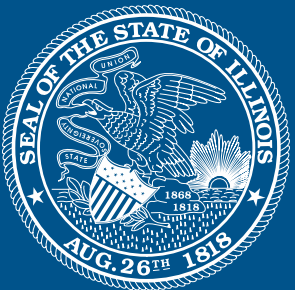




# Equal Pay Registration Certification

*Early 2025 Updates*



[DOL.EPRC@illinois.gov](mailto:DOL.EPRC@illinois.gov)

Hotline Phone 312-793-6797

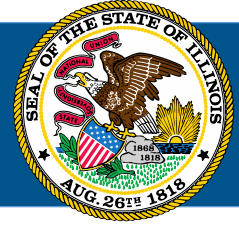
# About Illinois Department of Labor

- ❖ Charged with enforcing laws protecting workers' rights on the job.
- ❖ With offices in Chicago, Springfield, and Marion, IDOL enforces about 28 different workplace protections and safety standards.
- ❖ One of the laws IDOL enforces is the Illinois Equal Pay Act of 2003 ("IL EPA").
- ❖ IDOL cannot provide legal advice. Employers should consult their legal counsel to determine their duties under the law.

# Why Are We Talking about the IL EPA?

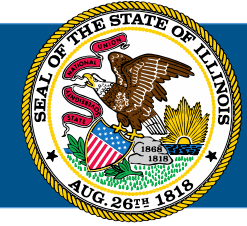
- ❖ The IL EPA prohibits employers from paying people differently based on sex or race (African-American) for doing the same or substantially similar work in the same county.
- ❖ One tool that the State of Illinois uses to assess pay disparities is by collecting employer pay data via the Equal Pay Registration Certificate (“EPRC”) program.
- ❖ In 2021, the Illinois Equal Pay Act was amended to require that as of March 2022, private businesses with 100 or more employees in Illinois must submit an application to obtain an EPRC by providing certain pay, demographic, and other data to IDOL every two years.
- ❖ In 2022, IDOL started notifying employers of their duty to obtain an EPRC, and by statute all employers were required to obtain an EPRC by March 2024 if they hadn’t been required to do so before then.

# Overview – Agenda



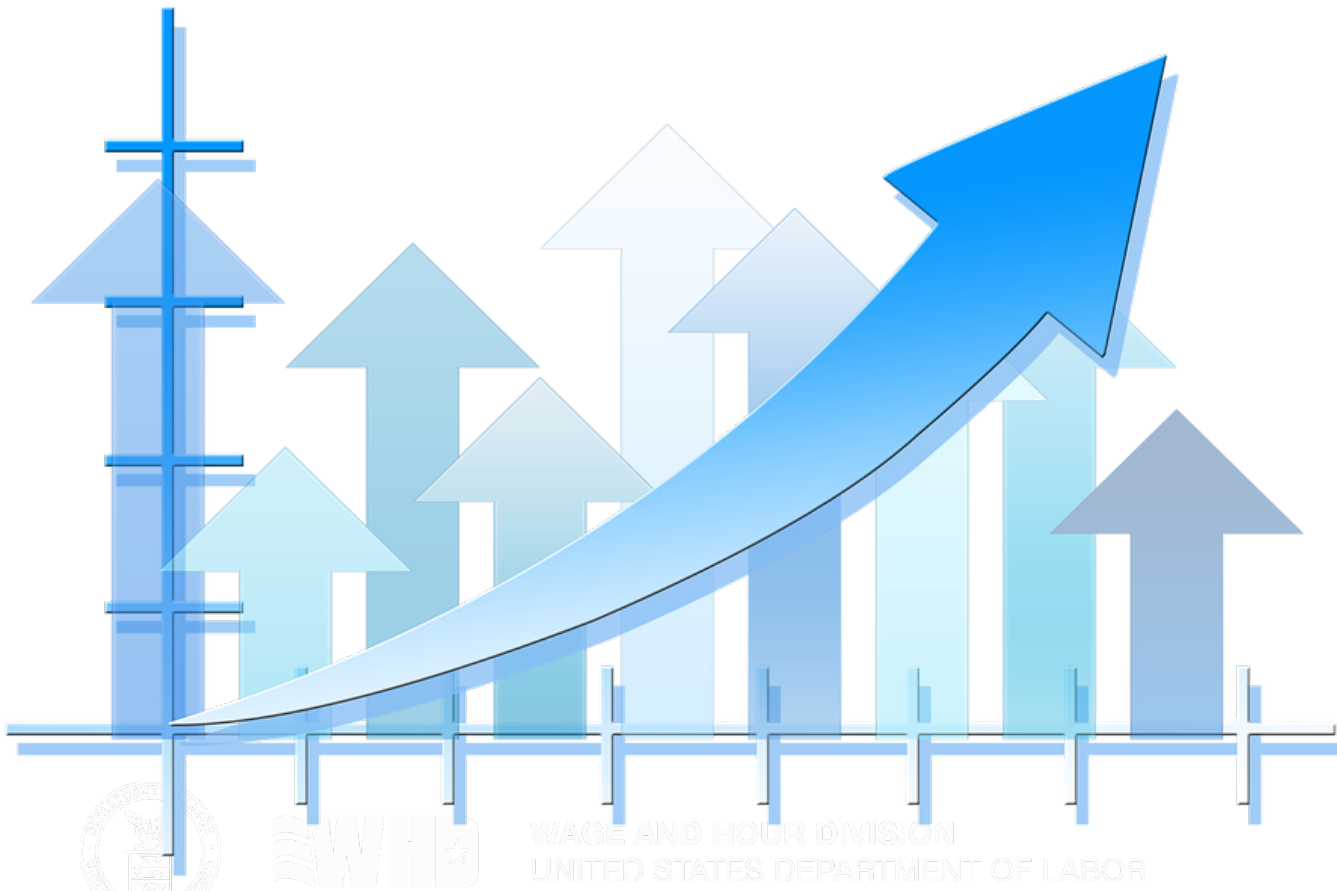
- ❖ EPRC Background + Main Takeaways
- ❖ EPRC after two years
- ❖ Basics Review, and What is Changing about EPRC?
- ❖ FAQs – see our website at [labor.illinois.gov](https://labor.illinois.gov)
- ❖ We will finish with a question session.

# Main Takeaways



- ❖ Employers with 100+ Illinois employees must register for EPRC and obtain certification every two years.
  - ✓ An employer that obtained certification two years ago must renew registration, and should receive automatic notice through the IDOL portal system.
- ❖ Registration and certification must occur through a designated IDOL online portal.
- ❖ There are some updates to the pay data sought in EPRC and improvements to the EPRC system itself.

# EPRC Statistics



[dol.gov/agencies/whd](http://dol.gov/agencies/whd)  
1-866-487-9283

# EPRC To Date

**Since the EPRC requirement went into effect:**

- ❖ Over 4800 employers with 100+ Illinois employees have submitted registrations to IDOL.
- ❖ Of those, IDOL has:
  - Approved  $\geq$  4600 registrations
  - Denied  $\geq$  240 registrations
- ❖ IDOL also has revoked 13 certifications.

# Breakdown by Fiscal Year

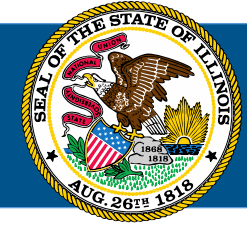
- ❖ **FY2022:** 260 EPRC registrations submitted; 78 approved and 25 denied.
- ❖ **FY2023:** 860 EPRC registrations submitted; 793 approved and 62 denied.
- ❖ **FY2024:** 3,175 EPRC registrations approved and 89 denied; staff also revoked 12 registrations, and received an initial 102 recertifications.



# Monthly Submissions

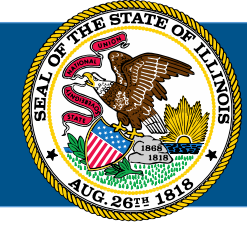
- ❖ In some months, only a handful of businesses submit EPRC registrations.
- ❖ In some months 500-1000 businesses submit them.
- ❖ There typically have been only a few IDOL staffers able to work on EPRC at a time.
  - ✓ Each EPRC submission must be reviewed to ensure that data is readable and appears valid/complete.
  - ✓ At this time, there are three staffers in the EPA unit to work on EPRC, and substantive pay disparity complaints, and Pay Transparency.

# Enforcement Efforts



- ❖ Toward the latter part of FY 2024, IDOL began implementing compliance activity designed to encourage employers who had not responded to prior notice about EPRC requirements.
  - ✓ Each employer first received Notice to Register
  - ✓ Then each employer received a reminder Notice to Register
  - ✓ If still not registered, IDOL sends Notice of Delinquency
  - ✓ If still not registered, IDOL sends Notice of Violation
- ❖ FY2024 Notices of Violation = 15
- ❖ FY2025 Notices of Violation = 63 so far

# Employee Data Requests



- ❖ IL EPA allows a current employee of an employer required to obtain an EPRC to request anonymized data for their job title or classification.
- ❖ Requests received to date:
  - ✓ 2022 = 2
  - ✓ 2023 = 13
  - ✓ 2024 = 19
  - ✓ 2025 = 4



# EPRC – How Employers Use It

# EPRC Process Basics

- ❖ Review the process for registering for EPRC
- ❖ New data elements
- ❖ New submission/format options
- ❖ Recertification issues to note

# Login Page

## 1. Creating an Illinois Public ID Account

- You will need to create an Illinois Public ID Account.
- To create an Illinois Public ID Account click <https://accounts.illinois.gov/>
- Click "Create a new Account" and complete the registration form.
- Once your account is created, continue with the instructions below

## 2. Equal Pay Act Registration Portal

- After your Illinois Public ID Account is created you can access the Equal Pay Act Registration portal using the URL: <https://webapps.illinois.gov/DOL/EPRC/>
- After clicking the link above, select "**Public Account**" and login using the username/password you just created.

**ILLINOIS**.gov  
Authentication Portal

Sign in with one of these accounts



Public Account



Partner Account



Employee Account

© 2016 Microsoft Privacy Help

# User Registration – First Time Only

All fields marked with asterisk(\*) are required

**First Name\*** : Your full first name

**Last Name\*** : Your full last name

**Email\*** : Primary email address for contacting you

**Phone Number\*** : Primary phone number for contacting you



## Equal Pay Registration

First Name\*

Last Name\*

Email\*

Phone Number\*

Submit

# Add a Business – First Time Only

All fields marked with asterisk(\*) are required

Employer Identification Number\* : EIN issued by the IRS

After entering the EIN, click outside the box to proceed

Only pops up on first log in. Can also be accessed through Business Information page.



## Equal Pay Registration

Please enter your 9 digit Employer Identification number (EIN).

If your EIN has already been established in our system, we will provide you the ability to request access.

Employer Identification Number\*



# Add a Business (2)



## Equal Pay Registration

All fields marked with asterisk(\*) are required

Employer Identification Number\* : EIN issued by the IRS

Business Name\* : Legal name on file with the IRS

Address Line 1\* : Street address of business headquarters

Address Line 2: Second line of street address *if necessary*

City, State, Zip Code\* : City, state, zip code of the business headquarters

Please enter your 9 digit Employer Identification number (EIN).

If your EIN has already been established in our system, we will provide you the ability to request access.

Employer Identification Number\*

123456789

Business Name\*

Address Line 1\*

Address Line 2

City\*, State\*, Zip Code\*

IL

Submit

# Add a Business (3)

This screen appears if the business has already been registered.

Click submit and the user that registered the business will receive an email requesting access



## Equal Pay Registration

Please enter your 9 digit Employer Identification number (EIN).

If your EIN has already been established in our system, we will provide you the ability to request access.

Employer Identification Number\*

123456789

That One Guy LLC has already been registered with us. Please click the submit button below to request access from the primary user.

Submit

# Home Page

**New Submission –**  
Submit a new application for  
an EPARC certificate

**Business Information –**  
Review businesses that you  
have access to and add new  
businesses

**Submission History –**  
View all submissions  
previously submitted for  
your business

**Profile Information –**  
Edit your name, email, &  
phone number



## Equal Pay Registration

Powers, Alexander M. ▾

- Home
- Business Information
- Submission History
- Profile Information

### 820 ILCS 112/11

Sec. 11. Equal pay registration certificate requirements; application.

For the purposes of this Section 11 only, "business" means any private employer who has more than 100 employees in the State of Illinois, and does not include the State of Illinois or any political subdivision, municipal corporation, or other governmental unit or agency.

(a) A business must obtain an equal pay registration certificate from the Department or certify in writing that it is exempt.

(b) Any business subject to the requirements of this Section that is authorized to transact business in this State on the effective date of this amendatory Act of the 101st General Assembly must obtain an equal pay registration certificate within 3 years after the effective date of this amendatory Act of the 101st General Assembly and must recertify every 2 years thereafter. Any business subject to the requirements of this Section that is authorized to transact business in this State after the effective date of this amendatory Act of the 101st General Assembly must obtain an equal pay registration certificate within 3 years of commencing business operations and must recertify every 2 years

Learn more

New Submission

# Business Information Page



## Equal Pay Registration



- Home
- Business Information
- Submission History
- Profile Information

### Fellowship of the Things

**Last 4 of EIN:** XX-XXX6178

**Address:** 900 S Spring St  
Springfield, IL 62704

#### User Access

Name	Email	Access
Alec Powers	alexander.m.powers@illinois.gov	Primary

**That One Guy LLC**

Add Business

Each business will start with its information expanded for easy viewing.

Click on a business name to collapse the information if you'd like it out of the way.

Click Add Business to register an additional business to your account. (see slide 4)

# Submission History Page

Clicking view **DOES NOT** allow you to edit a submission. Return to the Home page to continue working on a drafted submission.

Allows review of all submissions the user has ever started.

Click view to review the information in the submission.



## Equal Pay Registration

Submission History

Show  entries

Submission Date	Submission Status	Business Name	FEIN	
2/4/2022 8:36:43 AM	Pending	That One Guy LLC	123456789	<a href="#">View</a>
	Drafted	Fellowship of the Things	213456178	<a href="#">View</a>
	Drafted	That One Guy LLC	123456789	<a href="#">View</a>

Showing 1 to 3 of 3 entries

Previous 1 Next

# Profile Information Page

Page will auto populate with your current information.

Make any necessary edits and click Save to update the information



## Equal Pay Registration

Home  
Business Information  
Submission History  
Profile Information

### Profile

First Name\*

Last Name\*

Email\*

Phone Number\*

# Confirm Business

If business information is correct,  
click Confirm to continue application

If you are submitting for a different  
business, you will need to add that  
business through the Business  
Information page



## Equal Pay Registration

<b>Business Name:</b>	That One Guy LLC
<b>Last 4 of EIN:</b>	XX-XXX6789
<b>Address:</b>	4510 castle pines springfield, IL 62711

Confirm

If this is the correct business, please click confirm above to continue your submission. If this submission is for another business, please return to your profile and request access for that business.

# Select Business

If you have multiple businesses, select the one for which you are submitting the application

If you are submitting for a business not listed, you will need to add that business through the Business Information page



## Equal Pay Registration

Please select the business for which you'd like to file.

Business Name	Last 4 of EIN
Fellowship of the Things	XX-XXX6178 <a href="#">Select</a>
That One Guy LLC	XX-XXX6789 <a href="#">Select</a>

If this submission is for a business not listed above, please return to your profile and request access for that business.



# Add Employees



## Equal Pay Registration

All fields marked with asterisk(\*) are required

**First Name\*** : Employee first name

**Last Name\*** : Employee last name

**Last 4 of SSN\*** : Final 4 digits of employee SSN

**Gender\***: Employee gender

**Race\***: Employee race

**Ethnicity\***: Employee ethnicity

**Wages\*** : Wages paid in previous calendar year, rounded to nearest hundredth dollar

**Hire Date\***: Date employee started in this position

**Termination Date\***: Date employee stopped working in this position, for any reason (resignation, promotion, etc)

**Job Classification\***: EEO-1 Job Classification for employee's position

**Job Title\***: Payroll title for employee's position

**Hours Worked\***: Total Hours worked by that employee in the position. New for 2023.

**County\***: Illinois county in which employee performs the majority of their work

**Hourly vs Salary\***: Employee is paid Hourly or Salary

**Hourly Rate\***: Employee is a paid at Base Hourly Rate

**CBA Yes or No\***: Employee is covered by a CBA Yes or No

**New  
Data  
Fields**

First Name\*

Last Name\*

Last 4 of SSN\*

Gender\*

Race\*

Ethnicity\*

Wages\* ⓘ

Job Classification\*

Job Title\*

Hours Worked\* ⓘ

Hire Date\*

Termination Date ⓘ

County\*

### Hourly (H) vs. Salary (S)

Hourly  | Salary

### Hourly Rate

### CBA Yes or No

CBA Yes  | CBA No

# Full Import Process (1)

The full import process allows you to upload all of the required fields with a CSV file. You can download the template.

## Requirements:

1. CSV File
2. Follow Template's Column Names
3. **Data in appropriate format (See Template)**
4. New Template available 3/1/2025



## Equal Pay Registration

**Import Process** →

In order to properly import all of the employee data, you need to follow a very specific format. The file must be a .CSV file. To ensure you are using the proper format, please download the template.

[Download](#)

To ensure data integrity, please make sure all columns are present. When you use the Excel template, provided in the download, save it as a CSV before attempting an upload. The columns have dropdowns for specific fields, for data validation, that help those who manually enter the data.

**Import File**  No file chosen

**First Name\***

**Last Name\***

**Last 4 of SSN\***

# Full Import Process (2)

The full import process allows you to upload all of the required fields with a CSV file. You can download the template.

## Requirements:

1. CSV File
2. Follow Template's Column Names
3. **Data in appropriate format (See Template)**
4. New Template available 3/1/2025

N	O	P
PaidHS	BaseHourlyRate	CBAYN
H	0.00	Y
S		N
Note: The Employee is paid Hourly (H) or Salary (S)?	Note: If Employee is Paid Hourly (H), provide decimal hourly rate. 0.00	Note: The Employee is covered by a CBA Yes(Y) or No(N)

New Data Fields

# Full Import Process (3)

The full import process allows you to upload all of the required fields with a CSV file. You can download the template.

## Requirements:

1. CSV File
2. Follow Template's Column Names
3. **Data in appropriate format (See Template)**
4. New Template available 3/1/2025

A	B	C	D	E	F	G	H	I	J
FirstName	LastName	SSN Last 4 Digits Only	Gender Female Male Non-Binary Prefer not to identify	Race American Indian or Alaskan Native alone Asian alone Black or African American alone Hispanic or Latino of any race Native Hawaiian or Other Pacific Islander Alone White alone Some other race alone Two or more races Prefers not to identify	Ethnicity Hispanic or Latino Not Hispanic or Latino	Wages Round to nearest hundred dollars	HoursWorked Round to nearest hour	HireDate 12/1/2020	TerminationDate 12/1/2020
Note: After filling data in, delete all notes/options and save the file in the .csv format				Note: Race must match an option above exactly		Note: Must be a numeric entry	Note: Must be a numeric entry		
K	L	M	N	O	P				
JobClassification	JobTitle	County	PaidHS	BaseHourlyRate	CBAYN				
Executive/Senior Level Official or Manager			H	0.00	Y				
First/Mid-Level Official or Manager			S		N				
Professional									
Technician									
Sales Worker									
Administrative Support Worker									
Craft Worker (formerly Craft Worker (Skilled))									
Operative (formerly Operative (Semi-skilled))									
Laborer or Helper (formerly Laborer (Unskilled))									
Service Worker									
Note: Job Classification must match an option above exactly		Note: County means the Illinois county where the employee actually works or the Illinois county where the		Note: The Employee is paid Hourly (H) or Salary (S)?	Note: If Employee is Paid Hourly (H), provide decimal hourly rate. 0.00	Note: The Employee is covered by a CBA Yes(Y) or No(N)			

New Data Fields

# Saved Employee Details





Job Classification\*      Job Title\*      + County\*

[Save](#)   [Clear Form](#)

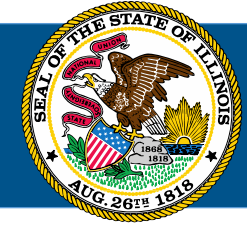
[Continue to Next Step](#)

Employees

Name	SSN	Work Classification	Delete
 Test1 Employee	XXX-XX-1234	Fake Technical Job 1	
 Test2 Employee	XXX-XX-1235	Fake Technical Job 1	

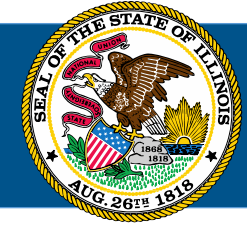
At the end of the page, we can see the saved employee details  
Click on to edit or view the employee details  
Click on Continue to Next Step to proceed

# Common Data Upload Errors



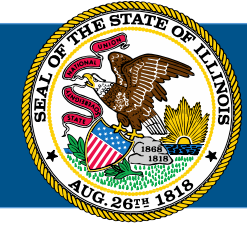
Data Type	Error Message Looks Like	Cure	Looks like
<b>Header</b>		Header: copy and paste data into IDOL-provided template.	
<b>Gender</b>		Gender must match exactly one of template options.	<ul style="list-style-type: none"> <li>Female</li> <li>Male</li> <li>Non-Binary</li> <li>Prefer not to identify</li> </ul>
<b>Race</b>		Race must match exactly one of template options.	<ul style="list-style-type: none"> <li>American Indian or Alaskan Native alone</li> <li>Asian alone</li> <li>Black or African American alone</li> <li>Hispanic or Latino of any race</li> <li>Middle Eastern or North African</li> <li>Native Hawaiian or Other Pacific Islander Alone</li> <li>White alone</li> <li>Some other race alone</li> <li>Two or more races</li> <li>Prefers not to identify</li> </ul>
<b>Ethnicity</b>		Ethnicity must match exactly one of template options.	<ul style="list-style-type: none"> <li>Hispanic or Latino</li> <li>Not Hispanic or Latino</li> </ul>
<b>Wage/Hour</b>		Wage/Hour should be reporting a full year's wages and worked hours. Use Box 5 from W-2. Use numeric data rounded only to nearest hundred dollars ( <b>no cents, decimals, or \$ sign</b> ).	

# Common Data Upload Errors (2)



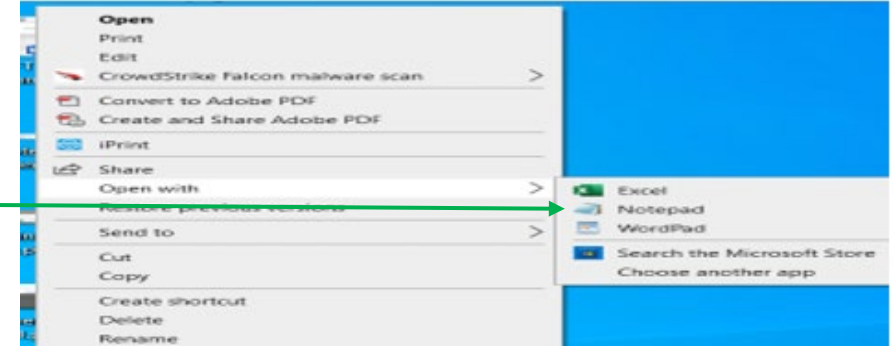
Data Type	Error Message Looks Like	Cure	Looks Like
Job Classification	<p>✖Line 138 - Job Title: QA Technician was previously listed under Job Classification: Craft Worker (formerly Craft Worker (Skilled)) but is now listed under Job Classification: Operative (formerly Operative (Semi-Skilled)).</p> <p>✖Line 201 - Job Title: QA Technician was previously listed under Job Classification: Craft Worker (formerly Craft Worker (Skilled)) but is now listed under Job Classification: Operative (formerly Operative (Semi-Skilled)).</p> <p>✖Line 253 - Job Title: QA Technician was previously listed under Job Classification: Craft Worker (formerly Craft Worker (Skilled)) but is now listed under Job Classification: Operative (formerly Operative (Semi-Skilled)).</p>	<p>Each unique job title can only be assigned in one job classification.</p> <p>Job classification name must exactly match one of the template options (not one of the entries you made in a prior year's submission).</p>	<ul style="list-style-type: none"> <li>Executive/Senior Level Official or Manager</li> <li>First/Mid-Level Official or Manager</li> <li>Professional</li> <li>Technician</li> <li>Sales Worker</li> <li>Administrative Support Worker</li> <li>Craft Worker (formerly Craft Worker (Skilled))</li> <li>Operative (formerly Operative (Semi-skilled))</li> <li>Laborer or Helper (formerly Laborer (Unskilled))</li> <li>Service Worker</li> </ul>
Paid Hourly or Salary		Answer can <b>only</b> be H or S	
Base Hourly Rate		If employee is hourly, enter base rate in 00.00 decimal format, <b>do not use \$ signs</b> . If employee is salaried enter 0.	
Collective Bargaining Agreement (CBA)?		CBA answer is <b>only</b> Y or N	

# Other / Hidden Errors



**Before uploading data, can users identify other errors not immediately visible in the Excel file??**  
**YES, by opening the .csv file in notepad format and inspecting the entries closely.**

- Step 1: To review the .csv file in notepad version, locate the saved file.
- Step 2: Before opening, right click on the file, choose Open With > Notepad.
- Step 3: Review each line entered closely to find any spacing or comma errors, which cause the data to upload incorrectly.



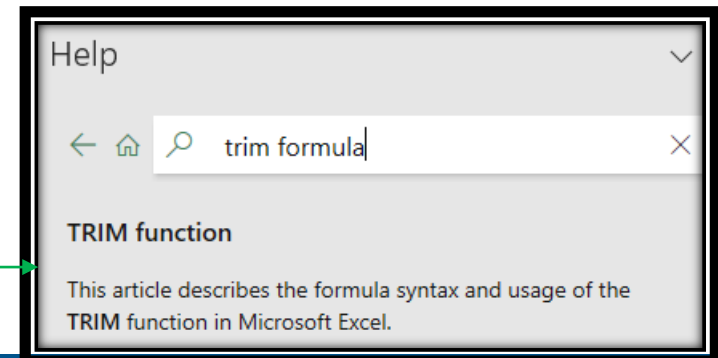
These errors are typically extra spaces and/or extra commas: such as ,H, in the PaidHS column instead of ,H,

This example file has spaces after Knox in the county column, and a space after each H or S in the PaidHS column.

```
obTitle,County,PaidHS,BaseHourlyRate,FSQAYN  
el Official or Manager,FSQA Manager, Knox ,S ,0,N  
(formerly Operative (Semi-skilled)),FSQA Supervisor, Knox ,H ,23.50,N  
erly Operative (Semi-skilled),Quality Assurance Assistant, Knox ,H ,21.50,N  
formerly Operative (Semi-skilled),Quality Assurance Assistant, Knox ,H ,20.00,N
```

## **The cure for these errors:**

- 1. Manually clear the column, and then manually enter or paste just the text data.**
2. There is also a TRIM formula that can be used. (Search “Trim Formula” in Excel Help.)





# Required Documents



## Equal Pay Registration

Please upload your compliance statement and any other necessary documents.

Choose File No file chosen

- Compliance Statement
- EEO-1
- Other Supporting Documentation

Upload

### Uploaded Documents

File Name	File Type	Date Uploaded
<span style="color: red;">✗</span> Fake Compliance Statement.pdf	Compliance Statement	2/2/2023

Return to Previous Step

Continue to Next Step

Contact Information

You must submit one additional document.

The business must file a compliance statement.

# Compliance Statement

- Has been a form employer needs to download, sign and attest, and then upload
- Moving to online fillable form with DocuSign.

# Review Page (1)

## Application Review

### Business

<b>Business:</b>	That Other Guy LLC
<b>Last 4 of EIN:</b>	XX-XXX6789
<b>Address:</b>	5462 Somewhere Place Springfield, IL 62701

### Employees

	Executive/Senior Level Official or Manager	First/Mid-Level Official or Manager	Professional	Technician	Sales Worker	Administrative Support Worker	Craft Worker (formerly Craft Worker (Skilled))	Operative (formerly Operative (Semi-Skilled))	Laborer or Helper (formerly Laborer (Unskilled))	Service Worker
<b>Coles</b>	0	1	0	0	0	0	0	0	0	0
<b>DuPage</b>	7	62	146	42	2	117	10	0	94	0
<b>Kane</b>	0	4	15	10	0	2	6	0	1	0

*For more detailed information, please return to the employee screen*

### Files

File Name	File Type	Date Uploaded
Fake Compliance Statement.pdf	Compliance Statement	2/2/2023

I hereby certify, that all information provided above is true and accurate.

**Do Agree To Certification\***

First and Last Name

# Review Page <sup>(2)</sup>

Click the box for "Do Agree To Certification"

Then

Enter the First Name (Space) Last Name to certify the certificate

Then if needed

Click on previous button to go back to previous screens

Then

Click on Finish & Pay to proceed

---

I hereby certify, that all information provided above is true and accurate.

Do Agree To Certification\*

First and Last Name

Return to Employee Page

Return to File Page


Finish & Pay

# Payment

(1)

### Payment Information

Please select your Payment Method

Credit Card 

Name on Card

Card Number

Expiration Month


Expiration Year

Security Code

Card Postal Code

Amount Due \$ 150.00

Payment \$ 150 . 00

eCheck 

[Next Step: Review Payment](#)

Convenience and Security in every Transaction

### Shopping Cart

Equal Pay Act Registration Certificate	\$150.00
Subtotal	\$150.00
Projected Card Fee	\$3.38
Projected eCheck Fee	\$0.50



[Cancel Transaction](#)

# Payment



(2)


invested in you.

## Make A Payment - Review Payment - Illinois: Labor

 Cart Information  Payment Information

### Review Payment

Item	Amount
Equal Pay Act Registration Certificate	\$150.00
Transaction Fee:	\$3.38
Total Amount Due:	\$153.38
400010 ***** 2224 expires 02/2022  	(\$153.38)
Total Payment Method:	(\$153.38)

 A Transaction Fee has been included in the total amount paid for this transaction.

[← Back to Payment Method](#) [✓ Make Payment](#)

### Shopping Cart

Equal Pay Act Registration Certificate	\$150.00
<b>Subtotal</b>	<b>\$150.00</b>

[✕ Cancel Transaction](#)

Convenience and Security in every Transaction

# Confirmation Page

An email will be sent with the same information to the user that submitted the application and the user that first registered the business (if they are different users)



## Equal Pay Registration

### Submission Complete

Please allow up to 45 days for processing. You will receive the certificate in an email if your application is approved.

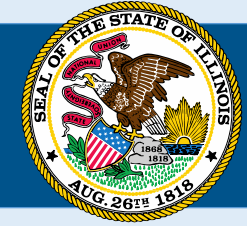
[Return to Home](#)

# Recertifications

- ❖ As recertifications begin, a few portal and data updates.
- ❖ Also, some error flags you may see when recertifying:
  - ✓ Employer changed the entity name from its original registration
  - ✓ Contact person in the system is no longer at employer
- ❖ NOTE: EPRC staff do not see changes that the employer has submitted, so may not know why an error message has arisen without significant investigation.



# Questions and Comments



*Q&A: Send questions to All Panelists*

We may not be able to get to all questions, and appreciate your patience!

[DOL.EPRC@illinois.gov](mailto:DOL.EPRC@illinois.gov)

**Hotline Phone 312-793-6797**

*Slides and FAQs will be available:*

<https://labor.illinois.gov/laws-rules/conmed/eprc.html>