

# Affirmative Records Reporting Guide

## for Network Companies Covered by App-Based Worker Minimum Payment Ordinance (SMC 8.37)

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# About this Document

Network Companies covered by SMC 8.37 must retain and/or submit records in accordance with specifications prescribed by the City of Seattle Office of Labor Standards (“OLS”).

For additional information on Network Companies’ recordkeeping and reporting requirements, see the Seattle Municipal Code (SMC), Title 8, Chapter 37 (“App-based Worker Minimum Payment”) and Seattle Human Rights Rules (SHRR) Chapter 240.

Technical questions may be directed to [shuxuan.zhou@seattle.gov](mailto:shuxuan.zhou@seattle.gov).

## Relevant Definitions

Term	Definition
Available Miles	The miles traveled according to the routed distance between the offer completion location and the offer acceptance location of the subsequent offer. (SHRR 240-100.2)
Available Time	A time period that is less than one hour, occurs between (1) two periods of engaged time; (2) the worker logs-on to the worker platform (becomes available) and begins a period of engaged time; or (3) when the worker ends a period of engaged time and when the worker logs off of the worker platform (availability is terminated). (SHRR 240-100.3)
Customer Payment	The total amount [the paying customer] paid to the network company, itemizing all charges, fees, and customer-paid tips. (SMC 8.37.070.D.2; SHRR 240-160.12.a)
Engaged Time	<p>The period of time in which an app-based worker performs services in furtherance of an offer facilitated or presented by a network company or participates in any training program required by a network company. Engaged time shall apply as described below:</p> <ol style="list-style-type: none"><li>1. If an offer is being facilitated or presented by an on-demand network company, or is an on-demand offer, "engaged time" begins upon the app-based worker's acceptance of the offer and ends upon the app-based worker's completing performance of the offer, cancellation of the offer by the network company or customer, or cancellation with cause of the app-based worker's acceptance of the offer pursuant to subsection 8.37.080.C.</li><li>2. In all other circumstances, "engaged time" begins when the app-based worker begins performance of the offer or when the app-based worker reports to a location designated in the offer. Engaged time ends upon the app-based worker's completing performance of the offer, cancellation of the offer by the network company or customer, or cancellation with cause of the app-based worker's acceptance of the offer pursuant to subsection 8.37.080.C.</li><li>3. Offers ending in a cancellation without cause by an app-based worker shall not incur any engaged time. (SMC 8.37.020)</li></ol>
Engaged Miles	Miles traveled during engaged time in a vehicle that the network company does not own and maintain, or miles traveled during engaged time in a vehicle leased by the network company or its agent to the app-based worker. (SMC 8.37.020)
Gross Network Company Payment	A network company's payment to an app-based worker before subtracting any deductions or adding tips, bonus, or incentives (SHRR 240-100.7)

Net Earnings	Gross network company payment subtracting any deductions (SHRR 240-100.1)
Network Company Fees	“Network Company Fees” refers to “fees charged to paying customers,” which is defined in the rules as “any amount charged to paying customers in excess of the amount charged for the underlying goods or services provided.” (SHRR 240-100.6; SHRR 240-160.12.b)
On-Demand Offer	An offer facilitated or presented by a network company to an app-based worker that requires performance to be initiated within two hours of acceptance (i.e., an offer that is not a prescheduled offer) (SMC 8.37.020)
Prescheduled Offer	An offer that is facilitated or presented by a network company to an app-based worker at least two hours prior to when the app-based worker is required to initiate performance. (SMC 8.37.020)
Primary Language	The language in which the app-based worker feels most comfortable communicating. Each network company shall make a good faith effort to determine the primary languages of app-based workers accessing its worker platform. (SHRR 240-100.13)
Routed Distance	The shortest driving distance between two locations as determined by the routing service used by the network company. (SHRR 240-100.15)
Subscription and Membership Fees	Any amounts paid in exchange for access to and/or reduced pricing for services associated with covered offers. (SHRR 240-100.16)

## Reporting Procedure

### Sample Dataset Submission

Within 30 calendar days after the Agency specifies the form and format of the records, each network company who is covered by SMC 8.37 and has 1000 or more employees worldwide shall transmit a sample set of Disaggregated and Aggregated Data Reports to the Agency to verify the quality and/or accuracy of the records. The Director may require sample sets no more than annually to evaluate the quality and/or accuracy of the transmitted records.

Note that while sample sets of both Disaggregated and Aggregated Data Reports must be submitted to the Agency for this initial submission, for the regular Quarterly Submission process (see the “Quarterly Submission” section) only the Aggregated Data Reports are required.

With this reporting guide, OLS specifies the form and format of the records. This reporting guide is released on November 2, 2024. Covered Network Companies who have 1000 or more employees worldwide shall transmit the sample dataset by December 2, 2024.

## Scope of the Sample

When submitting their sample records to the Agency, Network Companies should select a random sample of at least 10% of workers, 10% of offers, and 10% of customers in Seattle for any 2-week period in the previous 365 days, and use those for all sample reports (whether disaggregated or aggregated). All reports related to offers should correspond to the randomly sampled offers. All reports related to workers should correspond to the randomly sampled workers. Finally, all subscription numbers should only correspond to the randomly sampled customer segment.

## Quarterly Submission

Aggregated Data Reports shall be transmitted quarterly according to a schedule provided by the Agency, unless otherwise specified. Network Companies shall make the first transmission 90 days after the effective date of this section SHRR 240-160. For the first transmission, Network Companies shall also retroactively provide the records required by SHRR 240-160 for the period between the effective date of SMC 8.37, January 13, 2024, and the effective date of SHRR 240-160. (SHRR 240-160.3)

SHRR 240-160 goes into effect

- for covered Network Companies who have 1000 or more employees worldwide on November 2, 2024, and
- for all other covered Network Companies on May 2, 2025.

Therefore the first data transmission date for:

- covered Network Companies who have 1000 or more employees worldwide is January 31, 2025, and
- the other covered Network Companies is July 31, 2025.

### Submission Dates

The quarterly submission dates should be April 30 (Q1), July 31 (Q2), and October 31 (Q3), and January 31 (Q4).

### Quarterly Data for Each Submission

The data reported each quarter should be from a period of 13 (and occasionally 14) ISO Weeks from the ISO 8601 date and time standard. ISO Week 1 is the week that contains a year's first Thursday.

Quarter	Start ISO Week	End ISO Week	Number of Weeks
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Q1	1	13	13
Q2	14	26	13
Q3	27	39	13
Q4	40	52 (or 53 on years where the year contains 53 ISO Weeks)	13 (or 14 when the year contains 53 ISO Weeks)

The data for each period should include data starting from 12:00 AM PST on the first day of the Start ISO Week, and ending at 11:59 PM PST on the last day of the End ISO Week.

See the chart below for quarter definitions for 2024 - 27.

### Reporting Quarters for 2024-27

	2024		2025		2026		2027	
	Start	End	Start	End	Start	End	Start	End
Q1	1/15/24 <sup>1</sup>	3/31/24	12/30/24	3/30/25	12/29/25	3/29/26	1/4/27	3/28/27
Q2	4/1/24	6/30/24	3/31/25	6/29/25	3/30/26	6/28/26	3/29/27	7/4/27
Q3	7/1/24	9/29/24	6/30/25	9/28/25	6/29/26	9/27/26	7/5/27	10/3/27
Q4	9/30/24	12/29/24	9/29/25	12/28/25	8/28/26	1/3/27	10/4/27	1/2/28

#### More on the Use of ISO 8601 and Quarter Definitions

The use of the ISO 8601 date and time standard allows each quarter to be composed of 13 or 14 *complete* weeks starting on Monday and ending on Sunday. In addition, no two quarters have overlapping dates. This is helpful given network companies are reporting week-level aggregated data.

The ISO 8601 calendar standard is implemented in most programming languages, including [Python](#), [Javascript](#), [Ruby](#), and [Rust](#). ISO Weeks can also be checked on the web at [EpochConverter](#).

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<sup>1</sup> Q1 2024 starts on 1/15/24 (ISO Week 3) rather than 1/1/24 (ISO Week 1) since the effective date for SMC 8.37 was 1/13/24.

### Special Note on Q1 2024

Since the effective date of SMC 8.37 was January 13, 2024, Network Companies will submit retroactive data with slightly different Q1 dates:

- Q1: January 15 (first day of ISO Week Number 3) at 12:00 AM PST to March 31 (last day of ISO Week Number 13) at 11:59PM PST
- Q2, Q3, and Q4 remain the same as defined above

## Report Format and Submission Process

### **Making Submissions via SFTP**

To submit data reports to OLS, Network Companies need to provide their SFTP public keys to the City of Seattle by November 12, 2024. OLS will then set up an SFTP folder for each network company.

### **Submission File Names**

The names of the file submissions will include the following components:

- **company** – the network company’s trade name, shortened if necessary, with all characters in lowercase and no spaces (e.g., “ubereats,” “doordash,” “grubhub”). The character string should be consistent between submissions.
- **quarter** - quarter for the reported data (e.g. “q1”, “q3”, etc)
- **year** - year of the submission (e.g. “2024”)

For sample submissions, all files will be sent in a zip file named “[**company**]-sample-[**month**]-[**year**].zip” (e.g. doordash-sample-december-2024.zip).

- All aggregated sample reports should be named as shown in the below table.
- All disaggregated sample data should be put in a separate subfolder named “disaggregate” in the zip folder.

For regular quarterly submissions, all files will be sent in a zip file named “[**company**]-[**quarter**]-[**year**].zip”.

Individual CSV files be named as the table below shows:

#	Report Name	CSV Filename
1	Summary of Offers	[company]- <b>offers</b> -[quarter]-[year].csv
2	Offers by Acceptance	[company]- <b>offers-acceptance-locations</b> -[quarter]-[year].csv



	Location	
3	Offers by Destination Location	[company]- <b>offers-destination-locations</b> -[quarter]-[year].csv
4	Summary of Engaged App-Based Workers	[company]- <b>workers-engaged</b> -[quarter]-[year].csv
5	Workers by Preferred Language Information	[company]- <b>workers-preferred-language</b> -[quarter]-[year].csv
6	Workers by Census Tract	[company]- <b>workers-location</b> -[quarter]-[year].csv
7	Workers by Primary Mode of Transport	[company]- <b>workers-mode-of-transit</b> -[quarter]-[year].csv
8	Anonymized Worker Info	[company]- <b>workers-anonymized-info</b> -[quarter]-[year].csv
9	Summary Distributional Statistics for Reporting Metrics	[company]- <b>distributions</b> -[quarter]-[year].csv
10	Subscriber Information	[company]- <b>subscribers</b> -[quarter]-[year].csv
11	Cancellation Information	[company]- <b>cancellations</b> -[quarter]-[year].csv
12	Deduction Information	[company]- <b>deductions</b> -[quarter]-[year].csv
13	Notice of Rights Languages Requested	[company]- <b>notice-languages-requested</b> -[quarter]-[year].csv
14	Notice of Rights Languages Created	[company]- <b>notice-languages-created</b> -[quarter]-[year].csv

## Anonymization of Worker Data

Except for app-based workers' five-digit zip codes as well as first one and last four digits of their phone numbers (see [Report 6: Anonymized Worker Info](#)), a network company shall not transmit to OLS any personally identifiable app-based worker information, including name, date of birth, home address, social security number, vehicle license plate number, driver's license number, or other similar records. (SHRR 240-160.6.e)

When submitting sample records of disaggregated data, Network Companies should avoid sending personally identifiable worker and customer information to OLS through a variety of techniques, for example:

- Dropping the columns representing personally identifiable information, altogether, from sample submissions (e.g. name, date of birth, home address, social security number, etc)
- Drop or redact any destination or work locations data columns, but keep all other location data (acceptance locations, pickup locations, etc) and report GPS (lat/long) coordinates
- Substituting personally identifiable fields with redacted versions, for example:
  - replacing any name or address fields with “REDACTED”
  - replacing any phone number or social security numbers with dummy values such as “XXX-XXX-XXXX” or “123-456-7890”

However, as requested in SHRR 240-230 (“Recordkeeping”), companies should include unique identifiers in their sample records submission, such as for the paying customer who is requesting (240-230.4.a.i) and for app-based workers who accepted an offer (240-230.4.a.vi.1). Unique identifiers such as integer primary keys (e.g. 1 or 4432), universal unique identifiers (UUID; e.g. c5a2a319-6b58-4f64-955e-30120574c8ad), and other unique combinations of numbers, characters, and symbols are all valid identification schemes.

## Submitting Census Tract Location Data

Network Companies must submit 2020 Census Tracts. The submitted 2020 Census Tract IDs should include the State and County Census codes.

In order to convert GPS coordinates or physical addresses into Census Tracts, you can:

- Use the [Census Batch Geocoder API](#), which allows you to fetch Census information for up to 10,000 addresses in a single API call.
  - In addition to using the web interface or the REST API directly, there are several wrappers written in other languages, like [pygris](#) or [census-geocoder](#) library in Python, [tractR](#) in R, etc
- Download Census Tract Shapefiles using a library like [pygris](#) in Python or [tigris](#) in R, which can allow for census tract lookup locally
- Using a proprietary Batch Geocoding API like [Geocodio](#)

## Available Time and Miles

Available time is defined as “a time period that is less than one hour, occurs between (1) two periods of engaged time; (2) the worker logs-on to the worker platform (becomes

available) and begins a period of engaged time; or (3) when the worker ends a period of engaged time and when the worker logs off of the worker platform (availability is terminated).” (SHRR 240-100.3)

“Available miles” means the miles traveled according to the routed distance between the offer completion location and the offer acceptance location of the subsequent offer. “Routed distance” means the shortest driving distance between two locations as determined by the routing service used by the network company. (SHRR 240-100.15)

Companies have options to provide “available miles” in the follow conditions:

- 1) Submit all routed distances that fit with the definition of “available miles”; or
- 2) Only submit “available miles” when the time between two offers is shorter than an hour.

Network Companies can calculate the shortest driving (or biking) distance between two points easily with a variety of different APIs. For example:

- [Google Maps Distance API](#) (\$200 in free credit given every month, which is enough for 40,000 Distance Matrix calls)
- [Mapbox Directions API](#) (up to 100,000 free requests per month)
- [HERE Routing API](#) (get up to 30,000 free car/biking/pedestrian requests and 5,000 free scooter/2-wheeler requests per month)

## Aggregated Data Reports: Offers

### Report 1: Summary of Offers

#### Inclusion Criteria

For each reporting week, include all offers starting in, ending in, and/or having a business stop in Seattle during that week.

#### Defining “Offers” for SMC 8.37

An “offer” is an opportunity to perform services for compensation that an app-based worker can accept or reject. An offer may include work related to one or more online orders that are facilitated by a network company and are usually, but not always, placed by one or more customers. An offer may

be for a shift or any other description of a continuous period in which the app-based worker commits to being available to work.

Below are some clarifications to help companies calculate the number of offers in your data submission.

- When a network company presents multiple orders within the same offer to a worker, and the worker accepts this stacked/bundled offer including multiple orders, it is considered as one offer.
- When a worker currently working on an offer receives and accepts another offer from the same company, they count as two offers.
- When an offer is canceled by an app-based worker, and the same work opportunity was sent out by the network company and accepted by another app-based worker, they are considered to be two offers.
- Each offer has only one starting location and one ending location, even when it includes multiple orders within it.

## Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
num_offers	numeric	Number of all offers that were accepted during week_starting, even if they were not completed during that week.
num_offers_completed	numeric	Number of all offers that were completed during week_starting, even if they were not sent out or accepted in that week.

num_offers_ondemand	numeric	Number of all on-demand offers accepted during week_starting, even if they were not completed during that week. (Required if the company uses a different pay structure between on-demand and pre-scheduled offers)
num_offers_completed_ondemand	numeric	Number of all on-demand offers completed during week_starting, even if they were not sent out or accepted in that week. (Required if the company uses a different pay structure between on-demand and pre-scheduled offers)
num_offers_completed_exiting_seattle	numeric	Number of all offers that started in Seattle and ended outside Seattle completed during week_starting, even if they were not sent out or accepted in that week. (Required if company has different pay rates inside and outside Seattle)
num_offers_completed_entering_seattle	numeric	Number of all offers that started outside Seattle and ended in Seattle completed during week_starting, even if they were not sent out or accepted in that week. (Required if company has different pay rates inside and outside Seattle)
num_offers_completed_within_seattle	numeric	Number of all offers that both started and ended within Seattle completed during week_starting, even if they were not sent out or accepted in that week. (Required if

		company has different pay rates inside and outside Seattle)
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## Report 2: Offers by Acceptance Location

### Inclusion Criteria

For each reporting week, include all completed offers starting in, ending in, and/or having a business stop in Seattle during that week.

### Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
acceptance_location	varchar	2020 Census Tract corresponding to the location the driver was when the offer was accepted
num_offers_completed	numeric	Number of completed offers that were accepted in acceptance_location for the given reporting week

## Report 3: Offers by Destination Location

### Inclusion Criteria

For each reporting week, include all completed offers starting in, ending in, and/or having a business stop in Seattle during that week.

### Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
destination_location	varchar	2020 Census Tract including the State and County Census codes, corresponding to the location the app-based worker’s final destination <sup>2</sup> was on the offer they accepted
num_offers_completed	numeric	Number of completed offers that had a destination of destination_location, for the given reporting week

## Report 4: Summary of Engaged App-Based Workers

### Inclusion Criteria

For each reporting week, include all workers who had some amount of engaged time in Seattle during that week.

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<sup>2</sup> For offers that have only one designated location (e.g. a cleaning service) then the destination\_location corresponds to the work location (e.g. the location where the cleaning is performed).

## Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
num_workers_engaged	numeric	Total number of app-based workers for the platform who completed any period of engaged time

## Report 5: Workers by Preferred Language Information

### Inclusion Criteria

For each reporting week, include all workers who had some amount of engaged time in Seattle during that week.

## Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
language_preferred	ISO 639-1 language code (e.g.	The preferred or primary



	“en” or “es”)	languages for app-workers
num_workers_engaged	numeric	Total number of app-based workers for the platform who completed any period of engaged time and selected a primary language of preferred_language

## Report 6: Workers by Census Tract

### Inclusion Criteria

For each reporting week, include all workers who had some amount of engaged time in Seattle during that week.

### Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
census_tract	numeric	2020 Census Tract, including the State and County Census codes, of the worker’s primary address registered with the worker’s account as input by app-based workers
num_workers_engaged	numeric	Total number of app-based workers for the platform who completed any period of engaged time and have specified their

		primary address in census_tract
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## Report 7: Workers by Primary Mode of Transport

### Inclusion Criteria

For each reporting week, include all workers who had some amount of engaged time in Seattle during that week.

### Two Methods of Tracking Primary Mode of Transport

Network Companies can choose between two potential methods to keep track of a worker's Primary Mode of Transport.

#### Option 1: Standard Categories

Network Companies can list the following standardized categories:

Category	Description	String used in CSV for primary_mode_of_transport
Car	Any 4-wheeled vehicle (incl. truck, van)	car
Bike	Any type of bike (incl. e-bikes)	bike
Scooter	Any type of scooter (incl. e-scooters)	scooter
No Vehicle	Worker made the delivery without a vehicle	none

#### Option 2: Company-Defined Categories

Network Companies can provide their own transportation mode categories provided that they are at least as detailed as Option 1. For example, a company may choose to split up the "Car" category into multiple categories (e.g. "Van", "Pickup", "Box Truck"). However, they cannot choose to collapse categories (e.g. by combining Bike and Scooter into a "2 Wheel" category)

If a company chooses to go this route, the categories used must stay consistent across reports.

## Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
primary_mode_of_transport	string	The most frequent vehicle type used by the worker, according to one of the Options for categorization as detailed above.
num_workers_engaged	numeric	Total number of app-based workers for the platform who completed any period of engaged time and use primary_mode_of_transport

## Report 8: Anonymized Worker Info

### Inclusion Criteria

For each reporting week, include all workers who had some amount of engaged time in Seattle during that week.

## Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that

		the numbers are reported
worker_id	varchar	Unique ID that corresponds to the worker (should remain consistent across weeks for a given worker)
zipcode	varchar(5)	5-digit zipcode of worker's primary address as input by the worker
phone_number_first_digit	numeric	The first digit of the area code of the worker's primary phone number.
phone_number_last_four_digits	numeric	The last four digits of the worker's primary phone number.

## Report 9: Summary Distributional Statistics for Reporting Metrics

### Inclusion Criteria

Varies; see "Inclusion Criteria for Distribution" in [Required Metrics](#) table below.

### Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See "Report Format and Submission Process" for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
metric_name	string	Name of the metric described in this row. (see "Required Metrics" table below)
sum_metric	numeric	The sum of the metric across all workers engaged that week

mean_metric	numeric	The average value of the metric across all workers engaged
p10_metric	numeric	The 10th percentile of the metric across all workers engaged
p25_metric	numeric	The 25th percentile of the metric across all workers engaged
p50_metric	numeric	The 50th percentile of the metric across all workers engaged
p75_metric	numeric	The 75th percentile of the metric across all workers engaged
p90_metric	numeric	The 90th percentile of the metric across all workers engaged

## Required Metrics

Category	Metric	Field Name in Reporting Table	sum_metric is required?	Inclusion Criteria for Distribution	Expected Datatype for Field Name Value
<u>Work Time Metrics</u>	Engaged Time	engaged_time	✓	All workers who have completed some amount of engaged time during the reporting week	Numeric (minutes, two-decimal point precision <sup>3</sup> )
	Available Time	available_time	✓		
	Engaged+Available Time	engaged_plus_available_time	✓		
<u>Worker Pay Metrics</u>	Gross network company payment	gross_payment	✓	All workers who have completed some amount of engaged time during the reporting week	Numeric (two-decimal point precision)
	Bonuses and Incentives	bonuses	✓		
	Tips	tips	✓		
	Deductions	deductions	✓		
	Net Earnings	net_earnings	✓		
	Gross network company payment divided by Hours of Engaged+Available Time	gross_payment_per_hour_engaged_plus_available	✓		
	Net Earnings divided by Hours of Engaged+Available Time	net_earnings_per_hour_engaged_plus_available	✓		

<sup>3</sup> In other words, 10 minutes and 30 seconds would be represented as 10.50 in the table

	Gross network company payment divided by Hours of Engaged Time	gross_payment_per_hour_engaged	✓		
	Net Earnings divided by Hours of Engaged Time	net_earnings_per_hour_engaged	✓		
	Gross network company payment per Completed On-Demand Offer	gross_payment_per_completed_offer	✓	All completed on-demand offers during the reporting week	
	Net Earnings per Completed Pre-Scheduled Offer	net_earnings_per_completed_offer	✓	All completed pre-scheduled offers	
<u>Work Distance Metrics</u>	Engaged Miles	engaged_miles	✓	All workers who have completed some amount of engaged time during the reporting week	Numeric (miles, 2-decimal point precision)
	Available Miles (miles driven during Available Time)	available_miles	✓		
<u>Customer Charge Metrics</u>	Total Customer Payments for Offers (specifically for offers, does not include, e.g., memberships, etc)	total_customer_payments	✗	All paid (and uncanceled) offers in Seattle during the reporting week	Numeric (2 decimal precision)

	Total Network Company Fees Charged for Offers (e.g. Service Fees, Regulatory Response Fees, etc)	total_company_fees_charged	×		
<u>Offer Cancellation</u>	Time Between Acceptance and Cancellation	accept_to_cancel_time	×	All offers that were canceled during the reporting week (excluding “partially canceled offers” <sup>4</sup> )	Numeric (minutes)
	Miles Driven by Worker Between Acceptance and Cancellation	accept_to_cancel_distance	×		Numeric (miles, 2-decimal precision)

## Report 10: Subscriber Information

### Inclusion Criteria

For each reporting week, include all paying customers who had an active paid<sup>5</sup> subscription or membership as of the beginning of the reporting week (regardless of whether the subscriber paid for their subscription or not during the reporting week) AND paid for an offer covered by SMC 8.37 (regardless the physical location of the paying customers) during the reporting week.

### Data Schema

<sup>4</sup> “Partially canceled offers” refers to offers for which a subset of orders were canceled, but not the whole offer. Read more about partial offer cancellations in [Report 11](#).

<sup>5</sup> Only count subscribers who are paying for their subscription, i.e. do not include customers getting subscriptions for free (e.g. free trial members or customers who receives free DashPass or Instacart+ as part of their Chase Sapphire Reserve benefits)



Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
num_subscribers	numeric	The number of unique paying customers who had an active paid subscription or membership as of the beginning of the reporting week (even if didn’t make a payment for their subscription or membership in this reporting week) AND paid for an offer covered by SMC 8.37 during the week.

## Report 11: Offer Cancellation Information

### Inclusion Criteria

For each reporting week, include all full and partial offer cancellations during that week. Note the [“Defining ‘Offers’ for SMC 8.37”](#) section under Report 1 for more information on how to calculate offers and cancellations. See below for more information on partial offer cancellations.

### Handling “Partial Offer Cancellations”

Offers can sometimes include several orders. The trivial case is if an entire offer (and all its associated orders) has been canceled; this should be counted as 1 canceled offer.

On the other hand, if an offer included  $x$  orders, and  $y$  of those orders have been canceled, then this should be regarded as a “partial cancellation”, where the value of the cancellation is  $y/x$ . For example, if an offer included 3 offers, and 2 of them were canceled, then the cancellation count should be incremented by 0.66.

## Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
num_cancellations_total	numeric	The total number of offers that were canceled, regardless of who/what initiated the cancellation
num_cancellations_by_worker_with_cause	numeric	The number of offers canceled by the worker, with cause
num_cancellations_by_worker_without_cause	numeric	The number of offers canceled by the worker, without cause
num_cancellations_by_customers	numeric	The number of offers canceled by the customer
num_cancellations_by_network_company	numeric	The number of offers canceled by the network company

## Report 12: Deduction Information

### Inclusion Criteria

For each reporting week, include all workers who had a deduction applied to them during that week.

## Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
week_starting	date	The Monday of the ISO week that the numbers are reported
mandatory_deduction	boolean	Indicates whether deduction_type is a “mandatory deduction” (e.g. required by federal or state law, or to satisfy a court order, judgment, wage attachment, trustee process, bankruptcy proceeding, or payroll deduction notice for child support Payments.) See SHRR 240-120.6.c for more information about these mandatory deductions.
deduction_type	string	A type of deduction applied to at least one worker in the reporting week (e.g. equipment, insurance)
num_workers_taking_deduction	numeric	Number of workers taking the particular deduction

## Report 13: Notice of Rights Languages Requested

### Inclusion Criteria

For the entire reporting quarter, include all workers who completed some Engaged Time in Seattle during the quarter and requested a new language for their Notice of Rights pursuant to SMC 8.37.

## Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
language_requested	ISO 639-1 language code (e.g. “en” or “es”)	A language <sup>6</sup> in which one or more workers have requested to view their Notice of Rights pursuant to SMC 8.37
num_workers_requesting	numeric	Number of workers requesting the language during the entire quarterly reporting period

## Report 14: Notice of Rights Languages Created

### Inclusion Criteria

For the entire reporting quarter, include all new languages of the Notice of Rights created by the Network Company accessible to workers in Seattle.

## Data Schema

Field	Type	Description
network_company	string	Abbreviated name of the network company. See “Report Format and Submission Process” for naming conventions.
language_created	ISO 639-1 language code (e.g.	A language <sup>7</sup> in which the

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<sup>6</sup> Other than English, Amharic, Arabic, Chinese (traditional), Japanese, Korean, Oromo, Russian, Somali, Spanish, Tagalog, Tigrigna, and Vietnamese.

<sup>7</sup> Other than English, Amharic, Arabic, Chinese (traditional), Japanese, Korean, Oromo, Russian, Somali, Spanish, Tagalog, Tigrigna, and Vietnamese.

	“en” or “es”)	Network Company has created a new Notice of Rights pursuant to SMC 8.37
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## Disaggregated Data

For disaggregated data, OLS currently is not sharing guidance on Network Companies’ data recording other than what is required in the Data Rules (SHRR 240-230). However, in its *sample* submissions to OLS, no network company shall submit any personally identifiable app-based worker information, including name, date of birth, home address, social security number, vehicle license plate number, driver’s license number, GPS location (e.g. acceptance locations, destination locations) or other similar records. These values should be redacted in any sample submissions to the OLS (specifically SHRR 240-230(4)(b)).