Critical Enhancements to TriNet's California Pay Data Report in Workforce Analytics

We previously communicated the California Civil Rights Department's (CRD) updated resources and guidelines for compiling and submitting your 2022 California pay data report, and a new Audit Data tab within TriNet's California Pay Data report in Workforce Analytics to support you with initial audits of your worksite employee and company data.

Critical enhancements to TriNet's California Pay Data report in Workforce Analytics have been implemented to align with the CRD's guidelines for submission of the 2022 California pay data report, including but not limited to:
- Limiting submission data to worksite employees assigned to a California worksite or reporting to a California establishment; and
- Including the required mean and median data within the submission data.

You can now begin using TriNet's California Pay Data Report in Workforce Analytics to help compile your 2022 Section II submission data in most scenarios (see "important notes" section below for potential exceptions).

Employers Impacted: Private employers with one or more employees working in California that have:
- 100 or more employees nationally and/or 100 or more workers hired through labor contractors; or
- Fewer than 100 employees "if the company is owned or affiliated with another company, or there is centralized ownership, control or management (such as central control of personnel policies and labor relations) so that the group legally constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees."

Submission Deadline: May 10, 2023.

Suggested Actions:
- Review TriNet's California Pay Data Report in Workforce Analytics: User Guide for:
  - A step-by-step guide on using TriNet's California Pay Data Report in Workforce Analytics as the starting basis for your Section II submission to the CRD;
  - Step-by-step examples to help you with manually manipulating information within the *Submission Data* report tab; and
  - Frequently asked questions to assist with using TriNet's report.

  Note: We do not recommend using this report without first reviewing the User Guide for important tips and considerations.
- Review TriNet's California Pay Data Reporting FAQ for general California pay data reporting considerations.

Important Note: There are several scenarios in which you may decide to manually compile your California pay data report instead of using TriNet's California Pay Data Report in Workforce Analytics as the starting basis for your submission. These include when you:

1. Collect "non-binary" sex information for your worksite employees. The CRD requires you to "report non-binary employees in the same manner as male and female employees."
   - Currently, TriNet only collects Male / Female sex information about worksite employees. Therefore, these are the only options that will be populated within the "Sex" column of TriNet's report.
2. Have worksite employees with no Form W-2 Box 5 wage data reported for the calculation of mean and median information, but who have Form W-2 Box 1 wages that can be used for the calculation. Currently, TriNet's report pulls pay band information from the worksite employee's Form W-2 Box 5 data. However, the CRD notes that in the absence of Form W-2 Box 5 data, Form W-2 Box 1 data must be used and noted within the associated clarifying remarks field.
   - A Pay Band field displaying as "$-$" may be (but isn't necessarily) an indicator that the worksite employee's wages were reported in Form W-2 Box 1.
   - Enhancement forthcoming! TriNet is in the process of enhancing the report to display Form W-2 Box 1 data in this scenario. Look out for a communication on this enhancement when it becomes available in mid-to-late April.

TriNet's California Pay Data Report in Workforce Analytics: User Guide includes detailed audit considerations in these scenarios, and the recommendations and resources available to you for compiling your submission data in these scenarios.

If you have any questions, log in to TriNet (login.TriNet.com) and click Contact TriNet. If you are unable to log in, go to TriNet (login.TriNet.com) and select one of the following options: Forgot Password, Forgot ID, Unlock Account, Login Help.