



FACT SHEET

HOW TO REPORT REMOTE/TELEWORK EMPLOYEES

NOTICE

Employers (i.e., filers) should read the [2024 EEO-1 Component 1 Instruction Booklet](https://www.eeocdata.org/eeo1) (i.e., “*Instruction Booklet*”) prior to and in conjunction with using the below “fact sheet.” Filers must ensure they are complying with the EEOC’s substantive filing requirements detailed in the *Instruction Booklet* and should not refer solely to this “fact sheet” to complete their required 2024 EEO-1 Component 1 filing. The *2024 EEO-1 Component 1 Instruction Booklet* may be accessed at the following link on the EEOC’s dedicated EEO-1 Component 1 website (www.eeocdata.org/eeo1):
[https://www.eeocdata.org/pdfs/2024 EEO 1 Component 1 Instruction Booklet.pdf](https://www.eeocdata.org/pdfs/2024%20EEO%201%20Component%201%20Instruction%20Booklet.pdf).

Employees who work remotely and/or telework must be included in an employer’s EEO-1 Component 1 report(s) by the specific establishment to which the employees report. **Under no circumstances should an employee’s home address be reported on any EEO-1 Component 1 submission or report.**

The temporary closure of a physical work site will normally not affect how employees are counted on the EEO-1 Component 1 report. The fact that most, or even all, employees are teleworking will typically not change EEO-1 Component 1 reporting if the employees continue to be assigned to, or report to, a physical location or establishment. Those employees should be included on the “Headquarters Report” or “Establishment-Level Report” for the physical location to which they are assigned or report. If the employer has closed an establishment and reassigned an employee from the closed establishment to another location, the reassigned employee should be included at the establishment to which that employee reports or has been reassigned.

If a remote employee is not assigned to and does not report to any physical location on a permanent basis, the employee should be counted at the establishment to which the employee’s manager reports or is assigned. If an employee does not report to an establishment and the employee’s manager also does not report to an establishment, the employee (and their manager) should be included on the employer’s “Headquarters Report.”

If an employer operates entirely remotely and does not have any physical locations, not even a headquarters office, the employer should report the address where the business is legally registered, for example, a Post Office Box in lieu of a physical address.



2024 EEO-1 Component 1 Data Collection

All updates about the 2024 EEO-1 Component 1 data collection, including the *2024 EEO-1 Component 1 Instruction Booklet* and the *2024 EEO-1 Component 1 Data File Upload Specifications*, are available on the EEOC's dedicated EEO-1 Component 1 website at www.eeocdata.org/eeo1.

To further assist filers, the EEOC provides supplementary resource materials (e.g., user's guide; frequently asked questions (FAQs); fact sheets) at the opening of each data collection. Access to these supplementary resource materials is available through the dedicated EEO-1 Component 1 data collection website at www.eeocdata.org/eeo1.

The deadline to file the 2024 EEO-1 Component 1 report is **11:00 pm ET (i.e., Eastern Time) on Tuesday, June 24, 2025** (i.e., "Published Due Date"). After the **Tuesday, June 24, 2025** deadline passes, *no* additional 2024 EEO-1 Component 1 report(s) will be accepted, and eligible employers will be *out of compliance* with their mandatory 2024 EEO-1 Component 1 filing obligations.

The EEO-1 Component 1 report is a mandatory annual data collection that requires all private sector employers with 100 or more employees, and federal contractors with 50 or more employees meeting certain criteria, to submit workforce demographic data, including data by job category and sex and race or ethnicity, to the EEOC. The authorities under which EEO-1 Component 1 data are collected include: Section 709(c) of Title VII and Sections 1602.7-1602.14, Chapter XIV, Title 29 of the Code of Federal Regulations (CFR); Exec. Order No. 11246, 30 FR 12319 (Sept. 24, 1965) and 41 CFR 60-1.7(a).