ENGAGE PEO

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Client Alert

California 2024 Pay Data Reporting

The California Pay Data Reporting for 2024 is open until May 14, 2025. **An official from the client employer, not the PEO, must file and certify the report**. Your Account Manager will contact you the week of April 7th to provide further information.

WHAT YOU NEED TO KNOW: Employers with 100 or more employees and/or 100 or more workers hired through labor contractors, with at least one 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.

WHAT'S NEW: Changes for Reporting Year 2024:

- **Race and ethnicity category:** Following the publication of the Office of Management and Budget's (OMB) revisions to Statistical Policy Directive No. 15 on race and ethnicity data standards, Middle Eastern or North African (MENA) has been added as a new race/ethnicity category to California's pay data reporting. For more information on the new set of race and/or ethnicity categories, see FAQs "How should employers report employees' race and ethnicity?" and CRD's Handbook.
- **New Due Date**: Pay data reports covering the reporting year 2024 are **due May 14, 2025**. There is no deferral period.
- **Changes implemented in prior years remain in effect, including**:
    - **Collecting Remote Worker Data**: To assist filers with 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.
    - **Race, ethnicity, sex:** For Labor Contractor Employee Reports, reporting "unknown" race/ethnicity or sex of a labor contractor employee is no longer permitted.
    - **Report only California workers:** In a pay data report, employers must report on their workers assigned to California establishments and/or working within California. Employers may not report on workers working outside of California and assigned to an establishment outside of California. For more information, see, for example, FAQ "Should an employer's Payroll Employee Report include only their California employees or all employees?"
    - **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 want 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.

WHAT YOU NEED TO DO:

For clients that have been with Engage PEO for the full calendar year of 2024

- Engage PEO will prepare the required report, and your Account Manager will send it to you for review and upload by May 2, 2025.
- 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 before your submission.

For clients that have NOT been with Engage PEO for the full calendar year of 2024

- You will receive the CA Pay Data Report to assist in completing the California Pay Data File found on California Pay Data Reporting Website.

This user guide will walk you through uploading and completing the certifying verification on the 2024 California Pay Data Reporting Portal.

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

If you have any questions, please contact your Account Manager.