



Updated November 2021

FREQUENTLY ASKED QUESTIONS

ILLINOIS PAY DATA REPORTING

equal pay certification requirements

What employers are affected?

Any private employer with 100 or more employees in the State of Illinois AND is required to file an EEO-1 with the EEOC.

What is required?

- An employer must obtain an Equal Pay Certificate by no later than March 23, 2024
- Submit copies of the most recent EEO-1 report
- Provide an employee listing including race, ethnicity, gender, total wages, date the employee started working for the business, and county
- Pay a filing fee of \$150

How often are you required to re-certify?

Every 2 years after the initial certification

When will an employer be required to obtain a certification?

- The Illinois Department of Labor (IDOL) will send and assign a deadline to each employer.
- Employers will be required to submit an application to obtain the Equal Pay Certificate.
- Application and Certification must be obtained between March 24, 2022 and March 23, 2024.

How will the Illinois Department of Labor contact an employer?

- The IDOL is requesting employers to provide contact information by November 3, 2021
- The IDOL will provide guidance to remain in compliance with the Equal Pay Act. It is the first step in creating a line of communication with large employers.
- The notice for contact information can be found at [IDOL Business Contact Notice](#)
- The form to submit contact information can be found at [IDOL Business Contact Form](#)

What is included in the required Compliance Statement in the application for the equal pay registration certificate?

- Certify that the business is in compliance with the Illinois Equal Pay Act and other relevant laws but not limited to Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Illinois Human Rights Act, and the Equal Wage Act
- Certify that the average compensation for females and minority employees is not consistently below the average compensation for its male and non-minority employees within each of the major job categories in the EEO-1 report
- Certify that the business does not restrict employees of one sex to certain job classifications, and makes retention and promotion decisions without regard to sex
- Certify that wage and benefit disparities are corrected when identified to ensure compliance with the Acts cited in item 5a (in this FAQ)
- Certify how often wages and benefits are evaluated
- Certify that the approach the business takes in determining what level of wages and benefits to pay its employees; acceptable approaches include, but are not limited to, a wage and salary survey

What does 'total wages' mean?

Total wages is defined in Section 2 of the Illinois Wage Payment and Collection Act:

For all employees, other than separated employees, "wages" shall be defined as any compensation owed an employee by an employer pursuant to an employment contract or agreement between the 2 parties, whether the amount is determined on a time, task, piece, or any other basis of calculation. The entire text can be found in Section 2 of the [Illinois Wage Payment and Collection Act](#).

The value of Total Wages is the total wages paid to each employee during the past calendar year.

Do you have to submit multiple applications if the employer has employees in multiple locations in Illinois?

No, a business shall submit a single application to the Illinois Department of Labor

What happens if an employer does not apply/obtain an Equal Pay Certification or makes false statements?

An employer may be subject to civil penalties and/or fines.

How can OutSolve help with Illinois Pay Data Reporting?

OutSolve's Illinois Pay Data Reporting services include preparing your report and going through the submission process on your behalf. Our reporting solutions enable you to achieve a higher degree of accuracy and a lower degree of potential risks. OutSolve performs a pay equity risk analysis prior to submission. The analyses will uncover potential pay problems and provide employers time to remedy pay concerns before certifying that the business is in compliance with the Equal Pay Act and other relevant laws.

For more information about Illinois Pay Data Report services [click here](#) or contact Outsolve at info@outsolve.com.



Phone

888.414.2410



Email

info@outsolve.com



Website

outsolve.com