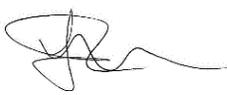


Date: September 3, 2014

Code: TECHNICAL LETTER
HR/EEO 2014-02

To: Equal Employment Opportunity Directors

From: John Swarbrick 
Associate Vice Chancellor, Labor Relations

Ellen Bui 
Sr. Manager
Systemwide Equal Opportunity/Whistleblower Compliance

TIME SENSITIVE
September 30, 2014

Subject: Instructions for Filing the 2014 Federal Contractor Veterans' Employment Report (VETS-100A)

Overview

Audience: Equal Employment Opportunity Directors and campus designees responsible for filing the VETS-100A report.

Action Items:

- File the VETS-100A report with the Veterans Employment & Training Services by September 30, 2014
- Forward a copy of the submitted form to the Chancellor's Office.

Affected Employee Groups/Units: Covered veterans

Summary

This technical letter provides campuses with instructions on how to electronically file the VETS-100A report. Campuses must file the VETS-100A report with the Veterans Employment & Training Services ("VETS") by September 30, 2014.

Employees responsible for filing the VETS-100A report should review the remainder of this technical letter for more detailed information.

Filing Requirement

Federal law requires all employers who are federal contractors to annually submit to the Veterans Employment & Training Service a report, providing the number of covered veterans in the employer's workforce. Pursuant to this law, CSU campuses are required to file the VETS-100A report. This year, campuses must electronically submit the VETS-100A to the VETS on or before Tuesday, September 30, 2014.

Distribution:

CSU East Bay President
Cal Maritime Academy President
Human Resources Officers

Preparation Work before Online Submission

Before a campus goes online to key data in the VETS-100A form, it is recommended that you review a copy of the VETS-100A form and its filing instructions (<http://www.dol.gov/vets/programs/fcp/vets-100a-form-rev-2014.pdf>) and have your campus identification numbers (federal tax identification number, DUNS and NAICS) and your campus workforce data at hand. Having your campus workforce data ready to key in online will make the online submission process faster.

CMS Processing Instructions

This technical letter has impact to Baseline. Campuses can use the baseline version of the VETS-100A as a tool to assist them in producing a report containing the campus workforce data. Oracle recently updated this report to comply with federal guidance. The Total Employees count (column P on the VETS-100A report) now include Total New Hires (column U on the VETS-100A report), per Question #32 in the Frequently Asked Questions document at <https://www.dol.gov/vets/contractor/main.htm>. CMS delivered the baseline version of the VETS-100A report in Maintenance Pack 13.06, which was posted on August 8, 2014. Additional information is provided in CMS Bulletin CMSMPAHCM 1019 2014.

Online Filing Instructions

Once you have the requisite campus identification numbers and workforce data on hand, follow the instructions below for entering and submitting the data online at the Veterans Employment & Training Service website.

Go to <http://www.dol.gov/vets/vets-100.html>. Under the heading "How to File," click on the "File VETS 100/100A Report" link. This will bring you to the Vets 100/100A Log-in page.

This year, to enhance security, the Veterans Employment Training Services will require you to create a new password. Thus, when you are at the Vets 100/100A Log-in page and you enter your username and password in the appropriate fields, you will get a message indicating that your password is invalid. Click on "Forgot your password?" This will bring you the VETS 100/100A – Password Reset Request page. Follow instructions on this page by entering your username (which generally should be a work email address of the person who filed the VETS-100A for the campus last year). Then click "Submit." A message will appear on screen, notifying you that an email with instructions on how to reset your password has been sent to the username/email address you provided. Go to your Inbox, open the email and click on the link in the email, as instructed. You will be brought to a screen to set your new password. Once you've chosen a password that satisfies the requirements specified on the screen, click "Reset Password."

When you have created a new password, go back to the Vets 100/100A Log-in page and log in using your username and new password.

On the next page, click on the "My Reports" tab. At the next screen, click "Submit new reports." In the "Filing Cycle" field, choose "2014" from the drop down list. In the "Type of Form" field, choose "Single Establishment" from the drop down list. Then click "Submit new reports."

On the next page, under the heading "New Reports," click "Create."

On the next page, in the field "Type of Reporting Organization," choose "Prime Contractor" from the drop down list. In the "Type of Form" field, choose "Single Establishment" from the drop down list. In the field "Twelve Month Period Ending," enter a date between July 1, 2014 and August 31, 2014 that is the end of a payroll period.

The fields under "Company Identification Information" are automatically filled in based on information you previously reported to the VETS. Review this information to ensure it is accurate and up to date. If you need

to change any information in these fields, refer to the discussion below in this this coded memorandum under "Updating Company Identification Information" for instructions. Leave the field "Name of Hiring Location" and the accompanying address fields blank.

Proceed to fill out the rest of the form under the heading "Information on Employees" with your campus workforce data. Note, in reporting the "Number of Employees" (columns L through P), the data reported must reflect the number of employees on your payroll as of the "Twelve Month Period Ending" date that you had just entered in the upper portion of the form (i.e., a date between July 1, 2014 and August 31, 2014 that is the end of a payroll period). The twelve-month period preceding this date is the reporting period for the number of "New Hires (Previous 12 Months)" (columns Q through U).

After you have input your workforce data, click on "Submit Form." Very shortly after you have submitted your report, an email confirmation will be sent to the email address of the contact person that appears under "Company Identification Information." Also, you will see a message on screen, confirming that your report has been successfully submitted and providing you with your confirmation number. On the same screen, you will see three links: (1) Review this report; (2) Download an electronic copy of this report;" and (3) "Return to the Report Management screen." If you need to edit the report and re-submit it, click on "Review this report," then select "Edit Form," which will allow you to make changes. If you simply want a copy of the report you just submitted, click on "Download an electronic a copy of this report."

Updating Company Identification Information

To update any information under "Company Identification Information," click on the tab labeled "My Companies." Under the heading "Actions," select "Details." On the next page, click "Edit Company." Make the changes then click on "Save." VETS will send you an email to notify you a change was made.

Providing a copy to Chancellor's Office

Please forward a copy of your completed VETS-100A report by mailing it to the Chancellor's Office, 401 Golden Shore, 4th Floor, Attn: Joyce Cabug, or by emailing jcabug@calstate.edu.

If you have questions while using the baseline VETS-100A reporting tool, please contact the CMS liaison for Systemwide Human Resources at (562) 951-4418. Questions regarding the online submission process should be directed to Equal Opportunity/Whistleblower Compliance at (562) 951-4655 or the Veterans Employment & Training Service by calling the helpline at 1.866.237.0275 or e-mailing at VETS100-customersupport@dol.gov. This document is available on the Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JS/eb