

**University of Dayton**  
**MIS 365, Information Systems in Organizations**  
**Systems Case Discussion Forms**

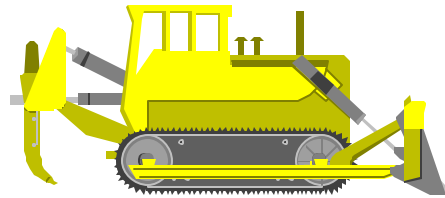
**In-class discussion questions**

1. What are the things that Wilco needs to keep data about?
2. How are these tied together?
3. What kinds of things would you like to ask Mary, if given the opportunity?
4. What other forms or reports would you like to see?

---

**Wilco Construction Company**

“State Qualified Contractors”



---

**Getting Things Started**

Jack, Bob, Mary and Frank met and discussed Susan’s initial ideas, and her decision that the EEOC compliance system should be the immediate focus. Following the decision to follow Sue’s recommendations, she was invited to attend the weekly planning meeting with Jack, Bob, Frank and Mary. Susan’s plan to develop a database system was met with enthusiasm. This meeting was followed by extensive discussion of the capabilities that the database system could provide, not only for the short term but for the future. For example, Frank saw the database as a means by which suppliers and equipment could be tracked throughout the company. At this point, Mary stepped in and reminded everyone of the importance of the EEOC system, and that Sue’s time to get the system ready was finite. Once the EEOC system was up and running, then other modules could be added on fairly easily, Susan explained. One key design emphasis would be to build a system for which Mary could easily pick up enough skills to make incremental changes in the future. And further, it would be critical that Susan fully document the system as she built it so Mary or another IS professional could make changes as the environment mandated.

Following the meeting, Mary and Sue met to discuss the data requirements for the system. As Sue was leaving, Mary handed Sue a stack of forms that were directly related to the EEOC (and payroll) processing. Later that evening, she looked over the forms. The first, (Exhibit A), was a statement of Wilco’s EEOC policies. State regulations required that this be posted at every job site where Wilco was completing a project. This form made clear to Sue exactly the kind of regulatory environment that Wilco was facing.

The second form (Exhibit B) was the EEOC compliance form, which has to be submitted following each pay period for each job. Among other things, it specifies details about the project, and the details of hours worked overall, and hours worked by females and minorities. Sue also remembered her mother’s warning that the form might change in the future to provide a more detailed breakdown of minorities (such as Black, Hispanic, Asian, etc.). If this information became required, the form (and its data requirements) would change as well, becoming more complex. One interesting thing that Sue noted about this form was that women could be counted under both their race and gender. For example, an Asian woman could be counted as a woman and a minority.

The next form (Exhibit C) was the wage scale form for one of Wilco's projects. On this form, the State specified what rate of pay would be required for each job skill classification at that particular job. This included the base pay, fringe benefits, and total gross compensation to be paid for each hour of work in the various job classifications. One of these forms would be generated by the state and submitted to Wilco for each job.

Another form (Exhibit D) was used to report the actual hours worked in each skill classification for each employee. This report includes the project identifier information, employee number (Sue thought this might be the Social Security Number, but she made a note to ask Mary), regular hours and overtime hours. This report had to be generated and submitted to the state after each pay period.

Besides the state-required forms, there were some forms that Wilco planned to use for its own information. The first of these (Exhibit E) was an adaptation of one currently in use, and was used to gather information about the employees for the company files. Sue noticed that her mom had already started gathering the more specific data that the state might require in the future, with respect to specific race.

In addition to the forms Mary provided, Sue had done some work on developing a form for the weekly pay report to the workers (Exhibit F). While this wasn't precisely required for the EEOC system, it would be a good form to deal with the concern that Frank had mentioned regarding full information to the workers about their hours and pay. Besides, since they were gathering all of the very detailed information on payroll anyway, this would be a simple thing to add. One thing Sue did notice was that the income tax calculation would require varying rates, based on marital status and weekly income. The database would have to accommodate that as well.

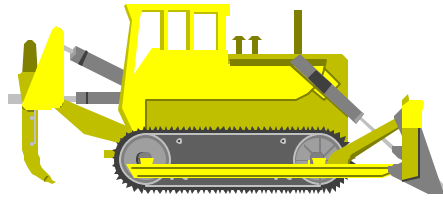
While Mary had been fairly thorough, she still had missed at least one item, Sue thought to herself. That was a time card on which the workers could record their hours. That would be fairly straightforward to construct, and she left that for later as she turned on the TV to catch the big game with Little State University. Just before the game, however, Sue got a fax from Mary that contained a letter with a letter about EEOC compliance (Exhibit G).

## EXHIBIT A-WILCO'S EEOC POLICY STATEMENT

---

Wilco Construction Company

“State Qualified Contractors”



---

### **STATEMENT** *of* **Employment and Equal Employment Opportunity (EEO) Policies**

- Our hiring is done, generally, at the job site, by each job site supervisor, as to his/her own needs. However, we do accept and file applications, at the main office in Knockemstiff, Ohio.
- We are an Equal Opportunity Employer. It is our intent to abide by all Laws, Rules, Regulations, and/or Executive Orders, both State and Federal, pertaining to Equal Employment Opportunity for all persons.
- We are not concerned about an individual's Color, Nationality, Past Activities/Associations, or Off Work Conduct.
- We maintain Single Facilities for the use of all employees. Each individual working for this company will be treated as an equal and is expected to conduct him/herself as such.
- No employee or applicant for employment will be discriminated against on the basis of Race, Color, Religion, National Origin, Ancestry, Age, Sex or Handicap.
- We do not sign contracts with Labor Organizations or others that require our employees to become members in order to work. We consider this an individual's choice.
- Our only Conditions of Employment are that an individual report for work on time (and sober), and that he/she do his/her work willingly and in harmony with the other employees.

Mary Wilson

Mary Wilson, EEO Compliance Officer

Wilco Construction Company

**AN EQUAL OPPORTUNITY EMPLOYER**

**EXHIBIT B-WILCO'S EEOC COMPLIANCE STATEMENT FORM**

State of Ohio  
 Department of Transportation  
 Highway Division  
 Columbus, Ohio 80586



**Ohio Highway Construction Contract Information Reporting System**

Form 29: For Contractors' Employment Utilization Reporting of Work Hour Data by Race and Gender

This report is required by the State EEO Coordinator, as provided in Section 901 of the implementing rules of the Governor's Executive Order. Failure to report can result in sanctions which include suspension, termination, or cancellation of contract, and/or revocation of bidding qualifications. Any falsification of this report may result in criminal charges being brought under Section 209 of the Governor's Executive Order.

<b>Part A-Date</b>	
This report is for the work period ending on: 12 May, 1995	
<b>Part B- Contractor Information</b>	<b>Part C- Project Information</b>
<b>Contractor Number</b>  31-0646843  <b>Name and Location of Contractor (include County)</b> Wilco Construction Company Knockemstiff, Ohio 80286 Ross County  <b>EEO Compliance Certificate: (check one)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Expires on:</b> 31 December, 1995	<b>Project Number</b>  OH-PIK-335-005  <b>Project Location</b>  5 miles south of Beaver, Ohio on SR 335 (Pike County).  <b>Project Description</b> Replacement of single-span two-lane bridge (pre-stressed beam type).

Part D-Detailed Work Hour Break Down							
Job Classification	EEO Hours				Job Hours	% of job hours worked by	
	Minority		Non-Minority			Minority	Female
	Male	Female	Male	Female			
LAB-Labor	23	12	33	12	80	43.8	30.0
CAR-Carpentry	3	5	22	5	35	22.9	28.6
MAS-Masonry	5	2	16	2	25	28.0	16.0
IRN-Iron Work	3	2	24	2	31	16.1	12.9
EQP-Equipment Operation	2	2	23	2	29	13.8	13.8
<b>Total Hours</b>	36	23	118	23	200	29.5	23.0

<b>Part E-Compliance Officer Signature</b>	<b>Send Completed Form To:</b>
Name: Mary Wilson Telephone: 614-555-0386 Signature: <u>          Mary Wilson          </u>	State EEO Coordinator State Office Tower Columbus, Ohio 80586

**AN EQUAL OPPORTUNITY EMPLOYER**

**EXHIBIT C- REPRESENTATIVE STATE WAGE SCALE FORM FOR A WILCO PROJECT**

State of Ohio  
 Department of Transportation  
 Highway Division  
 Columbus, Ohio 80586



**Ohio Highway Construction Contract Information**

Form 18: Pay Scales by Skill Classification for State Highway Projects  
 (To be provided to the primary contractor upon approval of its bid.)

**Wage Scale--**The wage rates for this project have been predetermined by the Secretary of Labor in accordance with Section 113 of the Federal Highway Act of 1968.

Part A- Project Information	Part B- Contractor Information
<b>Project Number</b> OH-PIK-335-005 <b>Project Location</b> 5 miles south of Beaver, Ohio on SR 335 (Pike County). <b>Project Description</b> Replacement of single-span two-lane bridge (pre-stressed beam type).	<b>Contractor Number</b> 31-0646843 <b>Name and Location of Contractor (include County)</b> Wilco Construction Company Knockemstiff, Ohio 80286 Ross County <b>EEO Compliance Certificate: (check one)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Expires on:</b> 31 December, 1995

**(Contractors shall use only the classification set forth herein when submitting payrolls and payroll-related information to the Highway Division).** The above mentioned project requires the payment of the total of the “basic hourly rates” plus the “fringe benefits payments” for each classification listed below, all in accordance with U.S. Department of Labor Regulations, Title 29, Subtitle A, Part 5, Sections 5.31 and 5.32, dated March 1, 1966. The contractor/subcontractor **must pay all wages and fringe benefits by check.**

The contractor must submit its payrolls in a form which shall clearly and separately show the “basic hourly rates” paid and the amount and manner in which each “fringe benefits payment” has been irrevocably made. Submit this information using **Form 19 “Contractors’ Statement of Employee Hours and Compensation”** following every pay period.

Part C-Detailed Pay Scale Breakdown for Regular Hours (Overtime =1.5 X the Basic Rate)				
Code	Job Classification	Basic Hourly Rate	Fringe Benefits Payments	Total Compensation
LAB	Labor	11.00	3.00	14.00
CAR	Carpentry	12.00	3.00	15.00
MAS	Masonry	13.00	3.00	16.00
IRN	Iron Work	14.00	3.00	17.00
EQP	Equipment Operation	15.00	3.00	18.00

**Payroll information should be submitted following every pay period in a timely manner to:**

Ohio Department of Transportation, Highway Division  
 Payroll Verification  
 State Office Tower  
 Columbus, Ohio 80586

**AN EQUAL OPPORTUNITY EMPLOYER**

**EXHIBIT D- SAMPLE STATE COMPENSATION & HOURS WORKED FORM**

State of Ohio  
 Department of Transportation  
 Highway Division  
 Columbus, Ohio 80586



**Ohio Highway Construction Contract Information Reporting System**

Form 19: Contractors' Statement of Employee Hours and Compensation  
 (To be completed and submitted every pay period.)

<b>Part A-Date</b>	
This report is for the work period ending on: 10 March, 1995	
<b>Part B-Project Information</b>	<b>Part C-Contractor Information</b>
<b>Project Number</b>  OH-PIK-335-005	<b>Contractor Number</b>  31-0646843
<b>Project Location</b>  5 miles south of Beaver, Ohio on SR 335 (Pike County).	<b>Name and Location of Contractor (include County)</b> Wilco Construction Company Knockemstiff, Ohio 80286 Ross County
<b>Project Description</b> Replacement of single-span two-lane bridge (pre-stressed beam type).	<b>EEO Compliance Certificate: (check one)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Expires on:</b> 31 December, 1995

<b>Part D-Regular Hours</b>							
<b>Employee Number</b>	<b>Skill Code</b>	<b>Rate</b>	<b>Fringe</b>	<b>Total</b>	<b>Hours</b>	<b>Gross</b>	
390 05 4489	LAB	11	3	14	25	350.00	
	MAS	13	3	16	5	80.00	
<b>Part E-Overtime Hours</b>							
<b>Employee Number</b>	<b>Skill Code</b>	<b>Rate</b>	<b>Fringe</b>	<b>Total</b>	<b>Hours</b>	<b>Gross</b>	
275 50 6921	EQP	22.50	3.00	25.50	3	76.50	
<b>Part F-Total Hours Worked Per Skill Classification</b>							
<b>Job Skill Code</b>	<b>LAB</b>	<b>CAR</b>	<b>MAS</b>	<b>IRN</b>	<b>EQP</b>		
<b>Regular</b>	25	-	5	-	-		
<b>Overtime</b>	-	-	-	-	3		
<b>Total</b>	25	-	5	-	3		

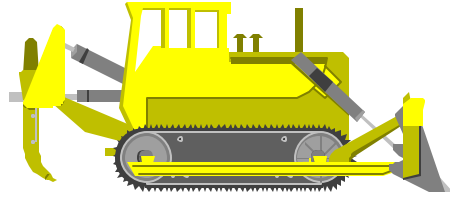
<b>Part G-Paymaster Signature</b>	<b>Send Completed Form To:</b>
<b>Name:</b> Mary Wilson <b>Telephone:</b> 614-555-0386 <b>Signature:</b> <u>          Mary Wilson          </u>	Ohio Department of Transportation, Highway Division Payroll Verification State Office Tower Columbus, Ohio 80586

**AN EQUAL OPPORTUNITY EMPLOYER**

**EXHIBIT E- WILCO GENERAL EMPLOYEE INFORMATION FORM**

Wilco Construction Company

“State Qualified Contractors”



**General Employee Information Form**

Please print neatly.

390 05 4489	Worker	James	E.
<b>Social Security #</b>	<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>
1253 Chopping Block Lane	Knockemstiff	Ohio	80286
<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number</b>	<u>555-4897</u>		
<b>Date of Birth</b>	<u>16 November 63</u>		
<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male		
<b>Marital Status (for Tax Purposes)</b>	<input type="checkbox"/> Single <input type="checkbox"/> Married		
<b>EEO Code (see table)</b>	<u>2</u>		

EEO Code Table	
1.	Black not of Hispanic Origin
2.	Hispanic
3.	Asian/Pacific Islander
4.	American Indian or Alaskan Native
5.	Non-Minority (White)

**Employee Signature:** I certify that the above is true and correct.

James E. Worker	<u>17 June, 1994</u>
Signature	Date

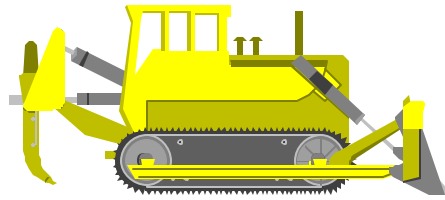
Main office: 8088 Red Hollow Road, Knockemstiff, Ohio 80286  
 (614) 555-0386 (office); (614) 555-0486 (fax)

**AN EQUAL OPPORTUNITY EMPLOYER**

**EXHIBIT F- SAMPLE PROPOSED WILCO WEEKLY PAY INFORMATION FORM**

Wilco Construction Company

“State Qualified Contractors”



**Statement of Earnings and Deductions**

<b>Employee Name</b>	James E. Worker	<b>Weekly Deductions</b>	<b>Amount</b>
<b>Social Security #</b>	390 05 4489	<i>Federal Tax</i>	138.71
<b>Date</b>	20 October, 1995	<i>State Tax</i>	13.87
<b>Pay Period (Week of)</b>	October 9, 1995	<i>Social Security</i>	30.83
<b>Tax Year</b>	1995	<i>Other</i>	0.00
<b>EEO Status</b>	M-2	<b>Total Deductions</b>	183.41

<b>Gross Pay this Week</b>	\$ 616.50	<b>Year To Date Summary</b>	<b>Amount</b>
<b>Less Deductions</b>	\$ 183.41	<i>Gross Pay</i>	\$ 22,803.59
<b>Net Pay this Week</b>	\$ 433.09	<i>Federal Tax</i>	4,750.84
<b>Check #</b>	8933	<i>State Tax</i>	475.08
		<i>Social Security</i>	1,140.18
		<i>Other</i>	0.00
		<b>Net Pay</b>	\$16, 437.49

		<b>Regular Pay</b>			<b>Hours</b>	<b>Gross</b>
<b>Job</b>	<b>Skill</b>	<b>Rate</b>	<b>Fringe</b>	<b>Total</b>		
Pike	Labor	11.00	3.00	14.00	25	350.00
Pike	Masonry	13.00	3.00	16.00	5	80.00
Ross	Labor	10.00	3.00	13.00	5	65.00
Scioto	Labor	12.00	3.00	15.00	3	45.00
Scioto	Equipment Operation	15.00	3.00	18.00	2	36.00
Total Regular Pay Hours (all skills, all jobs)					40	
Total Regular Pay (all skills, all jobs)						\$ 576.00

		<b>Overtime Pay</b>			<b>Hours</b>	<b>Gross</b>
<b>Job</b>	<b>Skill</b>	<b>Rate</b>	<b>Fringe</b>	<b>Total</b>		
Lawrence	Labor	15.00	3.00	18.00	1	18.00
Scioto	Masonry	19.50	3.00	22.50	1	22.50
Total Overtime Pay Hours (all skills, all jobs)					2	
Total Overtime Pay (all skills, all jobs)						\$ 40.50

Any questions about this form or its preparation should be expressed in writing to the Paymaster, Mary Wilson.

Main office: 8088 Red Hollow Road, Knockemstiff, Ohio 80286  
 (614) 555-0386 (office); (614) 555-0486 (fax)

**AN EQUAL OPPORTUNITY EMPLOYER**



**EXHIBIT G- THE LETTER MARY FAXED TO SUE**

---

State of Ohio  
Department of Transportation  
Highway Division  
Columbus, Ohio 80586

---



October 20, 19XX

Mary Wilson, Office Manager  
Wilco Construction Company  
8088 Red Hollow Road  
Knockemstiff, Ohio 80286

Dear Ms. Wilson:

This letter is to inform you of a recent clarification by the Ohio Legislature that specifically affects EEOC compliance reporting.

The Legislature does not require breakdowns by specific race. The implication of this is that only minority/non-minority or male/female classifications are necessary for EEOC compliance reporting.

We hope this simplifies your compliance reporting.

Sincerely,

Jon

Jon Q. Public, Director  
Highway Division  
EEOC Compliance Reporting Office

**AN EQUAL OPPORTUNITY EMPLOYER**