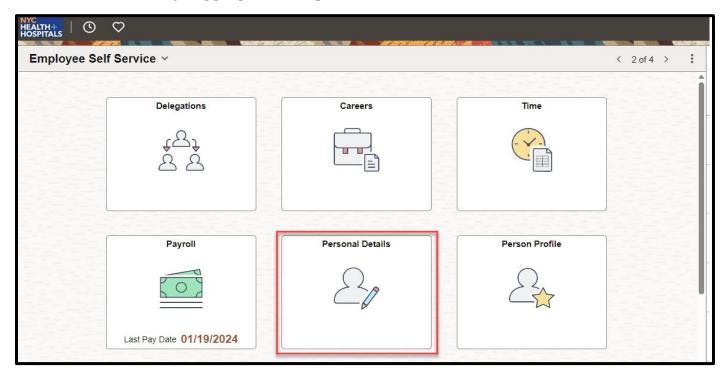
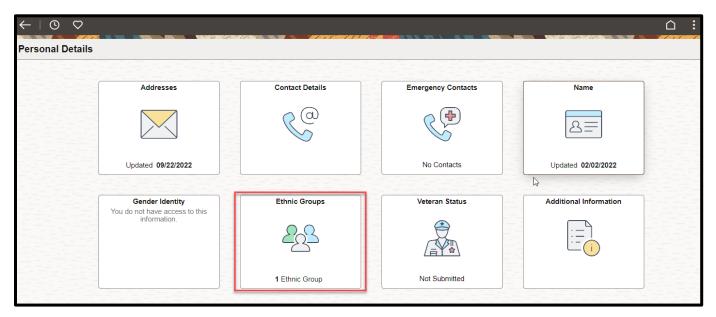


How to Add Your Ethnicity via Employee Self Service

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.



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

←∣⊙ ♡		
Personal Details		
Ast Systems Analyst (EDP)		
M Addresses	1) Are you Hispanic or Latinx?	Explain
Contact Details	⊖ Yes	
🕒 Name	No	
ిసి Ethnic Groups	2) What is your race? Select one or more.	Explain
Contacts	Black or African American	
Additional Information	Native American/Alaskan Native Native Hawaiian or Pacific Islander	
4 Veteran Status	White	
	Voluntary Self-Identification	
	these laws, the employer invites employees to voluntarily sel you to any adverse treatment. The information obtained will	ing and reporting requirements for the administration of civil rights laws and regulations. In order to comply with Fidentify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, o be summarized and reported to the federal government for civil rights enforcement. When reported, data will not

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

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Personal Details	
Ast Systems Analyst (EDP)	
M Addresses	1) Are you Hispanic or Latinx? Explain
Contact Details	○ Yes
Name	® No
്റ് Ethnic Groups	2) What is your race? Select one or more. Explain
Emergency Contacts	Black or African American
Additional Information	Native American/Alaskan Native
🐇 Veteran Status	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



You have successfully added your ethnicity!