

University of California
Implementation Guidelines-Web New Hire Application
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 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 WEB NEW HIRE

All the elements of Form U5605 are captured on the Personal Information screen of the Web New Hire application.

Application Overview

2. Personal Information

1 As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

Sex: ☒ Female ☐ Male

Ethnicity Section 1

Hispanic, Latino, or Other Spanish Origin: Y-Yes

American Indian or Alaska Native: --

Asian: --

Black/African American: --

Native Hawaiian or Other Pacific Islander: --

White: --

Ethnicity Section 2

Primary EthnicRace: U - Unknown

Disabled Status

☐ Disabled ☒ Not disabled

Employee is a US veteran

☒ No ☐ Yes

* Required field

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 revised 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 WEB NEW HIRE

MULTIPLE RACE/ETHNICITY INDICATOR FIELDS

All the elements of the revised Form U5605 will continue to be entered on the Personal Information screen of the Web New Hire application. Ethnicity Section A fields will continue to record the consolidated responses from the Invitation to Self-Identify Race and Ethnicity Section of the form as follows:

HISPANIC INDICATOR

AFRICAN AMERICAN INDICATOR

AMERICAN INDIAN INDICATOR

ASIAN INDICATOR

NATIVE HAWAIIAN INDICATOR

WHITE INDICATOR

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

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin:

American Indian or Alaska Native:

Asian:

Black/African American:

Native Hawaiian or Other Pacific Islander:

White:

Ethnicity Section B

Primary Ethnic/Race:

Disabled Status

☐ Don't Wish Ans
☐ Disabled
☐ Not disabled
☐ No Response

Employee is a US veteran

☐ No ☐ Yes

** = Required field

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ETHNICITY SECTION B FIELD

The Ethnicity Section B Field includes all of the same codes 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 Ethnicity Section B field as a single alphanumeric code from the following options:

- 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
F	White (Not Specified)
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 FIELD



Responses entered in the Invitation to Self-Identify Veteran Status section of the revised U5605 form will continue to be recorded in the veteran status field using the following options:

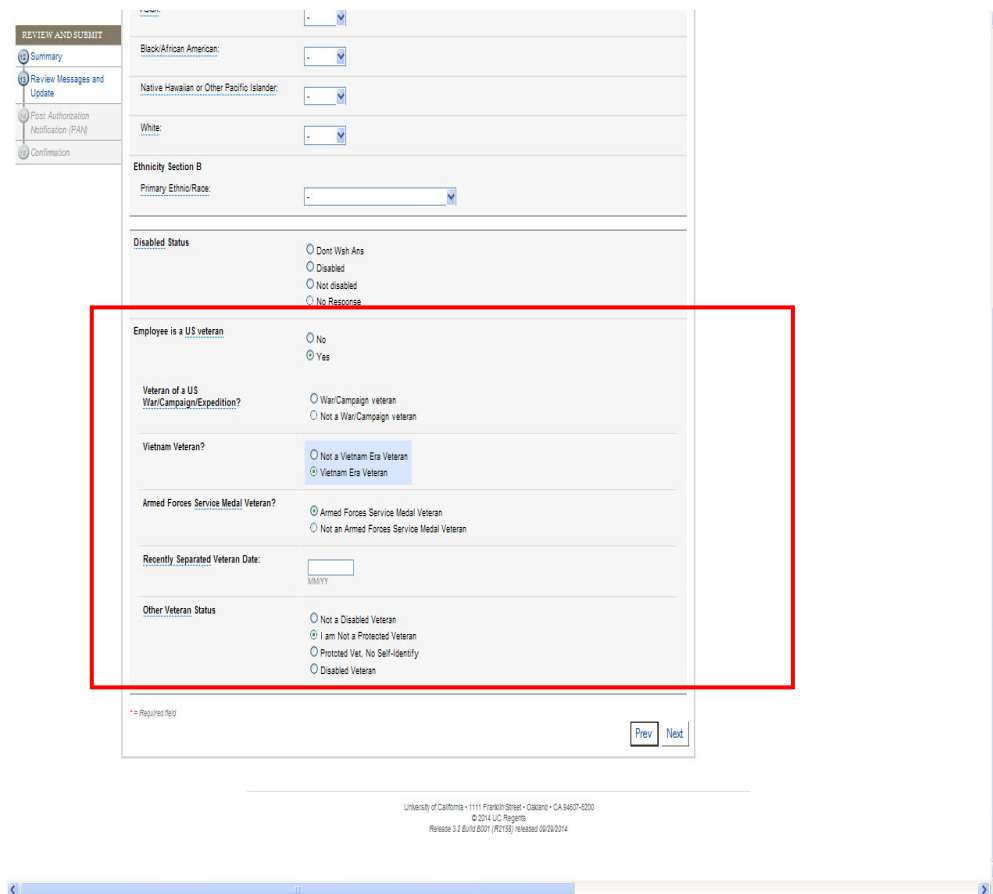
ARMED FORCES SERVICE MEDAL VETERAN
WAR/CAMPAIGN/EXPEDITION VETERAN
VIETNAM ERA VETERAN
RECENTLY SEPARATED VETERAN

VETERAN DISABILITY STATUS FIELD

The label for this field has been changed on the Personal Information 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 



REVIEW AND SUBMIT

- Summary
- Review Messages and Update
- Post Authorization Notification (PAN)
- Confirmation

Black/African American:

Native Hawaiian or Other Pacific Islander:

White:

Ethnicity Section B

Primary Ethnic/Race:

Disabled Status

☐ Don't Wish Ans

☐ Disabled

☐ Not disabled

☐ No Response

Employee is a US veteran

☐ No

☒ Yes

Veteran of a US War/Campaign/Expedition?

☐ War/Campaign veteran

☐ Not a War/Campaign veteran

Vietnam Veteran?

☐ Not a Vietnam Era Veteran

☒ Vietnam Era Veteran

Armed Forces Service Medal Veteran?

☒ Armed Forces Service Medal Veteran

☐ Not an Armed Forces Service Medal Veteran

Recently Separated Veteran Date:

Other Veteran Status

☐ Not a Disabled Veteran

☒ I am Not a Protected Veteran

☐ Protected Vet, No Self-Identify

☐ Disabled Veteran



* = Required field

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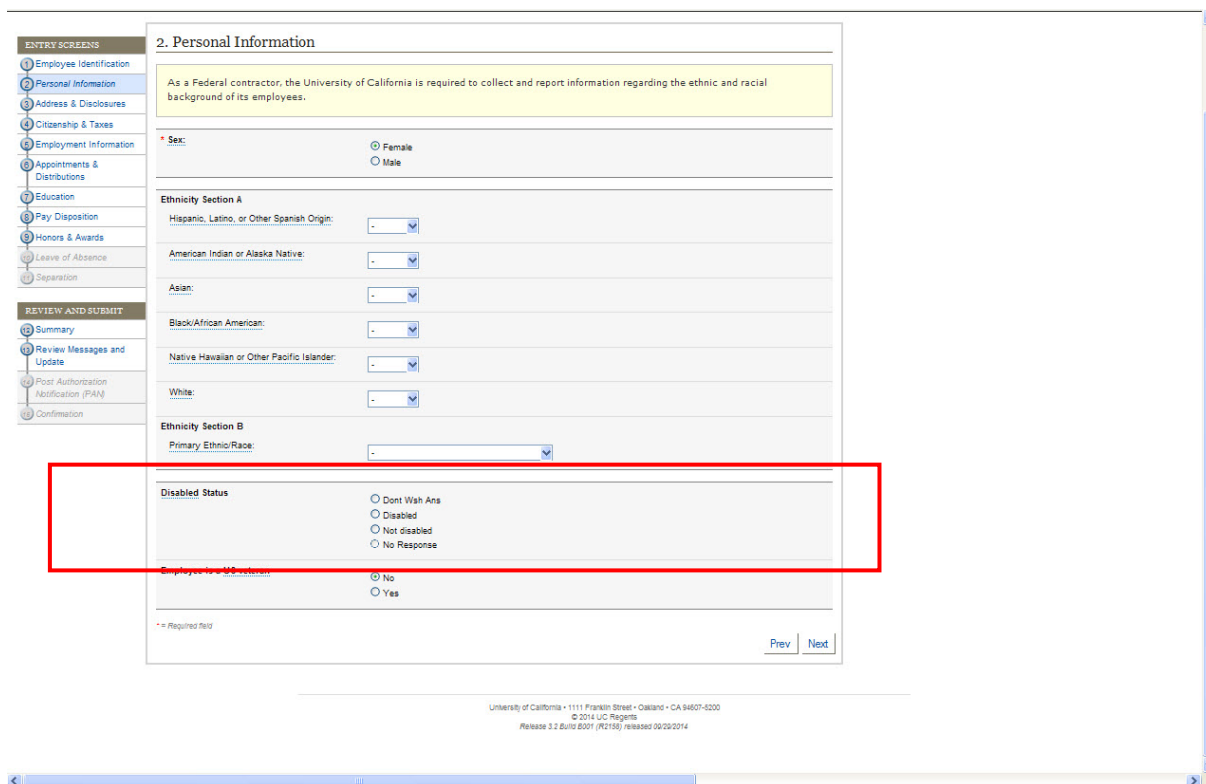
DISABLED STATUS FIELD

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 current Disabled Status field. This section 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 

The Personal Information screen has been changed to display revised disability status values that were not previously listed.



2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☒ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin:

American Indian or Alaska Native:

Asian:

Black/African American:

Native Hawaiian or Other Pacific Islander:

White:

Ethnicity Section B

Primary Ethnic/Race:

Disabled Status

☒ Dont Wsh Ans
☐ Disabled
☐ Not disabled
☐ No Response

Employee New Hire: ☒ No ☐ Yes

* = Required field

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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- WEB NEW HIRE

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- PERSONAL INFORMATION SCREEN

Then enter Y in the Hispanic, Latino or Other Spanish field. Additionally, enter “Other Spanish/Spanish American” (code W) in the “Ethnicity Section B” 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.

(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.

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).

INVITATION TO SELF-IDENTIFY VETERAN STATUS

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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/Philippine (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- PERSONAL INFORMATION SCREEN

Then enter Y in the Hispanic, Asian and Black/African American Indicator fields. Additionally, enter “Hispanic” (derived code O) in the “Ethnicity Section B” field.

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBPDJH | Help | Main Menu | Log Off
algappd01 BASE/TPPP/WebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 025553284 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- 1 Employee Identification
- 2 Personal Information
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
- 6 Appointments & Distributions
- 7 Education
- 8 Pay Disposition
- 9 Honors & Awards
- 10 Leave of Absence
- 11 Separation

REVIEW AND SUBMIT

- Summary
- Review Messages and Update
- Post Authorization Notification (PAN)
- Confirmation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin: Y-Yes

American Indian or Alaska Native: -

Asian: Y-Yes

Black/African American: Y-Yes

Native Hawaiian or Other Pacific Islander: -

White: -

Ethnicity Section B

Primary Ethnic Race: O-Hispanic(Derived)

Disabled Status

☐ Don't With Ans
☐ Disabled
☐ Not disabled
☐ No Response

Employee is a US veteran

☒ No
☐ Yes

* Required field

Prev Next

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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).



CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN

Then enter N in the Hispanic Indicator field and Y in the Asian and Black/African American Indicator fields. Additionally, enter “Two or More Races” (new code H) in the “Ethnicity Section B” 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)

(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.

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

(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.

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

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

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

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

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

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

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

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

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

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

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

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

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

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBP03H | Help | Main Menu | Log Off
aigappd01 BASE/TPPP/WebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 02183846 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- Employee Identification
- Personal Information
- Address & Disclosures
- Citizenship & Taxes
- Employment Information
- Appointments & Distributions
- Education
- Pay Disposition
- Honors & Awards
- Leave of Absence
- Separation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin: N - No

American Indian or Alaska Native: -

Asian: Y - Yes

Black/African American: Y - Yes

Native Hawaiian or Other Pacific Islander: -

White: -

Ethnicity Section B

Primary Ethnic/Race: H - Two Or More Races

Disabled Status: ☐ Don't Wish Ans ☐ Disabled ☐ Not disabled ☐ No Response

Employee is a US veteran: ☒ No ☐ Yes

* Required Field

Prev Next

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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).



CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN

Then enter N in the Hispanic Indicator field and Y in the Asian and Black/African American Indicator fields. Additionally, enter “Two or More Races” (new code H) in the “Ethnicity Section B” 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

(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).

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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- PERSONAL INFORMATION SCREEN

Then enter N in the Hispanic Indicator field and Y in the Native Hawaiian and White Indicator fields. Additionally, enter "Two or More Races" (new code H) in the "Ethnicity Section B" 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 race 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

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- WEB NEW HIRE

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.

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)

(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.

(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.

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

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

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

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

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

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

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

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

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

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

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

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

(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- PERSONAL INFORMATION SCREEN

Then enter N in the Hispanic Indicator field. Additionally, enter "Unknown" (code U) in the "Ethnicity Section B" field.

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBPJH | Help | Main Menu | Log Off
aigappd01 BASE/TPPPWebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 02183848 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- 1 Employee Identification
- 2 Personal Information
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
- 6 Appointments & Distributions
- 7 Education
- 8 Pay Disposition
- 9 Honors & Awards
- 10 Leave of Absence
- 11 Separation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin: N - No

American Indian or Alaska Native: -

Asian: -

Black/African American: -

Native Hawaiian or Other Pacific Islander: -

White: -

Ethnicity Section B

Primary Ethnic/Race: U - Unknown

Disabled Status: ☐ Don't Want Ans ☐ Disabled ☐ Not disabled ☐ No Response

Employee is a US veteran: ☒ No ☐ Yes

** Required field

Prev Next

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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).

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/Pilipino
- ☒ 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)

(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.

(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.

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

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

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

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

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

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

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

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

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

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

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

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

(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- PERSONAL INFORMATION SCREEN



Then enter N in the Hispanic Indicator field and Y in the Asian Indicator field. Additionally, enter "Asian"(derived code S) in the "Ethnicity Section B" field.

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBPDJH | Help | Main Menu | Log Off
algappd01 BASE/TPPP/WebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 02183848 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- 1 Employee Identification
- 2 Personal Information
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
- 6 Appointments & Distributions
- 7 Education
- 8 Pay Disposition
- 9 Honors & Awards
- 10 Leave of Absence
- 11 Separation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin: N - No

American Indian or Alaska Native: -

Asian: Y - Yes

Black/African American: -

Native Hawaiian or Other Pacific Islander: -

White: -

Ethnicity Section B

Primary Ethnic/Race: S - Asian(Derived)

Disabled Status ☐ Cont With Ans ☐ Disabled ☐ Not disabled ☐ No Response

Employee is a US veteran ☒ No ☐ Yes

** Required field

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APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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 (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- PERSONAL INFORMATION SCREEN

Then enter N in the Hispanic Indicator field and Y in the White Indicator field. Additionally, enter "White" (derived code V) in the "Ethnicity Section B" field.

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBP03H | Help | Main Menu | Log Off
aigappd01 BASE/TPPP/WebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 021033048 Cancel Transaction Suspend & Exit

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Male ☐ Female

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin: N - No

American Indian or Alaska Native: -

Asian: -

Black/African American: -

Native Hawaiian or Other Pacific Islander: -

White: Y - Yes

Ethnicity Section B

Primary Ethnic/Race: V - White(Derived)

Disabled Status: ☐ Don't Want Ans ☐ Disabled ☐ Not disabled ☐ No Response

Employee is a US veteran: ☒ No ☐ Yes

** Required field

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APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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).



CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN

Then enter Y in the Hispanic Indicator field. Additionally, enter "Hispanic"(derived code O) in the "Ethnicity Section B" 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

(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).

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBPDJH | Help | Main Menu | Log Off
algappd01 BASE/TPPP/WebSphere 7.0

New Hire Employee Name: DOE, JANE A. ID: 02133043 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- 1 Employee Identification
- 2 Personal Information
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
- 6 Appointments & Distributions
- 7 Education
- 8 Pay Disposition
- 9 Honors & Awards
- 10 Leave of Absence
- 11 Separation

REVIEW AND SUBMIT

- Summary
- Review Messages and Update
- Post Authorization Notification (PAN)
- Confirmation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin:

American Indian or Alaska Native:

Asian:

Black/African American:

Native Hawaiian or Other Pacific Islander:

White:

Ethnicity Section B

Primary Ethnic Race:

Disabled Status: ☐ Don't Want Ans ☐ Disabled ☐ Not disabled ☐ No Response

Employee is a US veteran: ☒ No ☐ Yes

* = Required field

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APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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.



CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN

Then enter Y in the Hispanic Indicator field. Additionally, enter "Hispanic" (derived code O) in the "Ethnicity Section B" 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 (F) – 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).

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBP0JH | Help | Main Menu | Log Off
aigappd01 BASE/TPPP/WebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 021833848 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- 1 Employee Identification
- 2 Personal Information
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
- 6 Appointments & Distributions
- 7 Education
- 8 Pay Disposition
- 9 Honors & Awards
- 10 Leave of Absence
- 11 Separation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin: Y - Yes

American Indian or Alaska Native: -

Asian: -

Black/African American: -

Native Hawaiian or Other Pacific Islander: -

White: -

Ethnicity Section B

Primary Ethnic/Race: O - Hispanic(Derived)

Disabled Status: ☐ Don't Want Ans ☐ Disabled ☐ Not disabled ☐ No Response

Employee is a US veteran: ☒ No ☐ Yes

** Required field

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APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

RACE AND ETHNICITY- SAMPLE SCENARIO ON U5605

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



CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN

Then enter "Unknown" in the "Ethnicity Section B" 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 (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).

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBPDJH | Help | Main Menu | Log Off
algappd01 BASE/TPPAWebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 02183848 [Cancel Transaction](#) [Suspend & Exit](#)

ENTRY SCREENS

- 1 Employee Identification
- 2 Personal Information
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
- 6 Appointments & Distributions
- 7 Education
- 8 Pay Disposition
- 9 Honors & Awards
- 10 Leave of Absence
- 11 Separation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin: N - No

American Indian or Alaska Native: -

Asian: -

Black/African American: -

Native Hawaiian or Other Pacific Islander: -

White: -

Ethnicity Section B

Primary Ethnic/Race: U - Unknown

Disabled Status

☐ Don't Wish Ans
☐ Disabled
☐ Not disabled
☐ No Response

Employee is a US veteran

☒ No
☐ Yes

** Required field

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APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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- PERSONAL INFORMATION SCREEN



Then enter "I am not a protected veteran" in the "Other Veteran Status" field".

The screenshot shows the 'REVIEW AND SUBMIT' screen for a new hire. The 'Other Veteran Status' field is highlighted with a red box. The field is a radio button selection with the following options: 'Not a Disabled Veteran', 'I am Not a Protected Veteran' (selected), 'Protected Vet. No Self-Identify', and 'Disabled Veteran'. The 'Employee is a US veteran' field is also visible, with 'Yes' selected. The 'Disabled Status' field is also visible, with 'Not disabled' selected. The 'Veteran of a US War/Campaign/Expedition?' field is also visible, with 'Not a War/Campaign veteran' selected. The 'Vietnam Veteran?' field is also visible, with 'Not a Vietnam Era Veteran' selected. The 'Armed Forces Service Medal Veteran?' field is also visible, with 'Not an Armed Forces Service Medal Veteran' selected. The 'Recently Separated Veteran Date:' field is also visible, with a date entry field.

In order to enable all the Veteran categories, Yes must be entered in the "Employee is a U.S. Veteran" field.

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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).

CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN



Then enter all applicable veteran categories in their corresponding fields.

☐ 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.

REVIEW AND SUBMIT

Summary

Review Messages and Update

Post Authorization Notification (PAN)

Confirmation

Black/African American: *

Native Hawaiian or Other Pacific Islander: *

White: *

Ethnicity Section B

Primary Ethnic/Race: *

Disabled Status

☐ Don't Wish Ans

☐ Disabled

☐ Not disabled

☐ No Response

Employee is a US veteran

☐ No

☒ Yes

Veteran of a US War/Campaign/Expedition?

☒ War/Campaign veteran

☐ Not a War/Campaign veteran

Vietnam Veteran?

☐ Not a Vietnam Era Veteran

☒ Vietnam Era Veteran

Armed Forces Service Medal Veteran?

☒ Armed Forces Service Medal Veteran

☐ Not an Armed Forces Service Medal Veteran

Recently Separated Veteran Date:

MM/YY

Other Veteran Status

☐ Not a Disabled Veteran

☐ I am Not a Protected Veteran

☐ Protected Vet. No Self-Identify

☐ Disabled Veteran

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APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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- PERSONAL INFORMATION SCREEN

Then mark the "Disabled Veteran" option listed on the "Other Veteran Status" field.

The screenshot shows the 'PERSONAL INFORMATION' data entry screen. The 'Other Veteran Status' field is highlighted with a red box, showing the 'Disabled Veteran' option selected. The form includes sections for Ethnicity (Section A and B), Disabled Status, Employee is a US veteran, Veteran of a US War/Campaign/Expedition?, Vietnam Veteran?, Armed Forces Service Medal Veteran?, Recently Separated Veteran Date, and Other Veteran Status.

Ethnicity Section A

- Hispanic, Latino, or Other Spanish Origin: ☐ Yes ☒ No
- American Indian or Alaska Native: ☐ Yes ☒ No
- Asian: ☐ Yes ☒ No
- Black/African American: ☐ Yes ☒ No
- Native Hawaiian or Other Pacific Islander: ☐ Yes ☒ No
- White: ☐ Yes ☒ No

Ethnicity Section B

- Primary Ethnic/Race: ☐ Yes ☒ No

Disabled Status

- ☐ Don't Wish Ans
- ☐ Disabled
- ☐ Not disabled
- ☐ No Response

Employee is a US veteran

- ☐ No
- ☒ Yes

Veteran of a US War/Campaign/Expedition?

- ☐ War/Campaign veteran
- ☐ Not a War/Campaign veteran

Vietnam Veteran?

- ☐ Not a Vietnam Era Veteran
- ☐ Vietnam Era Veteran

Armed Forces Service Medal Veteran?

- ☐ Armed Forces Service Medal Veteran
- ☐ Not an Armed Forces Service Medal Veteran

Recently Separated Veteran Date:

Other Veteran Status

- ☐ Not a Disabled Veteran
- ☐ I am Not a Protected Veteran
- ☐ Protected Vet. No Self-Identify
- ☒ Disabled Veteran

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 classification(s) selected should be entered.

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

VETERAN STATUS- SAMPLE SCENARIO ON U5605

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



CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN

Then mark the "Disabled Veteran" option listed on the "Other Veteran Status" 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.

Navigation: [Education](#) [Pay Disposition](#) [Honors & Awards](#) [Leave of Absence](#) [Separation](#) **REVIEW AND SUBMIT** [Summary](#) [Review Messages and Update](#) [Post Authorization Notification \(PAN\)](#) [Confirmation](#)

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin:

American Indian or Alaska Native:

Asian:

Black/African American:

Native Hawaiian or Other Pacific Islander:

White:

Ethnicity Section B

Primary Ethnic/Race:

Disabled Status

☐ Don't Wish Ans
☐ Disabled
☐ Not disabled
☐ No Response

Employee is a US veteran

☐ No
☒ Yes

Veteran of a US War/Campaign/Expedition?

☐ War/Campaign veteran
☐ Not a War/Campaign veteran

Vietnam Veteran?

☐ Not a Vietnam Era Veteran
☐ Vietnam Era Veteran

Armed Forces Service Medal Veteran?

☐ Armed Forces Service Medal Veteran
☐ Not an Armed Forces Service Medal Veteran

Recently Separated Veteran Date:

Other Veteran Status

☐ Not a Disabled Veteran
☐ I am Not a Protected Veteran
☐ Protected Vet, No Self-Identify
☒ Disabled Veteran

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APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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- PERSONAL INFORMATION SCREEN

Then mark all applicable veteran categories in their corresponding fields.

REVIEW AND SUBMIT

Summary

Review Messages and Update

Post Authorization Application (PAN)

Confirmation

Black/African American: [dropdown]

Native Hawaiian or Other Pacific Islander: [dropdown]

White: [dropdown]

Ethnicity Section B

Primary Ethnic/Race: [dropdown]

Disabled Status

☐ Don't Wish Ans

☐ Disabled

☐ Not disabled

☐ No Response

Employee is a US veteran

☐ No

☒ Yes

Veteran of a US War/Campaign/Expedition?

☒ War/Campaign veteran

☐ Not a War/Campaign veteran

Vietnam Veteran?

☐ Not a Vietnam Era Veteran

☒ Vietnam Era Veteran

Armed Forces Service Medal Veteran?

☒ Armed Forces Service Medal Veteran

☐ Not an Armed Forces Service Medal Veteran

Recently Separated Veteran Date: [text box]

Other Veteran Status

☐ Not a Disabled Veteran

☐ I am Not a Protected Veteran

☐ Protected Vet. No Self-Identify

☐ Disabled Veteran

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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.

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

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- PERSONAL INFORMATION SCREEN

Then mark "Disabled" in the "Disabled Status" 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
Your Name

10/31/2014
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

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBPJH | Help | Main Menu | Log Off
aigappd01 BASE/TPPPWebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 022845521 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- 1 Employee Identification
- 2 Personal Information
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
- 6 Appointments & Distributions
- 7 Education
- 8 Pay Disposition
- 9 Honors & Awards
- 10 Leave of Absence
- 11 Separation

REVIEW AND SUBMIT

- 12 Summary
- 13 Review Messages and Update
- 14 Post Authorization Notification (PAN)
- 15 Confirmation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☒ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin: ☒ Yes ☐ No

American Indian or Alaska Native: ☐ Yes ☒ No

Asian: ☐ Yes ☒ No

Black/African American: ☐ Yes ☒ No

Native Hawaiian or Other Pacific Islander: ☐ Yes ☒ No

White: ☐ Yes ☒ No

Ethnicity Section B

Primary Ethnic/Race: ☐ Yes ☒ No

Disabled Status: ☐ Don't Wish Ans ☒ Disabled ☐ Not disabled ☐ No Response

Employee is a US veteran: ☐ No ☒ Yes

Veteran of a US War/Campaign/Expedition? ☐ War/Campaign veteran ☒ Not a War/Campaign veteran

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

DISABILITY STATUS- SAMPLE SCENARIO ON NEW FORM CC-305

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



CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN

Then enter "Don't Wsh Ans" in the "Disabled Status" 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
Your Name

10/31/2014
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

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBPDIH | Help | Main Menu | Log Off
aigappd01 BASE/TPPP/WebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 02204521 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- Employee Identification
- Personal Information
- Address & Disclosures
- Citizenship & Taxes
- Employment Information
- Appointments & Distributions
- Education
- Pay Disposition
- Honors & Awards
- Leave of Absence
- Separation

REVIEW AND SUBMIT

- Summary
- Review Messages and Update
- Post Authorization Notification (PAN)
- Confirmation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin:

American Indian or Alaska Native:

Asian:

Black/African American:

Native Hawaiian or Other Pacific Islander:

White:

Ethnicity Section B

Primary Ethnic/Race:

Disabled Status

☒ Don't Wsh Ans
☐ Disabled
☐ Not disabled
☐ No Response

Employee is a US veteran

☐ No
☒ Yes

Veteran of a US War/Campaign/Expedition?

☐ War/Campaign veteran
☒ Not a War/Campaign veteran

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

DISABILITY STATUS- SAMPLE SCENARIO ON NEW FORM CC-305

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



CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN

Then enter "Not disabled" in the "Disabled Status" 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

UCR EDB Update System
Web Interface to the Payroll/ Personnel System

Welcome RBDJH | Help | Main Menu | Log Off
algappd01 BASE/TPPP/WebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 022845521 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- 1 Employee Identification
- 2 Personal Information
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
- 6 Appointments & Distributions
- 7 Education
- 8 Pay Disposition
- 9 Honors & Awards
- 10 Leave of Absence
- 11 Separation

REVIEW AND SUBMIT

- 12 Summary
- 13 Review Messages and Update
- 14 Post Authorization Notification (PAN)
- 15 Confirmation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin:

American Indian or Alaska Native:

Asian:

Black/African American:

Native Hawaiian or Other Pacific Islander:

White:

Ethnicity Section B

Primary Ethnicity:

Disabled Status: ☐ Don't Wish Ans. ☐ Disabled ☒ Not disabled ☐ No Response

Employee is a US veteran: ☐ No ☒ Yes

Veteran of a US War/Campaign/Expedition? ☐ War/Campaign veteran ☒ Not a War/Campaign veteran

APPENDIX D-DATA ENTRY SCENARIOS- WEB NEW HIRE

DISABILITY STATUS- SAMPLE SCENARIO ON NEW FORM CC-305

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



CORRESPONDING DATA ENTRY- PERSONAL INFORMATION SCREEN

Then enter "No response" in the "Disabled Status" 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

UCR EDB Update System
Web Interface to the Payroll/Personnel System

Welcome RBPDJH | Help | Main Menu | Log Off
algappd01 BASE/TPPP/WebSphere 7.0

New Hire Employee Name: DOE, JANE A ID: 022845521 Cancel Transaction Suspend & Exit

ENTRY SCREENS

- 1 Employee Identification
- 2 Personal Information
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
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- 7 Education
- 8 Pay Disposition
- 9 Honors & Awards
- 10 Leave of Absence
- 11 Separation

REVIEW AND SUBMIT

- 12 Summary
- 13 Review Messages and Update
- 14 Post Authorization Notification (PAN)
- 15 Confirmation

2. Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: ☐ Female ☐ Male

Ethnicity Section A

Hispanic, Latino, or Other Spanish Origin:

American Indian or Alaska Native:

Asian:

Black/African American:

Native Hawaiian or Other Pacific Islander:

White:

Ethnicity Section B

Primary Ethnic/Race:

Disabled Status: ☐ Cont With Ans ☐ Disabled ☐ Not disabled ☒ No Response

Employee is a US Veteran: ☐ No ☒ Yes

Veteran of a US War/Campaign/Expedition? ☐ War/Campaign veteran ☒ Not a War/Campaign veteran

Because the blank default for this in PPS indicates "Not disabled" , please enter "No Response" if the form is left blank.