

### What is BalanceAAP?

BalanceAAP is a Web-based application for the preparation of Affirmative Action plans (AAPs) in accordance with Office of Federal Contract Compliance Programs (OFCCP) technical guidelines.

#### Step-by-step modules allow the user to:

- Create one plan or set up the structure for a set of multiple plans
- Import and check employee data
- Create an organizational profile
- Prepare the job group analysis
- Use availability-versus-employment analyses to uncover protected-class underutilization, and set placement goals as a remedy
- Monitor progress towards goal attainment, based on goals set in the previous plan year
- Develop utilization metrics for individuals with disabilities (IWDs) and hiring metrics for Veterans
- Bring in data on outreach efforts from REACH for inclusion in narratives
- Generate customized narratives with embedded key data and reports
- Output data and all AAP-required reports\* in popular formats
- Complete EEO-1 and VETS-4212 reporting
- Run adverse impact analyses (and other reports\*) to check for potential discrimination in personnel actions
- Publish plans to colleagues, based on their locations and/or roles in the process
- Carry over key plan elements to the next year
- For multiple locations, develop Dashboard metrics

#### On-line Access

- Compatible with Chrome, Firefox, Edge, and Internet Explorer
- Collaborate with users from any location, at any time

#### Product Support

Technical support by telephone, email, and Berkshire's Community Portal for software issues is included as long as subscription is maintained. Please refer to contact information on the reverse.

- Self-Help and documentation Library available within software

#### Security

- 256-bit https on-line platform via Transport Layer Security (requires a current browser)
- Data are encrypted at rest and in transit.
- Password requirements include minimum length, complexity, version control, and expiration.
- Publish reports, based on system profiles and user permissions
- 24/7-monitored data center with physical and network security is SSAE-16-certified and meets the PCI Data Security Standard
- System and plan-level logging of user activity available to administrators
- Retain AAPs for the regulatory period, and archive legacy AAPs for export

\*For a full list of AAP-required and supporting reports, please refer to the accompanying sheet.

Task Area	Tools
<p><b>Home page / Universal Tools</b></p> <p><i>Special Feature:</i> Collapsible side navigation bar for more work space</p>	<ul style="list-style-type: none"> <li>• Navigate to other balanceWORKS software (e.g., REACH, for Good Faith Efforts tracking)</li> <li>• Refer to Help documentation, user guides, Federal resources, and video tutorials (topics, as available)</li> <li>• Request support from a Berkshire representative</li> <li>• Access your user account information</li> </ul>
<p><b>Plan List</b></p>	<ul style="list-style-type: none"> <li>• Store and open saved annual and update AAPs</li> <li>• For users with multiple plans, create filters to find the AAPs you need</li> </ul>
<p><b>Create Plan</b></p> <p><i>Special Feature:</i> Create Plan wizard</p>	<ul style="list-style-type: none"> <li>• Set personnel action date range</li> <li>• Create Master plan to control common elements across multiple plans</li> <li>• Import plan information from another balanceAAP plan</li> <li>• Choose census data source</li> <li>• Select audit status for use as a report filter</li> </ul>
<p><b>Structure Plan Settings</b></p>	<ul style="list-style-type: none"> <li>• Review Create Plan settings</li> <li>• For multiple plans, establish plan codes to create sub plans</li> <li>• Customize protected classes for reporting results</li> <li>• Review advanced calculation settings</li> <li>• Set up optional drill-downs (within plan), roll-ups (across plans), and plan groups for analysis and reporting</li> <li>• Map locations for REACH Good Faith Efforts integration</li> <li>• If necessary for product support, allow Berkshire representative to view plan</li> <li>• Use the default archive setting or extend the access period</li> </ul>
<p><b>Import and Review Data</b></p> <p><i>Special Features:</i> Auto Import wizard Automatic hold on invalid data Auto census coding Roster annotation helper Disability/Veteran status reconciliation Salary midpoint calculator</p>	<ul style="list-style-type: none"> <li>• Import Excel, Access, and delineated text files</li> <li>• For multiple plans, use one data set for all plans</li> <li>• Map incoming data to system fields</li> <li>• Store Data tables in balanceAAP, leaving originals intact</li> <li>• Choose from overwrite and append options for subsequent imports</li> <li>• Import optional drill-down or roll-up fields</li> <li>• Assign supervisors, using employee ID</li> <li>• Sequence grades</li> <li>• Assign “Reports to” locations for multiple plans</li> </ul>

Task Area	Tools
<p><b>Reconcile Applicant and New Hire Data</b></p> <p><i>Special Features:</i> "Swap Hires" with applicants Update Job Code by Requisition</p>	<ul style="list-style-type: none"> <li>• Generate a workbook to review inconsistencies</li> <li>• Re-import the generated workbook once corrections are made</li> <li>• Automatically remove applicants who applied to a job Requisition that was not filled</li> <li>• Update mismatched, blank, or duplicate applicant data, using batch operations and/or record-level tools</li> </ul>
<p><b>Use Optional Export and Advanced Data Tools</b></p>	<ul style="list-style-type: none"> <li>• Export data from balanceAAP (e.g., OFCCP compensation export, Reports user list)</li> <li>• Define additional personnel actions and custom user fields</li> <li>• Query and perform batch operations to view, update, or delete data; export batch operation results; standardize codes for case</li> </ul>
<p><b>Review/Resolve Data Errors</b></p> <p><i>Special Feature:</i> Automatic return of corrected records to Data tables</p>	<ul style="list-style-type: none"> <li>• Make record-level edits on Errors tables</li> <li>• Review summary and detail reporting for a clear picture of errors</li> <li>• Globally correct coding errors of the same type</li> <li>• Delete unused Reference codes</li> </ul>
<p><b>Review/Resolve File Inconsistencies</b></p> <p><i>Special Feature:</i> Auto reminder to run check</p>	<ul style="list-style-type: none"> <li>• Check for consistency across personnel records for 12 types of potential issues, with user-selected parameters, whether a single plan or a set of multi-location plans <ul style="list-style-type: none"> <li>▪ Have the system flag inconsistencies between the prior and current rosters</li> </ul> </li> <li>• Review inconsistent records side-by-side, and make record-level edits in the plan</li> <li>• Review summary and detail reporting for a clear picture of issues</li> <li>• Run batch operations for file consistency issues</li> </ul>
<p><b>Establish External Availability (Factor 1):</b></p> <p><b>Recruitment Areas</b></p> <p><i>Special Feature:</i> Recruitment Area Wizard</p> <p><b>Census Coding</b></p>	<ul style="list-style-type: none"> <li>• Choose from census place, core-based statistical area, county, state, or advanced options (e.g., education level)</li> <li>• Build recruitment areas for account and assign areas by plan or job group</li> <li>• View composition report, availability worksheet to support area development</li> <li>• By means of the wizard, validate and use employee or applicant Zip codes to build recruitment areas</li> <li>• View and edit job title/code-census code matches (whether brought in via data import or populated through auto census coding)</li> <li>• Expand entry to view Standard Occupation Code (SOC) definition and demographic statistics from the U.S. Census</li> <li>• Filter display by job group, other variables, revision version, and whether code is in use</li> <li>• Search for census codes with multi-level tools</li> <li>• Export census code assignments to Excel</li> </ul>
<p><b>Advanced</b></p>	<ul style="list-style-type: none"> <li>• Import Availability from another balanceAAP plan</li> </ul>

Task Area	Tools
<b>Define Internal Availability (Factor 2)</b>	<ul style="list-style-type: none"> <li>Identify feeder (source) jobs by job title or job group</li> <li>Read feeders from promotion (and transfer) data</li> <li>Import feeders from another balanceAAP plan</li> <li>If multiple source jobs feed a target job, weight those jobs</li> <li>Verify source jobs are junior to target promotion jobs; remove downward movement</li> <li>Review calculations reporting to support feeder development</li> </ul>
<b>Calculate Availability versus Employment</b> <i>Special Features:</i> Apply Quick Weights (as calculated by the system) Factor 2 check	<ul style="list-style-type: none"> <li>Assign factor weights</li> <li>Perform “what-if” analysis with Utilization rules; review best Utilization rule report</li> <li>Import weights from another balanceAAP plan</li> <li>Review (and edit) statistical settings</li> <li>View results by raw/weighted statistics: underutilization, statistical value, and shortfall</li> <li>Show statistics in whole person or percent</li> </ul>
<b>Select History Source</b> <i>Special Feature:</i> Start Point analysis (if first plan)	<ul style="list-style-type: none"> <li>In the current plan, establish the historical starting point for reporting on goal attainment</li> <li>Advanced operation: Create, save, and assign a “History” plan, based on the Start Point analysis</li> </ul>
<b>Develop IWD/Veteran Metrics</b> <i>Special Feature:</i> Displays current OFCCP benchmarks	<ul style="list-style-type: none"> <li>Select data source for hiring overview analysis</li> <li>Import hiring overview settings from another balanceAAP plan</li> <li>Calculate the number of jobs filled</li> <li>Set benchmarks, and perform analysis for Individuals with Disabilities and Veterans</li> </ul>
<b>Create Narratives</b> <i>Special Features:</i> Header/footer tools, including page numbering Default merge tags	<ul style="list-style-type: none"> <li>Customize Women &amp; Minorities, IWDs, and Protected Veterans narratives, including for company branding, policies, and signers</li> <li>Save templates for future use</li> <li>Import narratives from another balanceAAP plan</li> <li>Turn on integration to populate outreach data into the narratives from REACH</li> </ul>
<b>Publish Plan</b>	<ul style="list-style-type: none"> <li>Manage user access and profile groups to control who views plan results and reports (e.g., by location, by role)</li> <li>Turn on access to facilitate report dissemination, based on profile groups</li> </ul>
<b>Output EEO-1/VETS Reports</b>	<ul style="list-style-type: none"> <li>Using an AAP data set, pull in data for demographics, minimum/maximum number of employees, establishment codes, and pay bands</li> <li>Develop the electronic filings in conformance with reporting requirements</li> </ul>

Please see the **Reports & Dashboard** specifications overview for more information on report settings, generating reports, and dissemination of AAP results. The companion list of **AAP Primary & Supporting Reports** outlines the available required, communication, and supplemental reports.