

October 2021

# HR BRIEF

Provided by H.F. Hanes & Associates

## Preparing for Open Enrollment With a Hybrid Workforce

As open enrollment season approaches, many employers are finding themselves with hybrid workforces due to the impact of the COVID-19 pandemic. With a mix of employees working on-site and remotely, it's imperative employers make necessary adjustments to secure a successful open enrollment.

### What Employers Can Do

Here are a few ways an employer can prepare for open enrollment with a hybrid workforce:

- **Communicate early.** Open enrollment will look different this year. When employers communicate early, employees have more time to review changes, engage with resources and prepare for a successful enrollment.
- **Reach all employees.** Using channels such as an employee intranet or a benefits website can help ensure that benefits resources and communications reach all

employees. In addition to on-site events, a virtual open enrollment fair or webinar can help educate those working remotely.

- **Offer one-on-one informational meetings.** Some employees may prefer to meet with someone in a one-on-one setting to discuss benefits options. Such meetings can also be done virtually and might be referred to as “virtual office hours” or a “virtual desk.”
- **Provide both on-site and virtual enrollment options.** Some employees may desire an in-person enrollment experience, whereas others might be eager to enroll virtually. Employers should consider the user experience of enrollment platforms, including how employees can receive technical support when needed.

Every workplace is unique in how its employees interact with open enrollment and benefits.

For more open enrollment resources, contact us today.

## EEOC Extends EEO-1 Deadline for 2019 and 2020 Data to Oct. 25

Employers have even more time to submit equal employment opportunity ([EEO-1](#)) workforce data from 2019 and 2020, the U.S. Equal Employment Opportunity Commission (EEOC) announced on Aug. 18, 2021.

The 2019 and 2020 EEO-1 reports were previously due by Aug. 23, 2021, which was an extension from the original deadline of July 19, 2021. Employers now have until Oct. 25, 2021, to complete their submissions. According to the EEOC, this new deadline is final, and no additional extensions will be made.

The EEOC's collection of the 2019 and 2020 data—the portal for which opened on April 26, 2021—had been delayed numerous other times due to the COVID-19 pandemic. Under Title VII of the Civil Rights Act, the EEO-1 Report is usually due by March 31 every year.

### Employers Subject to EEO-1 Reporting

In general, a private-sector employer is subject to EEO-1 reporting if it:

- Has 100 or more employees;
- Has 15-99 employees and is part of a group of employers with 100 or more employees; or
- Is a federal contractor with 50 or more employees and a contract of \$50,000 or more

### Employer Action Items

Employers subject to EEO-1 reporting requirements should ensure that they **complete their EEO-1 submissions by Oct. 25, 2021**. These employers should also review the EEOC's [home page](#) and [website dedicated to EEO data collections](#) for additional information.

Contact H.F. Hanes & Associates today for additional resources.