Engage PEO Client Alert

California 2023 Pay Data Reporting

WHAT'S NEW: The California Pay Data Reporting for 2023 is open until May 8, 2024. Just as last year, **an official from the client employer**, not the PEO, **must file and certify the report**. Your Account Manager will reach out to you the week of April 8th to provide you with further information.

WHAT YOU NEED TO KNOW: Employers of 100 or more employees and/or 100 or more workers hired through labor contractors with at least 1 employee in California must report pay and hours-worked data by establishment, job category, sex, race, and ethnicity to the Civil Rights Department (CRD) annually. This reporting is required under Government Code section 12999, as amended by Senate Bill 1162.

CHANGES FOR REPORTING YEAR 2023

- **New Due Date**: The due date for pay data reports covering reporting year 2023 is May 8, 2024. There is no deferral period.
- **Collecting Remote Worker Data**: To assist filers in accurate reporting of eligible California remote workers, three data fields were added to identify remote worker status for every employee detail collected:
    - Number of employees that do not work remotely.
    - Number of remote employees located in California.
    - Number of remote employees located outside of California assigned to a California establishment.
- **Collecting California Secretary of State (SoS) Number:** The SoS number is an identification number issued by the Secretary of State of California.
    - The SoS is a seven or twelve-digit number. You can look up your SoS number at the following link: https://bizfileonline.sos.ca.gov/search/business.
    - If you would like to get a SoS number, contact the Secretary of State at https://www.sos.ca.gov/administration/contact-information.
    - If you are a sole proprietor or are not required to register with the California Secretary of State, you may opt out of reporting a SoS number by toggling the "I do not have an SoS number" switch.
- **Updated Portal:** The portal has been updated in several ways, including accommodating reporting of remote worker status, ensuring that only California Employees are reported, and updating error/warning messages to aid filers in completing and certifying Pay Data reports.

For clients that have been with Engage PEO for the full calendar year of 2023

- Engage PEO will prepare the required report and your Account Manager will send it to you for review and upload by April 30, 2024.

- Once deemed accurate by your organization, the report must be uploaded by an official of the client employer on the CRD's Pay Data Reporting Portal.
- Please review closely; should something change, the California Pay Data Report must be amended prior to your submission.

For clients that have not been with Engage PEO for the full calendar year of 2023

- You will receive the CA Pay Data Report to assist in the completion of the California Pay Data File that can be found on California Pay Data Reporting Website.

The user guide will walk you through the uploading and completion of the certifying verification on the 2023 California Pay Data Reporting Portal.

For additional information, please view the California Pay Data Reporting Website which includes additional FAQs.