

1. Why are these forms being revised?

The University of California (UC), as a federal contractor, is required to maintain and analyze data on the race, ethnicity, veteran, and disability status of employees in compliance with the provision of Executive Order 11246 to the Office of Federal Contract Compliance Programs (OFCCP).

Legislative changes issued by the 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 the "***Voluntary Self-Identification of Race, Ethnicity and Veteran Status form***" (Form U5605) in order to include updates to protected veteran categories that we need to collect for compliance 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.

2. How does the University currently collect and store ethnicity, race, veteran, and disability information for its employees?

The University collects race and ethnicity data from employees using the form U5605 which individuals complete at the time their employment with the University begins. This form allows individuals to voluntarily self-identify their race, ethnicity, disability, and veteran status. The data collected from individuals who chose to complete the form is later entered into the Payroll Personnel System (PPS) by approved UC personnel. The October 2014 revisions to the form ensure that the data is collected in a manner which allows the University to meet the new VEVRAA reporting requirements and maintain the current reporting demands for campus affirmative action programs and internal workforce reporting.

3. How will the University implement changes in the way it collects and stores ethnicity, race, veteran, and disability data for employees?

Employees hired after November 1, 2014 should complete the revised version of the ***Voluntary Self-Identification of Race, Ethnicity and Veteran Status form*** (Form U5605 R10/14) to self-identify their race and ethnicity, and veteran status. They also need to complete the ***Voluntary Self-identification of Disability Form***" (Form CC 305-OMB Control Number 1250-0005) and submit to UC with the rest of their new-hire paperwork.

Changes to the Payroll Personnel System (PPS), Employee Data Base (EDB), Web New Hire Application, Corporate Personnel Systems, and Corporate Data Warehouse were implemented to accommodate the data entry of new codes. Payroll patches to execute the appropriate systems modifications have already been distributed to each location for implementation.

4. What are the changes made to the *Voluntary Self-Identification of Race, Ethnicity and Veteran Status Form (U5605)* previously known as the *Demographic Data Transmittal Form*?

This form has been revised to include updates to protected veteran categories that we need to collect in order to comply with VEVRAA requirements and consolidates the collection of race and ethnicity information into one section. Lastly, the question concerning the disability status has been removed from the form as now that information will be collected on a separate form.

5. Why did the name for the U5605 Form changed from Demographic Data Transmittal form to *Voluntary Self-Identification of Race, Ethnicity and Veteran Status*?

The name of the form was changed from Demographic Data Transmittal form to more accurately reflect the specific information that we are asking new employees to provide us with.

6. How can the most current version of the form be identified?

The title and number of the form will appear in the upper left corner of the form. Additionally, a parenthetical reference containing the month and year in which the form was last revised will be included. The most recent revisions to the form that incorporate the new collection requirements for ethnicity and race data were completed in October 2014. Additionally, the name of the form was also changed; therefore, the ***Voluntary Self-Identification of Race, Ethnicity and Veteran Status*** Form with (R10/14) parenthetical reference on the upper left corner will identify the appropriate version for use after November 1, 2014.

7. When are campuses required to implement the use of the revised form U5605 and the new OFCCP required form?

Each location must incorporate the use of these forms in their on-boarding process for both academic and staff employees effective on or after November 1, 2014. The forms will be available for download online on UCNnet.

8. Who can I contact if I have technical questions?

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9. Who can I contact if I have further general questions?

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