39,65286,
6	Employer detailed establishment & employee data row 5	SUBMISSIONUPLOADID,1234567,Acme Water Works - Inc - Station 1000 (AB66242),1234 Main Avenue,Suite 500,Sacramento,CA,95825,221310,Sell and install water supply systems,75,No,Yes,Yes,5 - Sales workers,C60 - Non-Hispanic/Non-Latino - Female - Two or more races,"8 - \$80,080 - \$101,919",25,43950,
7	Employer detailed establishment & employee data row 6	SUBMISSIONUPLOADID,7654321,Acme Water Works - Inc - Station 2000 (AB66243),505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,4 - Technicians,C40 - Non-Hispanic/Non-Latino - Female - Asian,"9 - \$101,920 - \$128,959",7,65286,
8	Employer detailed establishment & employee data row 7	SUBMISSIONUPLOADID,7654321,Acme Water Works - Inc - Station 2000 (AB66243),505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5 - Sales workers,Non-Hispanic/Non-Latino - Non-Binary - White,"8 - \$80,080 - \$101,919",5,65286,
9	Employer detailed establishment & employee data row 8	SUBMISSIONUPLOADID,7654321,Acme Water Works - Inc - Station 2000 (AB66243),505 Crocker Avenue,,Rocklin,CA,95663,221311,Sell and install water supply systems,25,No,No,No,5 - Sales workers,D20 - Non-Hispanic/Non-Latino - Non-Binary - Black or African American,"8 - \$80,080 - \$101,919",13,65286,
10	Employer detailed establishment & employee data row 9	SUBMISSIONUPLOADID,1231231,Acme Water Works - Inc - Station 3000 (AB66244),444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,4 - Technicians,C60 - Non-Hispanic/Non-Latino - Female - Two or more races,"8 - \$80,080 - \$101,919",2,3200,
11	Employer detailed establishment & employee data row 10	SUBMISSIONUPLOADID,1231231,Acme Water Works - Inc - Station 3000 (AB66244),444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5 - Sales workers,D10 - Non-Hispanic/Non-Latino - Non-Binary - White,"6 - \$49,920 - \$62,919",1,1600,
12	Employer detailed establishment & employee data row 11	SUBMISSIONUPLOADID,1231231,Acme Water Works - Inc - Station 3000 (AB66244),444 North 54th Street,,Reno,NV,89501,221312,Sell and install water supply systems,50,No,Yes,No,5 - Sales workers,B40 - Non-Hispanic/Non-Latino - Male - Asian,"7 - \$62,920 - \$80,079",1,1750,
13	Employer detailed establishment & employee data row N	<i>Continue entering combination of job category, race/ethnicity/sex, and pay band for each establishment.</i>



## 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 <b>EDD ZIP Code</b> field.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the <b>HQ ZIP Code</b> field.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the <b>Parent Company ZIP Code</b> field.
Excel Template	Section I – Employer Information	Added the ability to input alphanumeric characters in the <b>Contact ZIP Code</b> field.
Excel Template	Section II.A – Establishment Information	Added the ability to input alphanumeric characters in the <b>Establishment ZIP Code</b> 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 <b>EDD ZIP Code</b> field.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the <b>HQ ZIP Code</b> field.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the <b>Parent Company ZIP Code</b> field.
Portal	Section I – Employer Information Data Record Page	Added the ability to input alphanumeric characters in the <b>Contact ZIP Code</b> field.
Portal	Section II – Establishment Information and Employment Detail Data Record Page	Added the ability to input alphanumeric characters in the <b>Establishment ZIP Code</b> field.
Portal	Certification and Submission Page	Added the ability to input alphanumeric characters in the <b>ZIP Code</b> field.
Excel Template	Section II.A – Establishment Information	Changed the maximum characters in the <b>Establishment ID</b> field from 7 to 10.
Excel Template	Section II.B – Employment Information	Clarified instructions for the <b>Hours Worked</b> field. The value should 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 <b>Establishment ID</b> field from 7 to 10.
User Guide	Appendix B – B.3 Section II – Establishment Information and Employee Detail Record Layout	Clarified instructions for the <b>Hours Worked</b> field. The value should rounded to the nearest whole number.
Portal	Section II – Establishment Information and Employment Detail Data Record Page	Clarified the validation message for the <b>Hours Worked</b> 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 <b>EDD State, HQ State, Parent Company State, and Contact State</b> fields.
Excel Template	Section II.A – Establishment Information	Added instructions on the use of the “OT” selection value to the <b>State</b> 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 <b>EDD State, HQ State, Parent Company State, and Contact State</b> 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 <b>EDD Country, HQ Country, Parent Company Country, and Contact Country</b> 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 <b>State</b> field.
Portal	Section I – Employer Information Data Record Page	Added “DC” and “OT” as selection values to the <b>EDD State, HQ State, Parent Company State, and Contact State</b> fields.
Portal	Section II – Establishment Information and Employment Detail Data Record Page	Added “DC” and “OT” as selection values to the <b>State</b> 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.