

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](#)