

**REPORTING UPDATE:**

**Important Notice to Contractors, Subcontractors, Consultants and Subconsultants**

Please Read Carefully -

***The Fund will no longer accept Monthly Employment Utilization Reports (MEURs) or Quarterly Work Force Utilization Report (QWFURs) submissions in paper format!***

In order to comply with your **monthly/quarterly** reporting requirements, please reference the following instructions:

**Contractor, Subcontractor, Consultants and Subconsultants**

**Please read carefully ....!!!!**

**Effective January 10, 2017**, the State University Construction Fund (SUCF) will no longer accept **EEO Monthly Employment Utilization Reports (MEURs)** or **Quarterly Work Force Utilization Reports (QWFURs)** in paper and/or email format.

SUCF and its business partners are required to report monthly and quarterly Equal Employment Opportunity (EEO) Work Force data in a new **electronic format**.

**To facilitate this process all:**

- **Prime Construction contractors, with contracts in excess of \$100,000 AND Subcontractors with subcontracts in excess of \$25,000**, are required to submit monthly EEO workforce data (MEURs) by the 10<sup>th</sup> of each month, beginning January 10, 2017, regardless of MWBE status. The Prime contractor will continue to manage collection and submission for their subcontractors.



The system will provide a listing of known subcontractors, however you are responsible and required to add subcontractors the Fund does not list.

**The Monthly reporting schedules are as follows**

Workforce data for the preceding month are due to the Fund by the 10<sup>th</sup> of each month. For example reporting period December 1 – December 31, shall be submitted to the Fund by January 10<sup>th</sup>.

- **Consultants with contracts in excess of \$25,000 AND Subconsultants with subcontracts in excess of \$25,000 are required to submit Quarterly Work Force Utilization reports by the 10<sup>th</sup> day of each quarter, beginning April 10, 2017, regardless of MWBE status.**

**The Quarterly reporting schedules are as follows:**

<b><u>Quarter</u></b>	<b><u>Covered Period</u></b>	<b><u>Submission Date</u></b>
1 <sup>st</sup>	January 1 - March 31	April 10
2 <sup>nd</sup>	April 1 - June 30	July 10
3 <sup>rd</sup>	July 1 - September 10	October 10
4 <sup>th</sup>	October 1 - December 31	January 10

**Prime Contractors** in order to submit your monthly reports, the Fund has developed a process within the “Business Partners Applications” link in the portal that you currently use. The link located on the Fund’s website will lead you to the EEO report (MEURs) submission process.

The attached screen shots & instructions will guide you through once you are logged in.



**Prime Contractor and Subcontractors** can access the Monthly Employment Utilization Reports (MEURs) and other important forms via the Fund's website at [www.sucf.suny.edu](http://www.sucf.suny.edu).

**Note to Consultants and Subconsultants, the process for electronic submission of Quarterly Work Force Utilization Reports (QWFURs) is currently under development. Consultants and Subconsultants will receive further instructions for submission of the 1<sup>st</sup> quarter 2017 report prior to the April 10, 2017 due date.**

**In accordance with the Fund's contract Article 6.04(3), failure to comply with this reporting requirement entitles the Fund to take such action as the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract. Such failure may also result in a finding of non-responsiveness, non-responsibility and/or a breach of the contract.**

Thank you for your cooperation and should you require assistance, please send your questions to [sucf.opportunityadmin@suny.edu](mailto:sucf.opportunityadmin@suny.edu).

Sincerely,

A handwritten signature in cursive script that reads "Mildred Polite Smith".

Opportunities Program Unit  
Mildred Smith  
Compliance Specialist



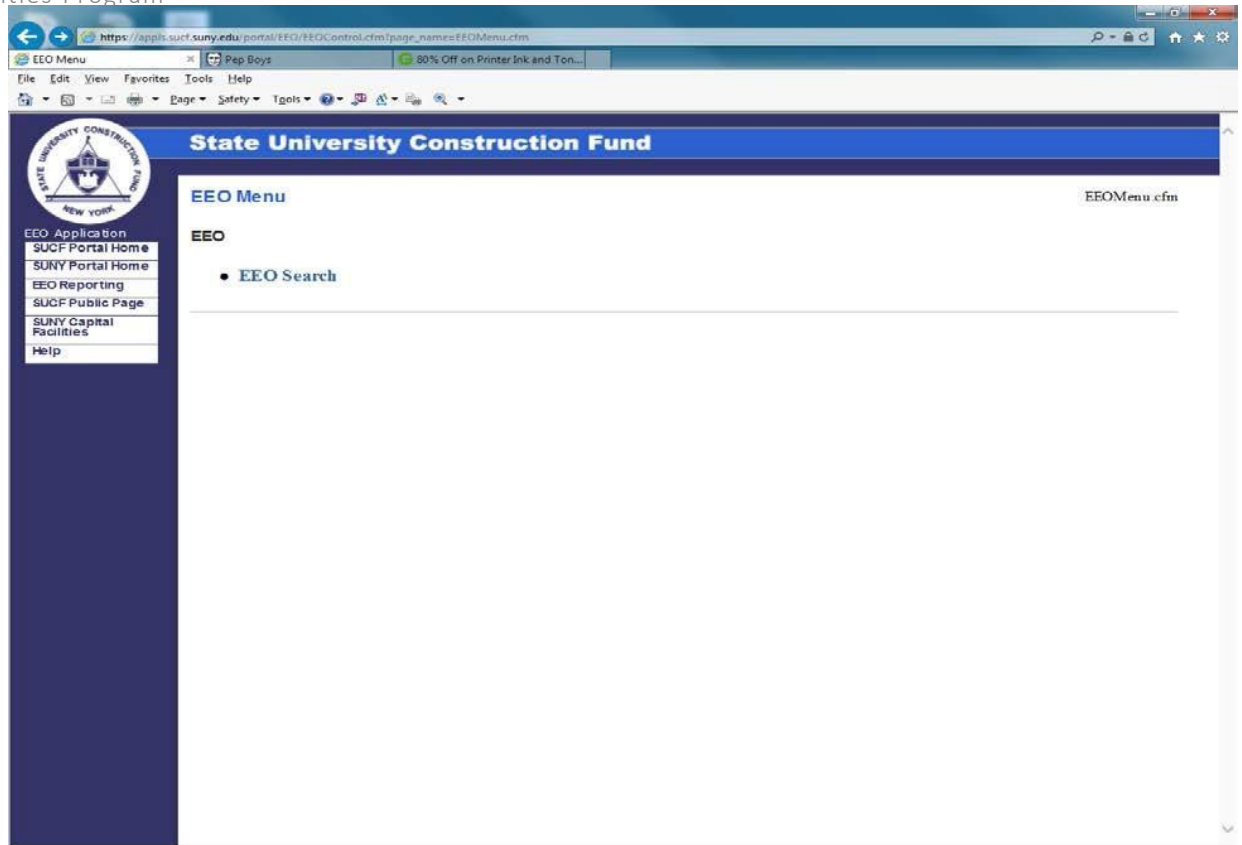
**Prime Contractor and Subcontract Instructions for Monthly Employment  
Utilization Report (MEURs) Electronic submission**

Go to the website [www.sucf.suny.edu](http://www.sucf.suny.edu)

Click on the  tab/link

Log in using your Business Partner Login User Name and Password obtained from the project coordinator.

Click on **EEO Search** on the EEO Menu screen



The **EEO Search** link will allow access to the Monthly Employment Utilization Report link



**EEO Search**

To attach excel spreadsheets, choose a contract number, choose a month/year, and click on: EEO Reports.

Contract Number:  Month / Year:

Job Order Number (JOCs):  [Monthly Employment Utilization Report](#)

Find a contract:  Contract/Type:

(Project, E-Builder Project, Voucher Number, Firm Id, or OSC Id)

- EEO Report Upload
- EEO Firm List Update

Main Menu

BUILDING SUNY

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Click on the **Monthly Employment Utilization Report** link for the electronic form

Monthly Employment Utilization Report [Read-Only] - Excel

Contractor     Subcontractor

Reporting Entity:

Contractor Name:

Contractor Address:

Contract Number:

**Reporting Period - Select One**  
 January 1 - March 31     April 1 - June 30  
 July 1 - September 30     October 1 - December

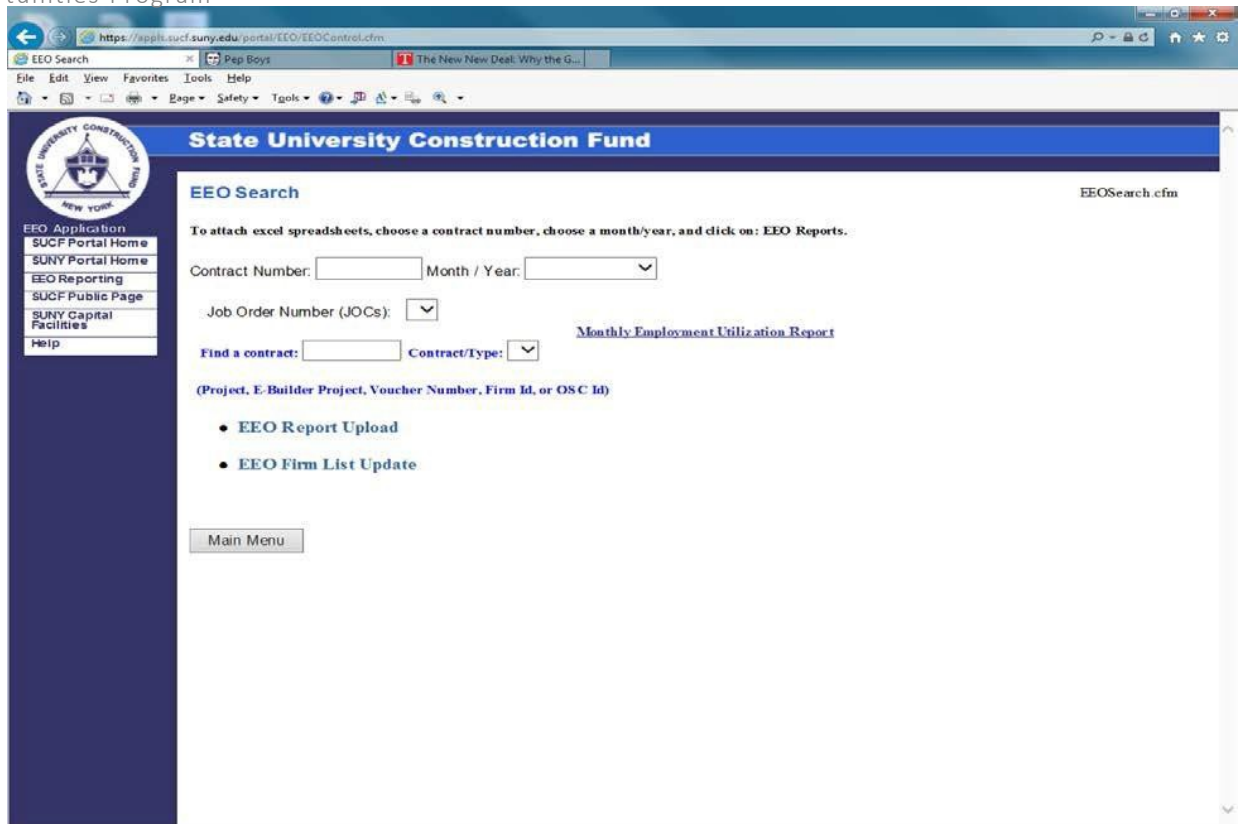
**Reporting Month - Select One**  
 January     February     March  
 April     May     June  
 July     August     September  
 October     November     December

**Workforce Identified in Report**  
 Workforce Utilized in Performance of Contract  
 Contractor/Subcontractor's Total Workforce

Occupation Classifications (SOC Major Group)	SOC Job Title	EEO Job Title	SOC Job Code	Number of Employees and Hours Worked by Race and Sex									
				White		Black/African American		Hispanic/Latino		Other		Total	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
No. of Employees	No. of Hours	No. of Employees	No. of Hours	No. of Employees	No. of Hours	No. of Employees	No. of Hours	No. of Employees	No. of Hours	No. of Employees	No. of Hours		
		#N/A	#N/A										
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**The Prime Contractor is responsible for ensuring that all reports submitted are complete and accurate.**

Once all information has been accurately entered and completed, Click on the EEO Report Upload



If you have any questions, please email Opportunities at questions to [sucf.opportunityadmin@suny.edu](mailto:sucf.opportunityadmin@suny.edu) or call us at 518 320-0165.