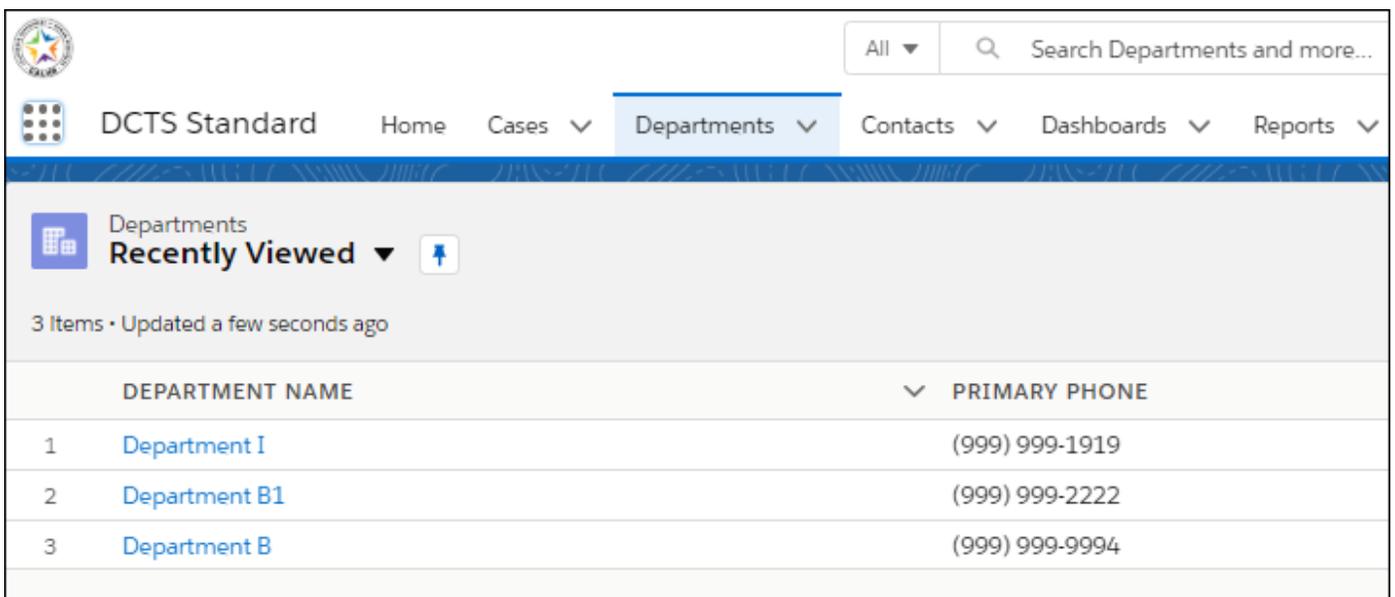


Quarterly Reporting

Departments are required to enter the complaint information they receive on an ongoing basis so that the DCTS is continually current. Formal reporting to CalHR is required every calendar quarter. At the end of each quarter, the EEO Officer will submit confirmation that either all of the complaints received for the quarter have been entered, or that the department did not receive any complaints during the quarter. **Each department and sub location the EEO Officer oversees must have a quarterly report submitted separately by that EEO Officer.**

One week before the end of the calendar-quarter, EEO Officers will receive an email reminder to submit their quarterly report. Only EEO Officers have the ability to submit these reports.

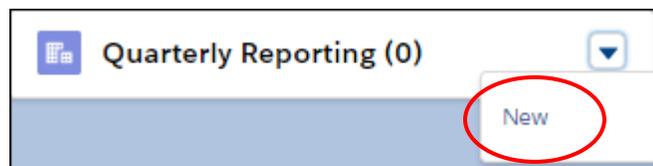
- Click on the **Departments** tab. Click on the name of the department/sub location you are reporting for.



The screenshot shows the DCTS Standard interface. At the top, there is a navigation bar with the following tabs: Home, Cases, Departments (selected), Contacts, Dashboards, and Reports. A search bar is located to the right of the navigation bar. Below the navigation bar, there is a section titled "Departments Recently Viewed" with a dropdown arrow and a pin icon. Below this section, there is a table with 3 items, updated a few seconds ago. The table has two columns: DEPARTMENT NAME and PRIMARY PHONE.

	DEPARTMENT NAME	PRIMARY PHONE
1	Department I	(999) 999-1919
2	Department B1	(999) 999-2222
3	Department B	(999) 999-9994

- To the left of your screen, select **New** from the drop-down menu in the **Quarterly Reporting** component.



The screenshot shows the Quarterly Reporting component. The title is "Quarterly Reporting (0)". To the right of the title is a dropdown menu. The word "New" is visible in the dropdown menu and is circled in red.

- Use the drop-down arrow to select the **Quarter** (1st-Jan-Mar, 2nd-Apr-Jun, 3rd-Jul-Sept, 4th-Oct-Dec) and then select the **Year**.
- Click on one of the two check boxes. Acknowledge that all of the complaints received for your department(s) during the quarter have been entered. If no complaints were received during the quarter, report that the department or sub location did not receive any complaints.

New Quarterly Reporting

Information

* Quarter ⓘ
--None-- ▼

* Year ⓘ
--None-- ▼

No Complaints Received ⓘ

All Complaints Entered this Quarter ⓘ

- Click **Save** to submit your quarterly report to CalHR. To report for additional sub locations, click on the **Departments** tab again and click on name of the next department/sub location and follow the reporting process above until reports are submitted for all departments/sub locations.