

University of California
Implementation Guidelines for the Payroll Personnel System (PPS)
Changes to the Collection of Race, Ethnicity, Veteran, and Disability Information
Effective November 1, 2014

Issued by
Systemwide Human Resources
University of California
Office of the President

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BACKGROUND INFORMATION

Legislative changes issued by the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) to the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and Section 503 of the Rehabilitation Act of 1993 as amended (Section 503), which became effective on March 24, 2014 require that federal contractors revise surveys used to collect information regarding veteran status from applicants and employees.

As a result of the March 2014 changes to VEVRAA and Section 503 regulations, UC was required to make changes to form U5605 Demographic Data Transmittal Form to include updates to protected veteran categories that we need to collect in order to comply with VEVRAA requirements. Additionally, the form was revised to consolidate the collection of race and ethnicity information. Furthermore, federal contractors and subcontractors MUST use a form developed by the OFCCP to survey for disability - "Voluntary Self-identification of Disability Form" (Form CC 305-OMB Control Number 1250-0005). The agency mandates the use of this form to survey disability status at both the pre and post-offer stages.

The EDB Entry Update Employee Personal Data 1 (EPD1) screen needs to be able to accept additional values in the appropriate fields. Answers received from the OFCCP approved Disability Survey need to be entered into the EDB Entry Update Employee Personal Data 1 (EPD1) screen "Disabled Status" field and this requires additional values to be allowed as well.

The following systems modifications were required in order to allow the University to continue to meet federal reporting obligations.

- Modification to EDB Entry Update Employee Personal Data 1 (EPD1) screen to allow additional values for 3 existing fields with the below labels:
 1. Primary Ethnic Race
 2. Disabled Status
 3. Veteran Disability Status field
- Modification to Web EDB Update and Web EDB Inquiry (java application) to accommodate PPS changes.
- CPS Interface PPP711 – 6 new codes should be incorporated in the translation that currently occurs for ETHNIC_ORIGIN_CODE element onto the CPS file.

CURRENT COLLECTION AND RECORDING PROCESS

New hired employees complete form U5605 (R6/10) "Demographic Data Transmittal" on which they are asked to self-identify their ethnicity and race by completing Sections 1A and 1B of the form (See Appendix A).

COLLECTION OF RACE, ETHNICITY, DISABILITY AND VETERAN STATUS USING FORM U5605

For Section 1A it is necessary to record all checkboxes (multiple selections) as required for IPEDS reporting. For Section 1B it is necessary to record only one checkbox (single selection) for Affirmative Action Program reporting. Checking multiple selections in Section 1B invalidates the section.

New employees are asked to:

- Section 1A - Specify if they are of Hispanic, Latino, or Other Spanish origin
 - ❖ This is a single Yes/No response
 - ❖ Select one or more races from the following list of five choices
 - American Indian or Alaska Native
 - Asian
 - Black/African American
 - Native Hawaiian or Other Pacific Islander
 - White
- Section 1B - Select one primary race/ethnicity category with which they most closely identify from the following list
 - American Indian or Alaska Native
 - Asian
 - Chinese/Chinese American
 - Filipino/Pilipino
 - Japanese/Japanese American
 - Native Hawaiian or Other Pacific Islander
 - Pakistani/East Indian
 - Other Asian
 - Black/African American (not of Hispanic origin)
 - Hispanic
 - Mexican/Mexican American/Chicano
 - Latin American/Latino
 - Other Spanish/Spanish American
 - White (not of Hispanic origin)
- Section 2 – Self-identify disability status
- Section 3 - Select one or more of the protected veteran classifications from the following list of choices
 - Disabled Veteran
 - Recently Separated Veteran
 - Active Wartime or Campaign Badge Veteran
 - Armed Forces Service medal Veteran

- Vietnam Era Veteran

RECORDING OF RACE, ETHNICITY, DISABILITY AND VETERAN STATUS INFORMATION IN PPS

MULTIPLE RACE/ETHNICITY INDICATOR FIELDS EDB0322-0327

All the elements of Form U5605 are captured on PPS screen EPD1. Six fields record the responses from Section 1A as follows:

EDB0322	HISPANIC INDICATOR
EDB0323	AFRICAN AMERICAN INDICATOR
EDB0324	AMERICAN INDIAN INDICATOR
EDB0325	ASIAN INDICATOR
EDB0326	NATIVE HAWAIIAN INDICATOR
EDB0327	WHITE INDICATOR

All fields are one character alphanumeric - 'Y' for yes, 'N' for No, or blank (default).

ETHNIC ORIGIN CODE (EDB0112)

The Primary Ethnic/Race field (EDB 0112) is the field for the response entered in Section 1B of the form. This field was relabeled as the "Primary Ethnicity/Race field".

Code List

F	White (not of Hispanic origin)
A	Black/African-American (not of Hispanic origin)
2	Chinese/Chinese-American
B	Japanese/Japanese-American
L	Filipino/Pilipino
R	Pakistani/East Indian
X	Other Asian
C	American Indian or Alaska Native
E	Mexican/Mexican-American/Chicano
5	Latin American/Latino
W	Other Spanish/Spanish-American
Z	Native Hawaiian or Other Pacific Islander
U	Unknown
O	Hispanic (derived from U5605 Section 1A)
P	Black/African American (derived from U5605 Section 1A)
Q	American Indian or Alaska Native (derived from U5605 Section 1A)
S	Asian (derived from U5605 Section 1A)
T	Native Hawaiian or Other Pacific Islander (derived from U5605 Section 1A)
V	White (derived from U5605 Section 1A)

When a single response has been marked in Section 1A of the form and Section 1B is left blank, the system will automatically derive a code (O – V) to auto-populate the Primary Ethnic/Race field.

VETERAN STATUS CODES (EDB0344-0345, 0350-0351, AND 0381)

Responses to the veteran status questionnaire are recorded in the following EDB fields.

EDB0344	ARMED FORCES SERVICE MEDAL VETERAN STATUS CODE
EDB0345	WAR/CAMPAIGN/EXPEDITION VETERAN STATUS CODE-
EDB0350	VIETNAM ERA VETERAN STATUS CODE
EDB0351	VETERAN DISABILITY STATUS CODE
EDB0381	RECENTLY SEPARATED VETERAN STATUS CODE

DISABLED STATUS CODE (EDB0352)

Responses to the question regarding disability status are recorded in the Handicapped Status Code field (EDB0352). This field currently accepts the following three codes:

Blank - Not Disabled
N - Not Disabled
H - Disabled

CURRENT EPD1 SCREEN

```

PPEPD10-ERRRR      EDB Entry/Update      HIRE 06/17/10 12:50:42
                   Employee Personal Data 1  Userid: RBPKBS
ID: 101010101 Name: LIGHT, GREEN      Emp Stat:      Pri Pay:

Date of Birth: 070154
Sex:
Hispanic:
American Indian or Alaska Native:  Asian:  Black/African American:
Native Hawaiian or Other Pacific Islander:  White:
Primary Ethnic/Race:
Disabled Status:

Veteran Status Codes - Vietnam:  War/Campaign:  Disability:  Serv Medal:
Recently Separated Veteran Date:
Citizenship:
Student Status:  No. of Reg. Units:

Next Func:  ID:  Name:  SSN:

==>
F:  1-Help      2-Cancel      4-Print      5-Update
F:              9-Jump      10-PrevFunc  11-NextFunc
MA + a
06/017

```

EDB 0112

Field records responses from Section 1B of Form U5605

EDB 0344, 0345, 0350, 0351, 0381

Fields record veteran status from Section 3 of Form U5605

EDB0322-0327 Fields record responses from Section 1A of Form U5605

EDB0352

Field records disability status from Section 2 of Form U5605

NEW COLLECTION AND RECORDING PROCESS

COLLECTING RACE, ETHNICITY, VETERAN, AND DISABILITY STATUS USING REVISED FORM U5605 AND NEW OFCCP MANDATED FORM CC-305

New employees hired after November 1, 2014 will complete the form U5605 (R10/14) "***Voluntary Self-Identification of Race, Ethnicity and Veteran Status***" (See Appendix B) on which they will be requested to identify their race and ethnicity from a consolidated list of options by placing an 'X' in the appropriate box. If two or more race/ethnic categories are applicable, employees are allowed to enter the multiple race categories.

Additionally, employees will be asked to identify their protected veteran status based on the options listed in the Invitation to Self-Identify Veteran Status section of the form. New hires will be asked to identify if they belong to one or more of the classifications of protected veterans listed on the form. Individuals may choose all that apply.


Individuals who are protected veterans but do not wish to disclose the specific classification to which they belong, will have the option to select "I am a protected veteran, but I choose not to self-identify the classification to which I belong". If none of the protected categories listed on the form are applicable, they will have the option to indicate that they do not belong to a classification of protected veterans.

Lastly, as required under Section 503 regulations effective March 24, 2014, new employees will be provided a copy of the OFCCP approved "***Voluntary Self-identification of Disability***" form (OFCCP form CC-305/OMB Control Number 1250-0005). (See Appendix C)

New employees are asked to:

- Invitation to Self-Identify Race and Ethnicity Section - Specify if they are of Hispanic, Latino, or Other Spanish origin
 - ❖ This is a single Yes/No response
 - Hispanic
 - Mexican/Mexican American/Chicano
 - Latin American/Latino
 - Other Spanish/Spanish American
 - ❖ Select one or more races from the following list of choices
 - American Indian or Alaska Native
 - Asian
 - Chinese/Chinese American
 - Filipino/Pilipino
 - Japanese/Japanese American
 - Korean/Korean American
 - Vietnamese/Vietnamese American
 - Pakistani/East Indian
 - Other Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander

- White
 - European
 - North African
 - Middle Eastern
 - White (not specified)
- **Invitation to Self-Identify Veteran Status Section - Select one or more of the protected veteran classifications from the following list of choices**
 - Disabled Veteran
 - Recently Separated Veteran
 - Active Wartime or Campaign Badge Veteran
 - Armed Forces Service medal Veteran
 - Vietnam Era Veteran
 - **Select if individual does not wish to disclose protected veteran status**
 - I am a protected veteran, but I choose not to self-identify the classification to which I belong
 - **Select if individual is not a protected veteran**
 - I am not a protected veteran

Complete the new Voluntary Self-Identification of Disability form (*OFCCP form CC-305/OMB Control Number 1250-0005*)  and

- **Select their disability status based on the following options**
 - Yes, I have a disability (or previously had a disability)
 - No, I don't have a disability
 - I don't wish to answer

NEW COLLECTION AND RECORDING PROCESS

RECORDING RACE, ETHNICITY, DISABILITY AND VETERAN STATUS IN PPS

MULTIPLE RACE/ETHNICITY INDICATOR FIELDS EDB0322-0327







All the elements of the revised Form U5605 will continue to be captured on PPS screen EPD1. Six fields will continue to record the consolidated responses from the Invitation to Self-Identify Race and Ethnicity Section of the form as follows:

EDB0322	HISPANIC INDICATOR
EDB0323	AFRICAN AMERICAN INDICATOR
EDB0324	AMERICAN INDIAN INDICATOR
EDB0325	ASIAN INDICATOR
EDB0326	NATIVE HAWAIIAN INDICATOR
EDB0327	WHITE INDICATOR

All fields will continue to be one character alphanumeric - 'Y' for yes, 'N' for No, or blank (default).

ETHNIC ORIGIN CODE (EDB0112)

The Ethnic field carries forward as the receptacle for the response entered on the consolidated Invitation to Self-identify Race and Ethnicity section of the revised form. This section includes all of the same choices as the prior version (R/8/10) of the U5605 form plus five new options (highlighted on Appendix B). The race and ethnicity response(s) on the form will continue to be recorded in the Primary Ethnic field as a single alphanumeric code from the following options:

F	White
A	Black/African-American
2	Chinese/Chinese-American
B	Japanese/Japanese-American
L	Filipino/Pilipino
R	Pakistani/East Indian
X	Other Asian
C	American Indian or Alaskan Native
E	Mexican/Mexican-American/Chicano
5	Latin American/Latino
W	Other Spanish/Spanish-American
Z	Native Hawaiian or Other Pacific Islander
O	Hispanic (derived from U5605 Section 1A)
P	Black/African American (derived from U5605 Section 1A)
Q	American Indian or Alaska Native (derived from U5605 Section 1A)
S	Asian (derived from U5605 Section 1A)
T	Native Hawaiian or Other Pacific Islander (derived from U5605 Section 1A)
V	White (derived from U5605 Section 1A)
K	Korean/Korean-American 
I	Vietnamese/Vietnamese-American 
G	European 
J	Middle Eastern 
N	North African 
H	Two or More races 
U	Unknown

VETERAN STATUS CODES EDB0344-0345, 0350-0351, AND 0381



Responses entered in the Invitation to Self-Identify Veteran Status section of the form will continue to be recorded in the following EDB fields.

EDB0344	ARMED FORCES SERVICE MEDAL VETERAN CODE
EDB0345	WAR/CAMPAIGN/EXPEDITION VETERAN STATUS CODE-
EDB0350	VIETNAM ERA VETERAN STATUS CODE
EDB0351	VETERAN DISABILITY STATUS CODE
EDB0381	RECENTLY SEPARATED VETERAN DATA

VETERAN DISABILITY STATUS CODE (EDB0351)

The label for this field has been changed on the EPD1 screen from "Disability" to "Oth Status" and has been reprogrammed to allow the entry of two new values:



Code List

Blank	Not a Disabled Veteran
N	Not a Disabled Veteran
S	Disabled Veteran
O	I am Not a Protected Veteran 
P	Protcted Vet, No Self-Identify 

DISABLED STATUS CODE (EDB0352)

Responses entered on the new Voluntary Self-Identification of Disability form (*OFCCP form CC-305/OMB Control Number 1250-0005*) will continue to be recorded in the following EDB fields. This field has been modified to accept two new values.

Code List

Blank	- Not Disabled
N	- Not Disabled
H	- Disabled
D	- Dont Wsh Ans 
R	- No Response 

CHANGES TO EPD1 SCREEN

Data entry in PPS does not restrict the combination of responses that can be recorded even if it suggests that instructions on the Voluntary Self-Identification of Race, Ethnicity and Veteran Status form were not followed or the combination is self-contradictory. Below is a screen shot of EPD 1 screen illustrating the change made to the now identified as "Oth Status" field. The label for this field has been changed on the EPD1 screen from "Disability" to "Oth Status" and has been reprogrammed to allow the entry of the two new values listed above under Disabled Status Code.

The screenshot shows the EPD1 screen with the following data:

```

PPEPD10-E1931      EDB Entry/Update      06/27/14 13:58:55
05/21/14 13:54:48  Employee Personal Data 1      Userid: RBDJH
ID: 333333078 Name: ANNA, POLLY      Emp Stat: A      Pri Pay: MO

Date of Birth: 010160
Sex: F
Hispanic: _
American Indian or Alaska Native: _ Asian: _ Black/African American: _
Native Hawaiian or Other Pacific Islander: _ White: _
Primary Ethnic/Race: F
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _
Recently Separated Veteran Date: _
Citizenship: C
Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _

==>
F: 1-Help      3-PrevMenu  4-Print      5-Update
F: 9-Jump      12-Exit

MP + a      06/017
  
```

The "Oth Status" field is highlighted with a yellow circle. The bottom of the screen shows a function key menu with options like PF1, PF2, PF3, PF4, PF5, PF6, PF7, PF8, PF9, PF10, PF11, PF12, Enter, PA1, PA2, PA3, Adn, SysReq, Insrt, Delte, NewtLne, and NewtPad.

CORPORATE PERSONNEL SYSTEM (CPS) INTERFACE

All new codes use to populate the Primary Ethnic/Race field were incorporated in the translation that currently occurs for this element onto the CPS file. The new codes and their corresponding translations are:

K = 23
 I = 24
 G = 25
 J = 26
 N = 27
 H = 28

The CPS interface process copies and converts data from existing fields to corresponding elements in CPS. The interface continues to identify a single ethnic code for ETHNIC_ORIGIN_GROUP_CODE which continues to be used for Affirmative Action program reporting.

For IPEDS reporting, the CPS interface process evaluates both the new and current codes to determine the appropriate rollup for multiple race and ethnicity categories for an employee.

CONTACTS

General questions regarding the implementation of these revised Self-identification forms can be directed to:

Katya Nottie
Affirmative Action/Title IX Officer
Systemwide AA/EEO Coordinator
Human Resources
University of California, Office of the President
Email: Katya.Nottie@ucop.edu
Phone: (510) 987-0104

Technical questions concerning PPS and Web New Hire changes can be directed to:

Ken Smith
Programmer Analyst III
Human Resources
University of California, Office of the President
Email: Kenneth.Smith@ucop.edu
Phone: (510) 287-3837

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)	CAMPUS	DEPARTMENT/ORGANIZATIONAL UNIT	BIRTHDATE		
			MO	DY	YR

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees (see reverse for Privacy Notification Statement). Please self-identify your ethnicity and race by completing Sections 1A and 1B of this form.

Additionally, to comply with Federal recordkeeping mandates, the University of California is required to monitor the number of its employees who have a disability or are protected veterans. Please self-identify your status as disabled individual and/or protected veteran by completing Section 2 and/or Section 3 of this form as applicable to you.

1. ETHNICITY AND RACE

Please complete Sections 1A and 1B below. The information must be collected in both sections in order for the University to comply with U.S. Department of Education requirements for the collection and reporting of ethnicity and race data as well as Affirmative Action program reporting requirements. **The University of California will not be able to accurately report your information if both sections are not completed.**

A. Are you of Hispanic, Latino or Other Spanish origin? ☐ YES ☐ NO

In addition, please select one or more of the racial categories that are applicable to you.

☐ American Indian or Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

B. For Affirmative Action program reporting, the University of California is required to provide only ONE race/ethnicity description for its employees. Please place an "X" in the box that best identifies the single option from Section 1B that you want us to report for you.

☐ **American Indian or Alaska Native** (C) – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian

☐ Chinese/Chinese American (2) – A person having origins in any of the original peoples of China.

☐ Filipino/Pilipino (L) – A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American (B) – A person having origins in any of the original peoples of Japan.

☐ Native Hawaiian or Other Pacific Islander (Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.

☐ Pakistani/East Indian (R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Other Asian (X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Korea, Malaysia, Thailand, and Vietnam).

☐ **Black/African American** (A) – A person having origins in any of the Black racial groups of Africa.
(not of Hispanic origin)

Hispanic/Latino

☐ Mexican/Mexican American/Chicano (E) – A person of Mexican culture or origin regardless of race.

☐ Latin American/Latino (5) – A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

☐ Other Spanish/Spanish American (W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☐ **White** (not of Hispanic origin) (F) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

2. DISABILITY STATUS

Please place an "X" in the box below if you are an individual with a disability, otherwise please leave blank.

☐ **INDIVIDUAL WITH A DISABILITY (H)**

An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or who has a record of such impairment.

All questions regarding ethnic, veterans, or disabled identification should be directed to the campus Equal Employment Opportunity/Affirmative Action Office.

3. VETERAN STATUS**Appendix A**

Please place an "X" in each of the boxes below that apply to you (more than one category may be applicable). Leave blank if none apply.

☐ **VIETNAM ERA VETERAN (V)**

Vietnam Era Veteran means a person who:

1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or
2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

☐ **WAR/CAMPAIGN/EXPEDITION VETERAN (E)**

War/Campaign/Expedition Veteran means: A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. For a list of officially recognized campaigns, please visit the U.S. Office of Personnel Management website at <http://opm.gov/StaffingPortal/vgmedal2.asp>

☐ **DISABLED VETERAN (S)**

Disabled Veteran means:

1. A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
2. A person who was discharged or released from active duty because of a service-connected disability.

☐ **ARMED FORCES SERVICE MEDAL VETERAN (M)**

Armed Forces Service Medal Veteran means: A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985. To identify the military operations that meet this criterion, check your DD Form 214, Certificate of Release or Discharge from Active Duty.

☐ **RECENTLY SEPARATED VETERAN (MM,YY)**

Any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service. Separation date: ____/____ (Month/Year)

FOR INTERNAL USE ONLY														
NOTE TO ACCOUNTING OFFICE: DO NOT COPY OR DUPLICATE THIS FORM														
(1-2)	EMPLOYEE ID NO. (4-12)											DATE PREPARED (13-18)		
												MO	DY	YR
ED	ETHNIC CODE (19)	VET STAT (20)	DIS VET (21)	DIS EE (22)	VET WAR (23)	RCNT VET SEP DATE (24-27) M M Y Y	VET MEDAL (28)	HISP (29)	AMER IND (30)	ASIAN (31)	AFR AMR (32)	NAT HAW (33)	WHITE (34)	

PRIVACY NOTIFICATION STATEMENT (Revised February 22, 2010 for U5605)

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves.

1. The principal purpose for requesting the information on this form is to comply with the following Federal requirements: (i) Title VII of the Civil Rights Act of 1964, as amended; (ii) Executive Order 11246, as amended; (iii) Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; (iv) Section 503 of the Rehabilitation Act of 1973, as amended; (v) Title IV of the Higher Education Act of 1965, as amended (20usc 1094 (a) (17)); and (vi) Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325), as well as relevant implementing regulations.
2. The information supplied on this form is kept confidential. It is used for required aggregated workforce data reporting to the federal government and for internal workforce statistical analysis, reporting, and outreach. It will be given to government agencies responsible for civil rights laws only when requested, or as otherwise required by law. The aggregated workforce data serves as a tool to the administration of campus equal employment opportunity/affirmative action and human resources programs. The information supplied on this form will be used only as described.
3. Furnishing the information requested on this form is voluntary. There is no penalty for not completing the form.
4. Individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President human resources and academic personnel offices.
5. The University offices responsible for maintaining the information supplied on this form are the UC Human Resources Office and UC Academic Advancement Office, and campus Equal Employment Opportunity and Affirmative Action Offices.

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)	CAMPUS	DEPARTMENT/ORGANIZATIONAL UNIT	BIRTHDATE		
			MO	DY	YR

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

- ☐ YES, I am Hispanic or Latino
- ☐ Mexican/Mexican American/Chicano

(E) – A person of Mexican culture or origin regardless of race.
- ☐ Latin American/Latino

(5) – A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.
- ☐ Other Spanish/Spanish American

(W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.
- ☐ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

- ☐ AMERICAN INDIAN OR ALASKA NATIVE

(C) – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- ASIAN

☐ Chinese/Chinese American

(2) – A person having origins in any of the original peoples of China.

☐ Filipino/Pilipino

(L) – A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American

(B) – A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American

(K) – A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian

(R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American

(I) – A person having origins in any of the original peoples of Vietnam.

☐ Other Asian

(X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).
- ☐ BLACK OR AFRICAN AMERICAN

(A) – A person having origins in any of the Black racial groups of Africa.
- ☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

(Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.
- WHITE

☐ European

(G) – A person having origins in any of the original peoples of Europe.

☐ Middle Eastern

(J) – A person having origins in any of the original peoples of the Middle East.

☐ North African

(N) – A person having origins in any of the original peoples of North Africa.

☐ White (not specified)

(F) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

INVITATION TO SELF-IDENTIFY VETERAN STATUS

The University of California is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans, 4) Armed Forces service medal veterans; and (5) Vietnam Era Veterans.

OVER ►

☐ **I AM NOT A PROTECTED VETERAN. (O)**

☐ **I AM A PROTECTED VETERAN, BUT I CHOOSE NOT TO SELF-IDENTIFY THE CLASSIFICATIONS TO WHICH I BELONG. (P)**

I belong to the following classifications of protected veterans (choose all that apply):

☐ **DISABLED VETERAN (S)**

A “disabled veteran” is one of the following:

1. a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or 2. a person who was discharged or released from active duty because of a service-connected disability.

☐ **RECENTLY SEPARATED VETERAN** Please provide separation date ____/____/____ (MM, YY)

A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.

☐ **ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN (E)**

An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

☐ **ARMED FORCES SERVICE MEDAL VETERAN (M)**

An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ **VIETNAM ERA VETERAN (V)**

Vietnam Era Veteran means a person who:

1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or 2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified “protected veteran” category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box above.

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

PRIVACY NOTIFICATION STATEMENT (Revised February 22, 2010 for U5605)

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves.

1. The principal purpose for requesting the information on this form is to comply with the following Federal requirements: (i) Title VII of the Civil Rights Act of 1964, as amended; (ii) Executive Order 11246, as amended; (iii) Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; (iv) Section 503 of the Rehabilitation Act of 1973, as amended; (v) Title IV of the Higher Education Act of 1965, as amended (20usc 1094 (a) (17)); and (vi) Section 490 of the Higher Education Amendments of 1992 (P.L. 102–325), as well as relevant implementing regulations.
2. The information supplied on this form is kept confidential. It is used for required aggregated workforce data reporting to the federal government and for internal workforce statistical analysis, reporting, and outreach. It will be given to government agencies responsible for civil rights laws only when requested, or as otherwise required by law. The aggregated workforce data serves as a tool to the administration of campus equal employment opportunity/affirmative action and human resources programs. The information supplied on this form will be used only as described.
3. Furnishing the information requested on this form is voluntary. There is no penalty for not completing the form.
4. Individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President human resources and academic personnel offices.
5. The University offices responsible for maintaining the information supplied on this form are the UC Human Resources Office and UC Academic Advancement Office, and campus Equal Employment Opportunity and Affirmative Action Offices.

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
Page 1 of 2

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- | | | | |
|-------------|----------------------|--|--|
| • Blindness | • Autism | • Bipolar disorder | • Post-traumatic stress disorder (PTSD) |
| • Deafness | • Cerebral palsy | • Major depression | • Obsessive compulsive disorder |
| • Cancer | • HIV/AIDS | • Multiple sclerosis (MS) | • Impairments requiring the use of a wheelchair |
| • Diabetes | • Schizophrenia | • Missing limbs or partially missing limbs | • Intellectual disability (previously called mental retardation) |
| • Epilepsy | • Muscular dystrophy | | |

Please check one of the boxes below:

- ☐ YES, I HAVE A DISABILITY (or previously had a disability)
- ☐ NO, I DON'T HAVE A DISABILITY
- ☐ I DON'T WISH TO ANSWER

Your Name

Today's Date

For PPS Data Entry:

H- Yes, I have a disability
(or previously had a disability)

N-No, I don't have a disability

D- I don't wish to answer

R- No response on form

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
Page 2 of 2

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

ⁱ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects “Yes” for Hispanic ethnicity and also identifies the applicable Hispanic subcategory as illustrated below. (Hispanic/ Other Spanish/Spanish American).



CORRESPONDING DATA ENTRY -PPS EPD1 SCREEN

Then enter Y in the Hispanic, Indicator field EDB 0322. Additionally, enter code W (Other Spanish/Spanish American) in EDB 0112 field.

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☒ YES, I am Hispanic or Latino

☐ Mexican/Mexican American/Chicano

☐ Latin American/Latino

☒ Other Spanish/Spanish American

☐ NO, I am not Hispanic or Latino

(E) - A person of Mexican culture or origin regardless of race.

(5) - A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

(W) - A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE

(C) - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

☐ Chinese/Chinese American

(2) - A person having origins in any of the original peoples of China.

☐ Filipino/Philipino

(L) - A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American

(B) - A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American

(K) - A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian

(R) - A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American

(I) - A person having origins in any of the original peoples of Vietnam.

☐ Other Asian

(X) - A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☐ BLACK OR AFRICAN AMERICAN

(A) - A person having origins in any of the Black racial groups of Africa.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

(Z) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

WHITE

☐ European

(G) - A person having origins in any of the original peoples of Europe.

☐ Middle Eastern

(J) - A person having origins in any of the original peoples of the Middle East.

☐ North African

(N) - A person having origins in any of the original peoples of North Africa.

☐ White (not specified)

(F) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

ucrmvsh (SS) - A - 130TARSB

File Edit View Communication Actions Help

Jump Save Save and Exit F10 Copy Paste PGDm Remap Color Play Macro... Record Macro... View Macro... Clean Macro... Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 07/02/14 08:57:51

05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPJH

ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160

Sex: F

Hispanic: Y

American Indian or Alaska Native: _ Asian: _ Black/African American: _

Native Hawaiian or Other Pacific Islander: _ White: _

Primary Ethnic/Race: W

Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _

Recently Separated Veteran Date: _

Citizenship: C

Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _

U0001 Input accepted

==>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump

MB + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Abn Insert NewLine

PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NewPad

Move the cursor to an unprotected position and retry the operation

ucrmvsh.ucop.edu:992 128

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects “Yes” for Hispanic ethnicity and also selects multiple race categories as illustrated below. (Asian subcategory/ Black or African American).

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☒ YES, I am Hispanic or Latino

☐ Mexican/Mexican American/Chicano (E) – A person of Mexican culture or origin regardless of race.

☒ Latin American/Latino (S) – A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

☐ Other Spanish/Spanish American (W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☐ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE (C) – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

☒ Chinese/Chinese American (2) – A person having origins in any of the original peoples of China.

☐ Filipino/Filipino (L) – A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American (B) – A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American (K) – A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian (R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American (I) – A person having origins in any of the original peoples of Vietnam.

☐ Other Asian (X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☒ BLACK OR AFRICAN AMERICAN (A) – A person having origins in any of the Black racial groups of Africa.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

WHITE

☐ European (G) – A person having origins in any of the original peoples of Europe.

☐ Middle Eastern (J) – A person having origins in any of the original peoples of the Middle East.

☐ North African (N) – A person having origins in any of the original peoples of North Africa.

☐ White (not specified) (F) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

CORRESPONDING DATA ENTRY-PPS EPD1 SCREEN

⇒ Then enter Y in the Hispanic, Asian and Black/African American Indicator fields EDB 0322, 0323, and 0325. Additionally, enter code O (Hispanic-Derived code) in EDB 0112 field.

ucrmdb (SSL) A L301A050

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste Print Screen Retap Color Play Macro... Record Macro... Copy Macro Paste Macro Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 07/02/14 08:50:52

05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH

ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160

Sex: F

Hispanic: Y

American Indian or Alaska Native: _ Asian: Y Black/African American: Y

Native Hawaiian or Other Pacific Islander: _ White: _

Primary Ethnic/Race: 0

Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _

Recently Separated Veteran Date: _

Citizenship: C

Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _

U0001 Input accepted

==>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump

MB + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Attn Insert NewLine

PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad

Move the cursor to an unprotected position and retry the operation

ucrmdb.ucop.edu:992 138

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects "No" for Hispanic ethnicity and also selects multiple race categories as illustrated below. (Asian subcategory/ Black or African American).

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☐ YES, I am Hispanic or Latino

☐ Mexican/Mexican American (E) - A person of Mexican culture or origin regardless of race.

☐ Latin American/Latino (S) - A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

☐ Other Spanish/Spanish American (V) - A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☒ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE (C) - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

☒ ASIAN

☒ Chinese/Chinese American (Z) - A person having origins in any of the original peoples of China.

☐ Filipino/Philipino (L) - A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American (B) - A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American (K) - A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian (R) - A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American (I) - A person having origins in any of the original peoples of Vietnam.

☐ Other Asian (X) - A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☒ BLACK OR AFRICAN AMERICAN (A) - A person having origins in any of the Black racial groups of Africa.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (Z) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

☐ WHITE

☐ European (G) - A person having origins in any of the original peoples of Europe.

☐ Middle Eastern (J) - A person having origins in any of the original peoples of the Middle East.

☐ North African (N) - A person having origins in any of the original peoples of North Africa.

☐ White (not specified) (F) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

⇒ Then enter Y in the Asian and Black/African American Indicator fields EDB 0323 and 0325. Additionally, enter new code H (Two or More Races code) in EDB 0112 field.

ucrmdb (SSL) / A L301A050

File Edit View Communication Actions Help

Jump Same Save and Exit FTF Copy Paste Print Setup Color Play Macro... Record Macro... Copy Macro Paste Macro Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 07/02/14 09:00:09

05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPJH

ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160

Sex: F

Hispanic: N

American Indian or Alaska Native: _ Asian: Y Black/African American: Y

Native Hawaiian or Other Pacific Islander: _ White: _

Primary Ethnic/Race: H

Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _

Recently Separated Veteran Date: _

Citizenship: C

Student Status: 1 No. of Reg. Units: _

Next Func: ID: Name: SSN:

U0001 Input accepted

==>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump

MR + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Attn Insert NewLine

PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad

Move the cursor to an unprotected position and retry the operation

ucrmdb.ucop.edu:992 138

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects “No” for Hispanic ethnicity and also selects multiple race categories as illustrated below. (More than one Asian subcategory/ Black or African American).

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☐ YES, I am Hispanic or Latino

☐ Mexican/Mexican American/Chicano (E) – A person of Mexican culture or origin regardless of race.

☐ Latin American/Latino (S) – A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

☐ Other Spanish/Spanish American (W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☒ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE (C) – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

☒ Chinese/Chinese American (2) – A person having origins in any of the original peoples of China.

☒ Filipino/Philipino (L) – A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American (B) – A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American (K) – A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian (R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American (I) – A person having origins in any of the original peoples of Vietnam.

☐ Other Asian (X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☒ BLACK OR AFRICAN AMERICAN (A) – A person having origins in any of the Black racial groups of Africa.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

WHITE

☐ European (G) – A person having origins in any of the original peoples of Europe.

☐ Middle Eastern (J) – A person having origins in any of the original peoples of the Middle East.

☐ North African (N) – A person having origins in any of the original peoples of North Africa.

☐ White (not specified) (F) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

⇒ Then enter Y in the Asian and Black/African American Indicator fields EDB 0323 and 0325. Additionally, enter new code H (Two or More Races code) in EDB 0112 field.

ucceweb (SSL) A - L301A85B

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste PrintScreen Remap Color Play Macro... Record Macro... Stop Macro... PowerToys Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 07/02/14 09:00:09

05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH

ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160

Sex: F

Hispanic: N

American Indian or Alaska Native: _ Asian: Y Black/African American: Y

Native Hawaiian or Other Pacific Islander: _ White: _

Primary Ethnic/Race: H

Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _

Recently Separated Veteran Date: _

Citizenship: C

Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _

U0001 Input accepted

==>

F: 1-Help 2-Cancel 9-Jump 4-Print 5-Update

F: 9-Jump

MA + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Attn Insert NewLine

PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPage

Move the cursor to an unprotected position and retry the operation

ucceweb.ucop.edu:992 128

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects "No" for Hispanic ethnicity and also selects multiple race categories as illustrated below. (Native Hawaiian/Other Pacific Islander and a White subcategory- White Not Specified).



CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

Then enter Y in the Native Hawaiian and White Indicator fields EDB 0326 and 0327. Additionally, enter new code H (Two or More Races code) in EDB 0112 field.

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☐ YES, I am Hispanic or Latino

☐ Mexican/Mexican American/Chicano

☐ Latin American/Latino

☐ Other Spanish/Spanish American

☒ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE

ASIAN

☐ Chinese/Chinese American

☐ Filipino/Philipino

☐ Japanese/Japanese American

☐ Korean/Korean American

☐ Pakistani/East Indian

☐ Vietnamese/Vietnamese American

☐ Other Asian

☐ BLACK OR AFRICAN AMERICAN

☒ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

WHITE

☐ European

☐ Middle Eastern

☐ North African

☒ White (not specified)

INVITATION TO SELF-IDENTIFY VETERAN STATUS

PPEPD10-E1931 EDB Entry/Update 07/02/14 09:10:27
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160
Sex: F
Hispanic: N
American Indian or Alaska Native: _ Asian: _ Black/African American: _
Native Hawaiian or Other Pacific Islander: Y White: Y
Primary Ethnic/Race: H
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _
Recently Separated Veteran Date: _
Citizenship: C
Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump
MC + a 06/017

The same data entry scenario applies when multiple white subcategories are selected in combinatory with the Native Hawaiian or Other Pacific Islander race category.

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects "No" for Hispanic ethnicity and does not provide any other information as illustrated below.



CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

Then enter code U (Unknown) in EDB 0112 field.

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☐ YES, I am Hispanic or Latino

☐ Mexican/Mexican American/Chicano (E) - A person of Mexican culture or origin regardless of race.

☐ Latin American/Latino (S) - A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

☐ Other Spanish/Spanish American (W) - A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☒ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE (C) - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

☐ Chinese/Chinese American (Z) - A person having origins in any of the original peoples of China.

☐ Filipino/Philipino (L) - A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American (B) - A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American (K) - A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian (R) - A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American (I) - A person having origins in any of the original peoples of Vietnam.

☐ Other Asian (X) - A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☐ BLACK OR AFRICAN AMERICAN (A) - A person having origins in any of the Black racial groups of Africa.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (Z) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

WHITE

☐ European (G) - A person having origins in any of the original peoples of Europe.

☐ Middle Eastern (J) - A person having origins in any of the original peoples of the Middle East.

☐ North African (N) - A person having origins in any of the original peoples of North Africa.

☐ White (not specified) (F) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

ucsmesh (SSL) A L301AAWU

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste PrintSon Renap Color Play Macro... Record Macro... Stop Macro Pause Macro Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:14:17
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPJH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010180

Sex: F
Hispanic: N
American Indian or Alaska Native: _ Asian: _ Black/African American: _
Native Hawaiian or Other Pacific Islander: _ White: _
Primary Ethnic/Race: U
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _
Recently Separated Veteran Date: _
Citizenship: C
Student Status: 1 No. of Reg. Units: _

Next Func: ID: Name: SSN:
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump

MR + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Adn Insert NewLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad

Move the cursor to an unprotected position and retry the operation

ucsmesh.ucop.edu:992 128

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects "No" for Hispanic ethnicity and selects multiple Asian subcategories as illustrated below (Filipino/Pilipino, Japanese/Japanese American, and Korean/Korean American).



CORRESPONDING DATA ENTRY -PPS EPD1 SCREEN

Then enter Y in the Asian Indicator field EDB 0325. Additionally, enter code S (Asian derived code) in EDB 0112 field.

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☐ YES, I am Hispanic or Latino

- ☐ Mexican/Mexican American/Chicano
- ☐ Latin American/Latino

☐ Other Spanish/Spanish American

(E) - A person of Mexican culture or origin regardless of race.

(S) - A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

(W) - A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☒ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

AMERICAN INDIAN OR ALASKA NATIVE

(C) - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

☐ Chinese/Chinese American

(2) - A person having origins in any of the original peoples of China.

☒ Filipino/Pilipino

(L) - A person having origins in any of the original peoples of the Philippine Islands.

☒ Japanese/Japanese American

(B) - A person having origins in any of the original peoples of Japan.

☒ Korean/Korean American

(K) - A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian

(R) - A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American

(I) - A person having origins in any of the original peoples of Vietnam.

☐ Other Asian

(X) - A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☐ BLACK OR AFRICAN AMERICAN

(A) - A person having origins in any of the Black racial groups of Africa.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

(Z) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

WHITE

☐ European

(G) - A person having origins in any of the original peoples of Europe.

☐ Middle Eastern

(J) - A person having origins in any of the original peoples of the Middle East.

☐ North African

(N) - A person having origins in any of the original peoples of North Africa.

☐ White (not specified)

(F) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

PPEPD10-E1931 EDB Entry/Update 07/02/14 09:02:07
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160
Sex: F
Hispanic: N
American Indian or Alaska Native: _ Asian: Y Black/African American: _
Native Hawaiian or Other Pacific Islander: _ White: _
Primary Ethnic/Race: S
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _
Recently Separated Veteran Date: _
Citizenship: C
Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump
MA + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Atn Insert NewLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad
Move the cursor to an unprotected position and retry the operation

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects "No" for Hispanic ethnicity and selects multiple White subcategories as illustrated below (Middle Eastern, North African).

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☐ YES, I am Hispanic or Latino

☐ Mexican/Mexican American/Chicano (E) - A person of Mexican culture or origin regardless of race.

☐ Latin American/Latino (S) - A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

☐ Other Spanish/Spanish American (W) - A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☒ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE (C) - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

☐ Chinese/Chinese American (2) - A person having origins in any of the original peoples of China.

☐ Filipino/Philipino (L) - A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American (B) - A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American (K) - A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian (R) - A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American (I) - A person having origins in any of the original peoples of Vietnam.

☐ Other Asian (X) - A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☐ BLACK OR AFRICAN AMERICAN (A) - A person having origins in any of the Black racial groups of Africa.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (Z) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

WHITE

☐ European (G) - A person having origins in any of the original peoples of Europe.

☒ Middle Eastern (J) - A person having origins in any of the original peoples of the Middle East.

☒ North African (N) - A person having origins in any of the original peoples of North Africa.

☐ White (not specified) (F) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).



CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

Then enter Y in the White Indicator field EDB 0327. Additionally, enter code V (White derived code) in EDB 0112 field.

ucrmweb (SSL) A - L 30 TAB58

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste Print Screen Remap Color Play Macro... Record Macro... Stop Macro... Delete Macro... Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 07/02/14 09:06:08
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPJDH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160
Sex: F
Hispanic: N
American Indian or Alaska Native: _ Asian: _ Black/African American: _
Native Hawaiian or Other Pacific Islander: _ White: Y
Primary Ethnic/Race: V
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _
Recently Separated Veteran Date: _
Citizenship: C
Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump

ME + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Attn Insert NewLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad

Move the cursor to an unprotected position and retry the operation

ucrmweb.ucap.edu:982 128

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects "Yes" for Hispanic ethnicity and selects multiple Hispanic subcategories as illustrated below (Mexican/Mexican American/Chicano, and Latin American/Latino).

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☒ YES, I am Hispanic or Latino

☒ Mexican/Mexican American/Chicano

(E) - A person of Mexican culture or origin regardless of race.

☒ Latin American/Latino

(5) - A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

☐ Other Spanish/Spanish American

(W) - A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☐ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE

(C) - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

☐ Chinese/Chinese American

(2) - A person having origins in any of the original peoples of China.

☐ Filipino/Philipino

(L) - A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American

(B) - A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American

(K) - A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian

(R) - A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American

(I) - A person having origins in any of the original peoples of Vietnam.

☐ Other Asian

(X) - A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☐ BLACK OR AFRICAN AMERICAN

(A) - A person having origins in any of the Black racial groups of Africa.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

(Z) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

WHITE

☐ European

(G) - A person having origins in any of the original peoples of Europe.

☐ Middle Eastern

(J) - A person having origins in any of the original peoples of the Middle East.

☐ North African

(N) - A person having origins in any of the original peoples of North Africa.

☐ White (not specified)

(F) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

Then enter Y in the Hispanic Indicator field EDB 0322. Additionally, enter code 0 (Hispanic derived code) in EDB 0112 field.

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:12:48
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPJDH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010180
Sex: F
Hispanic: Y
American Indian or Alaska Native: _ Asian: _ Black/African American: _
Native Hawaiian or Other Pacific Islander: _ White: _
Primary Ethnic/Race: 0
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _
Recently Separated Veteran Date: _
Citizenship: C
Student Status: 1 No. of Reg. Units: _

Next Func: ID: Name: SSN:
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump
MP + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Ash Insert NewLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPage
Move the cursor to an unprotected position and retry the operation

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire selects "Yes" for Hispanic ethnicity but does not provide any other information as illustrated below.

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☒ **YES, I am Hispanic or Latino**

☐ Mexican/Mexican American/Chicano (E) - A person of Mexican culture or origin regardless of race.

☐ Latin American/Latino (S) - A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

☐ Other Spanish/Spanish American (W) - A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☐ **NO, I am not Hispanic or Latino**

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ **AMERICAN INDIAN OR ALASKA NATIVE** (C) - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

☐ Chinese/Chinese American (2) - A person having origins in any of the original peoples of China.

☐ Filipino/Philipino (L) - A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American (B) - A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American (K) - A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian (R) - A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American (I) - A person having origins in any of the original peoples of Vietnam.

☐ Other Asian (X) - A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☐ **BLACK OR AFRICAN AMERICAN** (A) - A person having origins in any of the Black racial groups of Africa.

☐ **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER** (Z) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.

WHITE

☐ European (G) - A person having origins in any of the original peoples of Europe.

☐ Middle Eastern (J) - A person having origins in any of the original peoples of the Middle East.

☐ North African (N) - A person having origins in any of the original peoples of North Africa.

☐ White (not specified) (F) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

⇒ Then enter Y in the Hispanic Indicator field EDB 0322. Additionally, enter code 0 (Hispanic derived code) in EDB 0112 field.

ucrmes.b (SSL) A L30TAAWU

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste Printscreen Remap Color Play Macro... Record Macro... Stop Macro Pause Macro Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:12:48
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPJDH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010180
Sex: F
Hispanic: Y
American Indian or Alaska Native: _ Asian: _ Black/African American: _
Native Hawaiian or Other Pacific Islander: _ White: _
Primary Ethnic/Race: 0
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _
Recently Separated Veteran Date: _
Citizenship: C
Student Status: 1 No. of Reg. Units: _

Next Func: ID: Name: SSN:
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump
MR + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Abn Insert NewLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad
Move the cursor to an unprotected position and retry the operation

APPENDIX D-DATA ENTRY SCENARIOS-PPS

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

When a new hire leaves the Invitation Self-Identify Race and Ethnicity section of the form blank.

INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☐ YES, I am Hispanic or Latino

☐ Mexican/Mexican American/Chicano (E) – A person of Mexican culture or origin regardless of race.

☐ Latin American/Latino (5) – A person of Latin American (e.g. Central American, South American, Cuban Puerto Rican) culture or origin regardless of race.

☐ Other Spanish/Spanish American (W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

☐ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE (C) – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN

☐ Chinese/Chinese American (2) – A person having origins in any of the original peoples of China.

☐ Filipino/Philipino (L) – A person having origins in any of the original peoples of the Philippine Islands.

☐ Japanese/Japanese American (B) – A person having origins in any of the original peoples of Japan.

☐ Korean/Korean American (K) – A person having origins in any of the original peoples of Korea.

☐ Pakistani/East Indian (R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

☐ Vietnamese/Vietnamese American (I) – A person having origins in any of the original peoples of Vietnam.

☐ Other Asian (X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Malaysia and Thailand).

☐ BLACK OR AFRICAN AMERICAN (A) – A person having origins in any of the Black racial groups of Africa.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

WHITE

☐ European (G) – A person having origins in any of the original peoples of Europe.

☐ Middle Eastern (J) – A person having origins in any of the original peoples of the Middle East.

☐ North African (N) – A person having origins in any of the original peoples of North Africa.

☐ White (not specified) (F) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

⇒ Then enter code U (Unknown) in EDB 0112 field.

ucrmesh (SSL) A - L30TAAWU

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste PrintScreen Renap Color Play Macro... Record Macro... Stop Macro Pause Macro Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:14:17
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPJH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010180
Sex: F
Hispanic: N

American Indian or Alaska Native: _ Asian: _ Black/African American: _
Native Hawaiian or Other Pacific Islander: _ White: _
Primary Ethnic/Race: U
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _
Recently Separated Veteran Date: _
Citizenship: C
Student Status: 1 No. of Reg. Units: _

Next Func: ID: Name: SSN:
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump
MB + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Ash Insert NewLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NewPad
Move the cursor to an unprotected position and retry the operation

APPENDIX D-DATA ENTRY SCENARIOS-PPS

VETERAN STATUS- SAMPLE SCENARIO ON U5605

When a new hire is not a veteran and selects "I am not a protected Veteran" as illustrated below.

☒ I AM NOT A PROTECTED VETERAN. (O)
☐ I AM A PROTECTED VETERAN, BUT I CHOOSE NOT TO SELF-IDENTIFY THE CLASSIFICATIONS TO WHICH I BELONG. (P)

I belong to the following classifications of protected veterans (choose all that apply):

☐ **DISABLED VETERAN (S)**
A "disabled veteran" is one of the following:
1. a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or 2. a person who was discharged or released from active duty because of a service-connected disability.

☐ **RECENTLY SEPARATED VETERAN** Please provide separation date ____/____ (MM, YY)
A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

☐ **ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN (E)**
An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

☐ **ARMED FORCES SERVICE MEDAL VETERAN (M)**
An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ **VIETNAM ERA VETERAN (V)**
Vietnam Era Veteran means a person who:
1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or 2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN



Then enter code O (I am not a protected veteran) in EDB 0351 field.

ucrmesh (SSL) A - L301ABSB
File Edit View Communication Actions Help

PPEPD10-E1931 EDB Entry/Update 07/02/14 09:14:09
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160
Sex: F
Hispanic:
American Indian or Alaska Native:
Asian:
Black/African American:
Native Hawaiian or Other Pacific Islander:
White:
Primary Ethnic/Race:
Disabled Status:
Veteran Status Codes - Vietnam:
War/Campaign:
Oth Status: 0 Serv Medal:
Recently Separated Veteran Date:
Citizenship: C
Student Status: 1 No. of Reg. Units:
Next Func: ID: Name: SSN:
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump
ME + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Attn Insert NewLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad
Move the cursor to an unprotected position and retry the operation

APPENDIX D-DATA ENTRY SCENARIOS-PPS

VETERAN STATUS- SAMPLE SCENARIO ON U5605

When a new hire is a veteran and selects multiple categories of protected veterans as illustrated below (Active War Campaign, Armed Force Service Medal, and Vietnam Era Veteran).

☐ I AM NOT A PROTECTED VETERAN. (O)

☐ I AM A PROTECTED VETERAN, BUT I CHOOSE NOT TO SELF-IDENTIFY THE CLASSIFICATIONS TO WHICH I BELONG. (P)

I belong to the following classifications of protected veterans (choose all that apply):

☐ **DISABLED VETERAN (S)**
A "disabled veteran" is one of the following:
1. a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or 2. a person who was discharged or released from active duty because of a service-connected disability.

☐ **RECENTLY SEPARATED VETERAN** Please provide separation date ____/____ (MM,YY)
A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

☒ **ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN (E)**
An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

☒ **ARMED FORCES SERVICE MEDAL VETERAN (M)**
An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☒ **VIETNAM ERA VETERAN (V)**
Vietnam Era Veteran means a person who:
1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or 2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

⇒ Then enter code V in EDB 0350 field, code E in EDB0345 field, and code M in EDB0344 field.

The screenshot shows the PPS EPD1 screen with the following data entry fields:

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:22:40
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010180
Sex: F
Hispanic:
American Indian or Alaska Native:
Asian:
Black/African American:
Native Hawaiian or Other Pacific Islander:
White:
Primary Ethnic/Race:
Disabled Status:
Veteran Status Codes - Vietnam: V War/Campaign: E Oth Status:
Serv Medal: M
Recently Separated Veteran Date:
Citizenship: C
Student Status: 1 No. of Reg. Units:
Next Func: ID: Name: SSN:
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump
MR+ a 06/017

The bottom of the screen shows a keyboard layout with function keys (PF1-PF12), Enter, PA1, PA2, Attn, SysReq, Insert, Delete, and NumLock.

APPENDIX D-DATA ENTRY SCENARIOS-PPS

VETERAN STATUS- SAMPLE SCENARIO ON U5605

When a new hire selects "I am a protected veteran but I choose not to self-identify the classification to which I belong" but also selects a category of the protected veterans from the options listed on the form as illustrated below (Disabled veteran).



CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

Then enter the code S (disabled Veteran) in EDB0351 field.

☐ I AM NOT A PROTECTED VETERAN. (O)

☒ I AM A PROTECTED VETERAN, BUT I CHOOSE NOT TO SELF-IDENTIFY THE CLASSIFICATIONS TO WHICH I BELONG. (P)

I belong to the following classifications of protected veterans (choose all that apply):

☒ **DISABLED VETERAN (S)**

A "disabled veteran" is one of the following:

1. a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or 2. a person who was discharged or released from active duty because of a service-connected disability.

☐ **RECENTLY SEPARATED VETERAN** Please provide separation date ____/____/____ (MM,YY)

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

☐ **ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN (E)**

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

☐ **ARMED FORCES SERVICE MEDAL VETERAN (M)**

An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ **VIETNAM ERA VETERAN (V)**

Vietnam Era Veteran means a person who:

1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or 2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

ucmweb (SSL) - A - L30TAAWU

File Edit View Communication Actions Help

Jump Same Save and Exit: FTP Copy Paste Printscreen Remap Color Play Macro... Record Macro... Stop Macro Pause From Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:21:57
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010180
Sex: F
Hispanic: _
American Indian or Alaska Native: _ Asian: _ Black/African American: _
Native Hawaiian or Other Pacific Islander: _ White: _
Primary Ethnic/Race: _
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: S Serv Medal: _
Recently Separated Veteran Date: _
Citizenship: C
Student Status: 1 No. of Reg. Units: _

Next Func: ID: Name: SSN:
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump
MR + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Ash Insert NewLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPage
Move the cursor to an unprotected position and retry the operation

In any instance when a new hire selects the "I am a protected veteran but I choose not to self-identify the classification to which I belong" and also selects one or more of the protected veteran classifications listed on the form; only the classifications selected by the new hire will be entered in PPS.

APPENDIX D-DATA ENTRY SCENARIOS-PPS

VETERAN STATUS- SAMPLE SCENARIO ON U5605

When a new hire selects "I am a Disabled Veteran classification.



CORRESPONDING DATA ENTRY -PPS EPD1 SCREEN

Then enter the code S (disabled Veteran) in EDB0351 field.

☐ I AM NOT A PROTECTED VETERAN. (O)

☐ I AM A PROTECTED VETERAN, BUT I CHOOSE NOT TO SELF-IDENTIFY THE CLASSIFICATIONS TO WHICH I BELONG. (P)

Belong to the following classifications of protected veterans (choose all that apply):

☒ **DISABLED VETERAN (S)**

A "disabled veteran" is one of the following:

1. a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or 2. a person who was discharged or released from active duty because of a service-connected disability.

☐ **RECENTLY SEPARATED VETERAN** Please provide separation date ____/____/____ (MM,YY)

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

☐ **ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN (E)**

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

☐ **ARMED FORCES SERVICE MEDAL VETERAN (M)**

An "armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ **VIETNAM ERA VETERAN (V)**

Vietnam Era Veteran means a person who:

1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or 2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

ucsmesh (SSL) - A - L30TAAWU

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste PrintScreen Rename Color Play Macro... Record Macro... (Stop Macro) Pause Macro Scratch Pad Run Apple... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:21:57
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPJDH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010180
Sex: F
Hispanic: _
American Indian or Alaska Native: _ Asian: _ Black/African American: _
Native Hawaiian or Other Pacific Islander: _ White: _
Primary Ethnic/Race: _
Disabled Status: _

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: S Serv Medal: _
Recently Separated Veteran Date: ____
Citizenship: C
Student Status: 1 No. of Reg. Units: ____

Next Func: ____ ID: ____ Name: ____ SSN: ____
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump

MB + a 06/017

PF1	PF2	PF3	PF4	PF5	PF6	Enter	PA1	Attn	Insert	NewLine
PF7	PF8	PF9	PF10	PF11	PF12	Clear	PA2	SrvReq	Delete	NextPad

Move the cursor to an unprotected position and retry the operation.

ucsmesh.ucop.edu:992 128

APPENDIX D-DATA ENTRY SCENARIOS-PPS

VETERAN STATUS- SAMPLE SCENARIO ON U5605

When a new hire selects "I am a protected veteran but I choose not to self-identify the classification to which I belong" but also selects a category of the protected veterans from the options listed on the form as illustrated below (Active War Campaign, Armed Force Service Medal, and Vietnam Era Veteran).

☐ I AM NOT A PROTECTED VETERAN. (O)

☒ I AM A PROTECTED VETERAN, BUT I CHOOSE NOT TO SELF-IDENTIFY THE CLASSIFICATIONS TO WHICH I BELONG. (P)

I belong to the following classifications of protected veterans (choose all that apply):

☐ DISABLED VETERAN (S)
A "disabled veteran" is one of the following:
1. a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or 2. a person who was discharged or released from active duty because of a service-connected disability.

☐ RECENTLY SEPARATED VETERAN Please provide separation date ____/____ (MM, YY)
A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

☒ ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN (E)
An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

☒ ARMED FORCES SERVICE MEDAL VETERAN (M)
An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☒ VIETNAM ERA VETERAN (V)
Vietnam Era Veteran means a person who:
1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or 2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

CORRESPONDING DATA ENTRY -PPS EPD1 SCREEN

⇒ Then enter code V in EDB 0350 field, code E in EDB0345 field, and code M in EDB034 field.

ucrmsh (SSL) A: L301AAWU

File Edit View Communication Actions Help

Jump Same Save and Edit FTP Copy Paste Print Screen Remap Color Play Macro... Record Macro... Stop Macro... Pause Macro... Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:22:40
05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010180
Sex: F
Hispanic:
American Indian or Alaska Native:
Asian:
Black/African American:
Native Hawaiian or Other Pacific Islander:
White:
Primary Ethnic/Race:
Disabled Status:
Veteran Status Codes - Vietnam: V War/Campaign: E Oth Status:
Serv Medal: M
Recently Separated Veteran Date:
Citizenship: C
Student Status: 1 No. of Reg. Units:

Next Func: ID: Name: SSN:
U0001 Input accepted
==>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump
MP a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Attn Insert NewLine
PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad
Move the cursor to an unprotected position and retry the operation

In any instance when a new hire selects the "I am a protected veteran but I choose not to self-identify the classification to which I belong" and also selects one or more of the protected veteran classifications listed on the form; only the classifications selected by the new hire will be entered in PPS.

APPENDIX D-DATA ENTRY SCENARIOS-PPS

DISABILITY STATUS- SAMPLE SCENARIO ON NEW FORM CC-305

When a new hire selects "Yes" I have a disability (or previously had a disability).



CORRESPONDING DATA ENTRY- PPS EPD1 SCREEN

Then enter the code H (disabled) in EDB0352 field.

Please check one of the boxes below:

☒ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☐ I DON'T WISH TO ANSWER

Anna Polly 10/31/2014

Your Name Today's Date

For PPS Data Entry:

H- Yes, I have a disability
(or previously had a disability)

N-No, I don't have a disability

D- I don't wish to answer

R- No response on form

ucmweb (SSL) - A: L30TAAWU

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste Print Screen Color Play Macro... Record Macro... Stop Macro... Power Macro... Scratch Pad Run Apple... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:24:08

05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH

ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160

Sex: F

Hispanic: _

American Indian or Alaska Native: _ Asian: _ Black/African American: _

Native Hawaiian or Other Pacific Islander: _ White: _

Primary Ethnic/Race: _

Disabled Status: H

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _

Recently Separated Veteran Date: _

Citizenship: C

Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _

U0001 Input accepted

==>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump

MR + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Abn Insert NewLine

PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad

Move the cursor to an unprotected position and retry the operation

ucmweb.ucop.edu:992 128

APPENDIX D-DATA ENTRY SCENARIOS-PPS

DISABILITY STATUS- SAMPLE SCENARIO ON NEW FORM CC-305

When a new hire selects "I don't wish to answer".



CORRESPONDING DATA ENTRY - PPS EPD1 SCREEN

Then enter the code D (Don't Wsh Ans) in EDB0352 field.

Please check one of the boxes below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☒ I DON'T WISH TO ANSWER

Anna Polly 10/31/2014

Your Name Today's Date

For PPS Data Entry:

H- Yes, I have a disability
(or previously had a disability)

N-No, I don't have a disability

D- I don't wish to answer

R- No response on form

ucsmesh (SSL) A L301AAWU

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste PrintScreen Remap Color Play Macro... Record Macro... Stop Macro Pause Macro Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:24:39

05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH

ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160

Sex: F

Hispanic: _

American Indian or Alaska Native: _ Asian: _ Black/African American: _

Native Hawaiian or Other Pacific Islander: _ White: _

Primary Ethnic/Race: _

Disabled Status: D

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _

Recently Separated Veteran Date: _

Citizenship: C

Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _

U0001 Input accepted

==>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump

MF + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Attn Insert NewLine

PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad

Move the cursor to an unprotected position and retry the operation

ucsmesh.ucop.edu:992 128

APPENDIX D-DATA ENTRY SCENARIOS-PPS

DISABILITY STATUS- SAMPLE SCENARIO ON NEW FORM CC-305

When a new hire selects "No, I don't have a disability".



CORRESPONDING DATA ENTRY - PPS EPD1 SCREEN

Then enter the code N (Not disabled) in EDB0352 field.

Please check one of the boxes below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)

☒ NO, I DON'T HAVE A DISABILITY

☐ I DON'T WISH TO ANSWER

Anna Polly 10/31/2014

Your Name Today's Date

For PPS Data Entry:

H- Yes, I have a disability
(or previously had a disability)

N-No, I don't have a disability

D- I don't wish to answer

R- No response on form

ucsmesb (SSL) A - L30TAAWU

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste Print Screen Renap Color Play Macro... Record Macro... Stop Macro... Place Macro... Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:24:08

05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPJDH

ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010180

Sex: F

Hispanic: _

American Indian or Alaska Native: _ Asian: _ Black/African American: _

Native Hawaiian or Other Pacific Islander: _ White: _

Primary Ethnic/Race: _

Disabled Status: N

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _

Recently Separated Veteran Date: _

Citizenship: C

Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _

U0001 Input accepted

==>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump

MR + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Atn Insert NewLine

PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad

Move the cursor to an unprotected position and retry the operation

ucsmesb.ucop.edu:992 128

APPENDIX D-DATA ENTRY SCENARIOS-PPS

DISABILITY STATUS- SAMPLE SCENARIO ON NEW FORM CC-305

When a new hire selects "No, I don't have a disability".



CORRESPONDING DATA ENTRY -PPS EPD1 SCREEN

Then enter the code R (No response) in EDB0352 field.

Please check one of the boxes below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☐ I DON'T WISH TO ANSWER

Your Name

Today's Date

For PPS Data Entry:

H- Yes, I have a disability (or previously had a disability) N-No, I don't have a disability D- I don't wish to answer R- No response on form

ucopmesb (SSL) A - L30TAAWU

File Edit View Communication Actions Help

Jump Same Save and Exit FTP Copy Paste Print Renap Color Play Macro... Record Macro... Stop Macro Pause Macro Scratch Pad Run Applet... Information Center

PPEPD10-E1931 EDB Entry/Update 09/23/14 16:23:32

05/21/14 13:54:48 Employee Personal Data 1 Userid: RBPDJH

ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160

Sex: F

Hispanic: _

American Indian or Alaska Native: _ Asian: _ Black/African American: _

Native Hawaiian or Other Pacific Islander: _ White: _

Primary Ethnic/Race: _

Disabled Status: R

Veteran Status Codes - Vietnam: _ War/Campaign: _ Oth Status: _ Serv Medal: _

Recently Separated Veteran Date: _

Citizenship: C

Student Status: 1 No. of Reg. Units: _

Next Func: _ ID: _ Name: _ SSN: _

U0001 Input accepted

==>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump

MR + a 06/017

PF1 PF2 PF3 PF4 PF5 PF6 Enter PA1 Ath Insert NewLine

PF7 PF8 PF9 PF10 PF11 PF12 Clear PA2 SysReq Delete NextPad

Move the cursor to an unprotected position and retry the operation

ucopmesb.ucop.edu:992 128

Because the blank default for this field indicates "Not disabled" code R should be entered in PPS if the form is left blank.