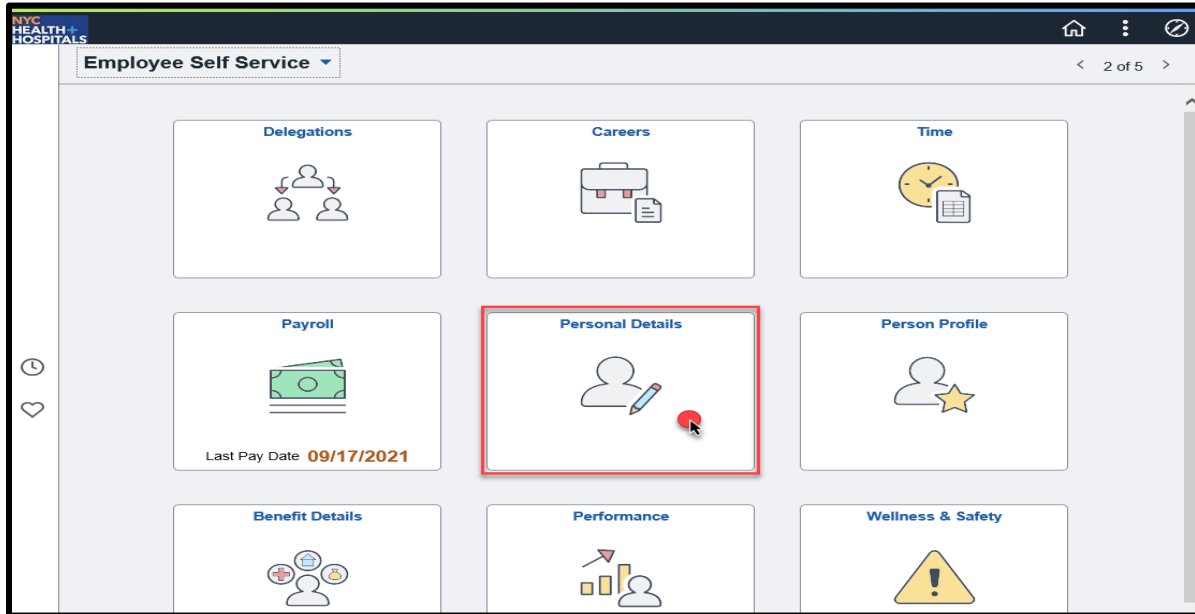
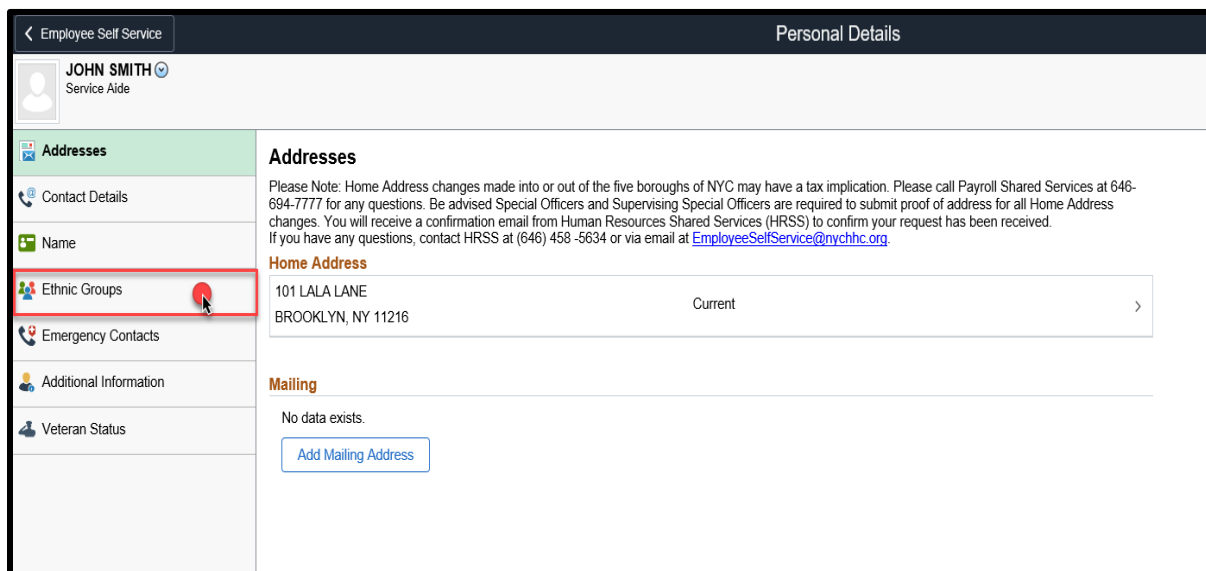


How to Add Your Ethnicity via Employee Self Service

1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



2. On the left side of the “Personal Details” Page, click on the **Ethnic Groups** tab.



3. Choose your ethnicity type by clicking on the choices provided for questions 1 and 2.

Employee Self Service | Personal Details

JOHN SMITH
Service Aide

- Addresses
- Contact Details
- Name
- Ethnic Groups**
- Emergency Contacts
- Additional Information
- Veteran Status

Ethnic Groups

1) Are you Hispanic or Latinx? [Explain](#)

Yes
 No

2) What is your race? Select one or more. [Explain](#)

Asian
 Black or African American
 Native American/Alaskan Native
 Native Hawaiian or Pacific Islander
 White

Voluntary Self-Identification

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

[Save](#)

4. Click on **Save** once you have selected all that apply.

Employee Self Service | Personal Details

JOHN SMITH
Service Aide

- Addresses
- Contact Details
- Name
- Ethnic Groups**
- Emergency Contacts
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Ethnic Groups

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[Save](#)

You have successfully added your ethnicity!