

SUMMARY INFORMATION REGARDING IMPLEMENTATION OF REVISED SELF-IDENTIFICATION SURVEY FORMS FOR NEW HIRES EFFECTIVE NOVEMBER 1, 2014

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.

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.

Academic and Staff 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, 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.

General questions regarding the implementation of these changes 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 regarding the implementation of these 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