

Government Filing Reminder/Affirmative Action Planning Update

iApplicant Tracking Application Provider, AAP Services, and AAP Review Session

We are excited to let you know that we have researched a number of applicant tracking providers and have decided to make iApplicants our recommended provider. Their system is designed for companies of 20 to 2,000 employees and is priced accordingly. The system is easy to use and assists companies from the beginning of the hiring process by screening applicants (using questions designed for each job so that applicants for a position are all asked the same questions, taking subjectivity out of the process) to the end where an Applicant Flow Log is created for Affirmative Action Plan tracking. The application is also helpful for non-government contractors that would like to have a tracking system in place so that they know the status of a candidate at any time.

One of our members recently began using iApplicants and she is thrilled with the speed and ease of installing it. They have multiple locations and all of the HR managers have given good feedback. Beyond that good news is that she has calculated the cost to them is going to be under \$30 per month per facility. If you only have one location, your cost won't be spread over multiple locations, but most organizations have a cost around \$150 per month.

Demonstrations are planned in our Columbus office on September 14th from 3-4:30 p.m. and in the Cincinnati office on September 15th from 8:30-10:00 a.m.

After the demonstration, we will discuss the Affirmative Action Planning services provided by ERA.

If ERA prepares your Affirmative Action Plan and you would like to review it or have questions, we'll be happy to go over it with you at the end of the session. Please contact Brandi Helton at 513-679-4120 or email bhelton@hrxperts.org if you would like to register for this free session.

OFCCP Update

Audit letters were recently received by some of our members in their Rhode Island and Michigan facilities. Michigan is covered by the same OFCCP region as Ohio, so members in Ohio should be on the lookout and have plans up to date. Kentucky is in a different region and we haven't heard from anyone who has gotten an audit letter, however, again, having your plan up to date and continuing to do required actions such as filing job openings with the state unemployment agency is important.

EEO-1 Filing Deadline

Private employers employing 100 or more employees or federal contractors and first-tier subcontractors with 50 or more employees and a contract amounting to \$50,000 or more must file an EEO-1 Report. The deadline for filing the report is September 30th. The report should contain employment data from one payroll period during the third quarter (July, August or September) of the current survey year. As a reminder, the EEOC website is <http://www.eeoc.gov/employers/eo1survey/howtofile.cfm>.

Vets 100/Vets100A Filing Deadline

The Vietnam Era Veterans Readjustment Act (VEVRA) requires federal contractors and subcontractors to report annually the number of employees in their workforces who are qualified covered veterans. The Jobs for Veterans Act (JVA) enacted in 2002 amended the reporting requirement of VEVRA by raising the dollar amount threshold that triggers a duty to file the report and changed the veteran categories.

Federal contractors and subcontractors with a contract of \$25,000 or more entered into before December 1, 2003 (and not modified) must file a Vets-100 report. Federal contractors and subcontractors with a contract of \$100,000 or more entered into after December 1, 2003 or a pre-December 1, 2003 contract that was subsequently modified and is \$100,000 or more must file a Vets-100(a). It is possible that a contractor might be required to file both the Vets-100 and Vets-100(a) report. The website with additional filing information is <https://vets100.vets.dol.gov/>.

If you have questions or need assistance, please contact Carol Reubel or Carolyn Potter in Cincinnati at 513-679-4120 or creubel@hrxperts.org and cpotter@hrxperts.org or Lori Hall in Columbus at 614-538-9410 or lhall@hrxperts.org.