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Office of the Chancellor
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HR/EEO 2005-01

To: Equal Employment Opportunity Directors

From: Ellen Bui 
Manager, EEO & Employee Relations
Human Resources

Subject: 2005 Federal Contractor Veterans' Employment Report (VETS-100)

Federal law requires all federal contractors to annually submit the VETS-100 report by September 30th. Accordingly, this year's report is due **September 30, 2005**.

This year's VETS-100 form looks the same as it did last year. There are no changes in the reporting requirements because once again the Department of Labor, Veterans' Employment and Training Service, has not yet published final regulations to implement the legislative changes introduced by the Jobs for Veterans Act (2003).

You can access this year's form by going to the website <http://vets100.cudenver.edu/>. Next, click on the link "Click here to file your 2005 VETS-100 Report." At the next screen, enter **V734040** as CSU's "company number" then click on the button "Login." You will be prompted to enter your campus's address and the employer identification number, which is **94-6001347**. The 2005 VETS-100 form will then appear for you to complete on screen. Definitions of terms used in the form as well as instructions on how to complete the form may be accessed by clicking on the "2005 VETS-100 Reporting Form Downloadable PDF" link. For an overview of the steps to file the form electronically, click on "Tips for Completing the Web-Based Reporting Form."

Each campus should continue to electronically file its VETS-100 report directly with the Department of Labor, Veterans' Employment and Training Service (VETS), and forward an email or a hard copy to the Chancellor's Office.

If you have any questions or comments, please contact me at (562) 951-4427 or e-mail at ebui@calstate.edu. You may also direct questions to the VETS office by calling the helpline at 301.306.6752 or e-mailing at helpdesk@VETS100.com.

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