



Sample View of form EEO-101-Construction: Section A

**EEO-101 Workforce Utilization Reporting Form (Construction)**

**Section A (Contractor/Subcontractor Information)**

<p><b>Reporting Entity</b></p> <p>1 <input type="checkbox"/> Contractor    <input type="checkbox"/> Subcontractor</p> <p>2 Company Name Company Address</p> <p>3 Project Location</p> <p>4 Additional Locations</p> <p>5 Contract Number</p>	<p>6 <b>Reporting Period - Select One</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> January</td> <td><input type="checkbox"/> February</td> <td><input type="checkbox"/> March</td> </tr> <tr> <td><input type="checkbox"/> April</td> <td><input type="checkbox"/> May</td> <td><input type="checkbox"/> June</td> </tr> <tr> <td><input type="checkbox"/> July</td> <td><input type="checkbox"/> August</td> <td><input type="checkbox"/> September</td> </tr> <tr> <td><input type="checkbox"/> October</td> <td><input type="checkbox"/> November</td> <td><input type="checkbox"/> December</td> </tr> </table> <p>7 <b>Workforce Identified in Report</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Workforce Utilized in the Performance of this Contract</td> </tr> <tr> <td><input type="checkbox"/> Total Workforce</td> </tr> </table>	<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December	<input type="checkbox"/> Workforce Utilized in the Performance of this Contract	<input type="checkbox"/> Total Workforce	<p>8 Preparer's Name: Preparer's Title: Date:</p> <p>9 <input type="checkbox"/> By checking this box, I certify that I personally completed this document and I adopt the name typed above as my electronic signature under the NYS Electronic Signatures and Records Act, with like legal force and effect as if I had physically signed the document.</p> <p>10 <input type="checkbox"/> Check this box if you are reporting that your firm had no workforce utilization for the reporting period.</p>
<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March														
<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June														
<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September														
<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December														
<input type="checkbox"/> Workforce Utilized in the Performance of this Contract																
<input type="checkbox"/> Total Workforce																

- 1 **Reporting Entity:** Check if you are reporting as the contractor or as a subcontractor. Contractors should request each subcontractor used on a project to separately report its workforce.
- 2 **Company Name and Address:** Type in the business name and address.
- 3 **Project Location:** Select the county location of the project from the drop-down list.
- 4 **Additional Locations:** If the project is in multiple locations, type in the name of all counties the project is located in.
- 5 **Contract Number:** Type in the contract number of the project being reporting on.
- 6 **Reporting Period:** Contractors and subcontractors are required to report this data **monthly** by the 10th day of the month. Select the month you are reporting.
- 7 **Workforce Identified in Report:**
  - Option 1: “Workforce Utilized in Performance of this Contract” – Check this option if this report includes data only on employees who worked on this project.
  - Option 2: “Total Workforce” – Check this option if you are unable to report data only on employees who worked on this contract. In this case, you must report data on your entire company workforce, regardless of whether or not all employees worked on this project.
- 8 Enter the preparer’s name, title, and the date of preparation.
- 9 Check the box next to the electronic signature attestation.
- 10 Check the box if you are reporting that your firm had no workforce utilization data for the reporting period.

