

Disseminate and View Completed AAP Results

BALANCEaap's **Reports** portal offers secure access for viewing Affirmative Action plan (AAP) results, based on each viewer's role in the AAP process; permission to see sensitive data; and if applicable, the viewer's establishment. Plus, for those companies with multiple location plans, the BALANCEaap **Dashboard** reveals a bird's eye view of organization-wide metrics, with detail views, to highlight successes and problem areas.

Reports

- View the completed narratives
- Select AAP-required reports, supporting reports, or individual reports for output.
- Determine settings by report group (e.g., Monitoring report options)
- Based on report content, filter results by key data variables
- Quickly identify issue and success areas through highlighting
- View reports in HTML and PDF
- Export reports in read-only or editable formats

Dashboard (For Multiple Location Plans)

- View executive displays that highlight placement goals, goal attainment, and adverse impact
- Graphical objects provide one-click access to detail views
- View organization-wide results, or filter the display by plan groups
- Export graphics, data, and reports for use in other presentations and documents

Results Dissemination – Managed by the AAP Owner

- Publish complete plans – to Reports, for single plans, and Dashboard for multiple plans – so others can access the results
- Customize graphical displays and summaries for meaningful reviews of AAP data across the organization's AAPs
- Administer user profiles to facilitate communication of results to management, while controlling access to sensitive information

On-line Access

- Provided free-of-charge to Berkshire service clients and software customers
- Compatible with Chrome, Firefox, Edge, and Internet Explorer
- Collaborate with an unlimited number of users from any location, at any time

Product Support

- In-line Help documentation, including a *Client's Guide to AAP Reports*
- Technical support by telephone and email is included as long as a client account is maintained. Clients for Berkshire services may also contact their service representatives for assistance with AAP-related matters. Please refer to contact information on reverse.

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 and information, based on system roles and 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

Module	Tools
<p>REPORTS</p> <p><i>Special Feature:</i> Access plan Overview graphics: Incumbency vs. Estimated Availability, Adverse Impact, and Workforce</p>	<ul style="list-style-type: none"> • Access completed Narratives for Minorities & Women, Individuals with Disabilities (IWD), and Protected Veterans • Access a comprehensive list of primary and supporting AAP reports • Select one or more reports, alphabetically, by Report Group, or by primary/supporting designation • Filter results by key data variables, as appropriate for the report (e.g., job group, EEO code, race/ethnicity, statistical significance) • View a report in HTML, PDF, or where applicable, a graph • Export plan reports in Excel, PDF, or Word. Export narratives in PDF • Export separate files in a Zip file, or export a single file
<p>DASHBOARD (For Multiple Location Plans)</p> <p><i>Special Features:</i> Minimize and expand objects Filter by plan group, protected group, job group, audit status</p>	<p>View an interactive display, which graphically highlights successes and problem areas for placement goals, goal attainment, and adverse impact:</p> <ul style="list-style-type: none"> • Pie charts—Identify successes/problem areas for placement goals, goal attainment, and adverse impact in personnel actions, overall and by plan group; with detail view • Map object—View plans and metrics by location and OFCCP region • Metrics object—For organizations with functional plans, view a bar chart (and detail) by unit (e.g., Engineering), showing goals, goal attainment, and adverse impact • Summary table—Identify adverse impact by location and review details by job group • Scorecard—Review current scores on placement goals and adverse impact <p>View, print, and export graphics and underlying data, in PDF, Excel or Text, as appropriate</p>
<p>Results Dissemination – System Controls for the AAP Owner</p>	<ul style="list-style-type: none"> • Determine plan groups in the AAPs (e.g., by region) to organize the Dashboard display • Publish completed plans to Reports portal and Dashboard • Set up user profiles to control access to reports (e.g., Narratives only, AAPs by location) and data (e.g., salary) • Determine email settings for notifying audiences that plans are ready to view, and create the notification message; develop an on-screen banner for viewers • Customize the Reports screen, including naming and ordering report groups • Apply report group settings, as applicable (e.g., hide/show, include, order by, run by) • Apply highlighting to problem areas (e.g., potential/significant underutilization) • Determine global Dashboard display options • Set default file types for downloading plan results • Upload corporate, HR, or compliance documents • Store completed AAPs for the mandated regulatory period • Export the OFCCP compensation data submission for an audit • Archive completed plans for use outside of BALANCEaap
<p>BALANCEaap Intraconnectivity</p>	<ul style="list-style-type: none"> • Navigate between plans • Role-based controls allow access to the Reports portal and Dashboard separately OR in conjunction with the software’s plan preparation/analysis functions • Direct publishing connectivity for the AAP owner

AAP-required reports are shown below in blue

Narratives

Minorities & Women
Individuals with Disabilities
Protected Veterans

Communication

Plan Summary (Annual plan)
Progress Summary (Update plan)

Employment

Job Group Analysis
Job Group Analysis Summary
Annotated Employee List
Job Group Analysis by EEO Code
Roster Checklist
History Source Summary by Job Group
History Source Summary by Job Code

Workforce

Workforce Analysis *or*
Organizational Display *plus*
Supervisor By Department
Annotated Employee List by Department
Department Analysis
Department Checklist

Availability

Availability Factor Computation Form
Incumbency vs. Estimated Availability
Placement Goals
Recruitment Area Worksheet
Requisite Skills Calculations
Department Analysis
Department Checklist
Feeder Job Calculations
Shortfall
Availability Worksheet
Census Code Assignments
Current Year Promotion Calculations
Recruitment Area Composition

Personnel Actions

Applicant Summary
New Hire Summary
Promotion Summary by Old Job
Termination Summary
Promotion Summary by New Job
Promotion Summary for Goal Attainment
Transfer Summary by Old Job
Transfer Summary for Goal Attainment
Termination Summary by Termination Code
Involuntary Termination Summary
Voluntary Termination Summary
Promotion Pool Summary by Old Job
Promotion Pool Summary by New Job
Termination Pool Summary
Involuntary Termination Pool Summary
Voluntary Termination Pool Summary
Applicant Checklist
New Hire Checklist
Promotion Checklist
Transfer Checklist
Termination Checklist
Involuntary Termination Checklist
Voluntary Termination Checklist
Promotion Pool Checklist
Termination Pool Checklist
Involuntary Termination Pool Checklist
Voluntary Termination Pool Checklist

IWD / Veteran

Data Collection for Individuals with Disabilities
Data Collection for Protected Veterans
Individuals with Disabilities Utilization Goals
Veteran Benchmarks for Hiring Analysis

Monitoring

Goal Attainment
Applicant Pool Analysis
Labor Force Calculations
Promotion/Hiring Comparison

Adverse Impact Summary and Detail

Applicants*
Promotions*
Transfers*
Terminations*
Involuntary Terminations*
Promotion Pool*
Termination Pool*
IWDs
Protected Veterans
**by Favored Group, Traditional available*

Compensation

Roster Compensation Checklist
Roster Compensation Export File)
Compensation Summary by Job Group
Compensation Summary by Title
Compensation Summary by Grade