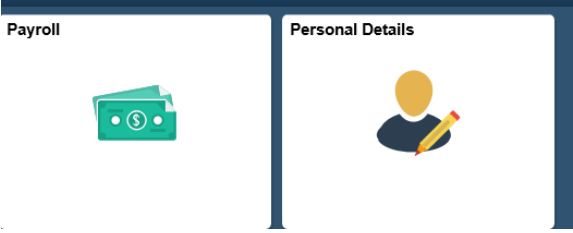
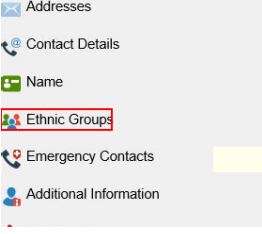

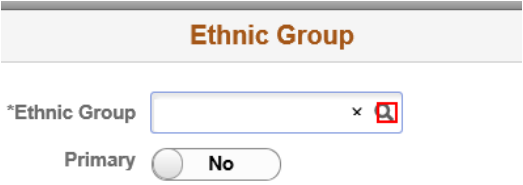
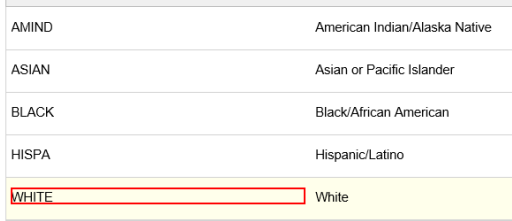
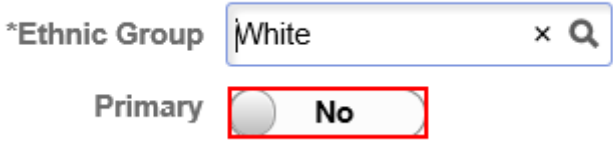
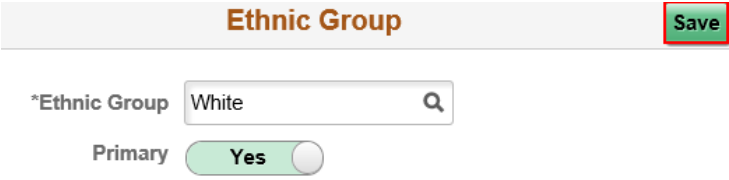




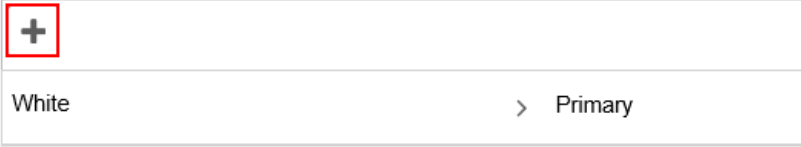

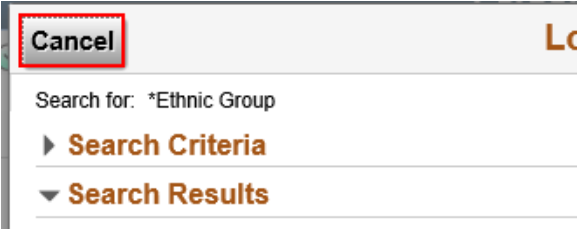
Entering an Ethnic Group Self- Identification

Step	Action
1.	<p>Click the Personal Details button.</p>  A screenshot of a software interface showing two tabs: 'Payroll' and 'Personal Details'. The 'Payroll' tab is active and contains an icon of a green wallet with a dollar sign. The 'Personal Details' tab is inactive and contains an icon of a person with a pencil.
2.	<p>Click the Ethnic Groups link.</p>  A screenshot of a software interface showing a list of links: 'Addresses', 'Contact Details', 'Name', 'Ethnic Groups', 'Emergency Contacts', and 'Additional Information'. The 'Ethnic Groups' link is highlighted with a red box.
3.	<p>The Ethnic Groups page displays. The Ethnic Groups grid displays the ethnic group that you self identified as.</p> <p>You can use this page to add an ethnic group self-identification.</p> <p>For this example, have no ethnic group self-identifications in the system.</p> <p>Use the Add an Ethnic Group button to add a self identification.</p> <p>For this example, you will attempt to add two self-identifications--one as White and the other as Hispanic/Latino.</p>
4.	<p>Click the Add an Ethnic Group button.</p>  A screenshot of a software interface showing the 'Ethnic Groups' section. It displays the text 'No data exists.' and a button labeled 'Add an Ethnic Group' which is highlighted with a red box.

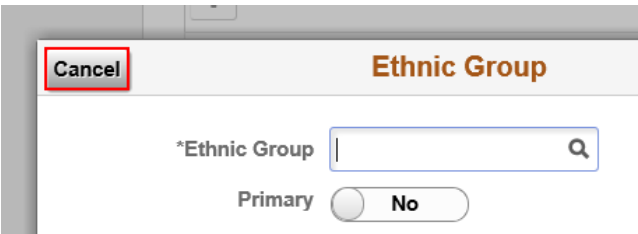



Step	Action
5.	<p>The Ethnic Group dialog page displays. Use the lookup button for the Ethnic Group field to select an ethnic group.</p> <p>Use the Ethnic Group field to select an Ethnic Group. Use the Primary option slider to mark an Ethnic Group as your primary ethnic group.</p> <p>One group must be marked as primary. The system automatically assigns the first ethnic group you enter as Primary on Save. You can also select this option manually. If you have self-identified with multiple ethnic groups and you delete a primary ethnic group, the system automatically marks one of the remaining self-identifications as primary.</p> <p>For this example, you will select White and indicate that this is your primary group.</p>
6.	<p>Click the Look up Ethnic Group button.</p> 
7.	<p>Click the WHITE object.</p> 
8.	<p>Click the Primary option.</p> 
9.	<p>Click the Save button.</p> 



Step	Action
10.	<p>The Ethnic Groups page displays.</p> <p>A confirmation message displays indicating that you have successfully added an ethnic group self identification.</p> <p>The Ethnic Groups grid now has one row:</p> <p>-- White</p> <p>This group is marked as your primary group.</p> <p>Next, you will attempt to add a second self-identification as Hispanic/Latino.</p>
11.	<p>Click the Add an Ethnic Group button.</p> <p>Ethnic Groups</p> 
12.	<p>Click the Look up Ethnic Group button.</p> 
13.	<p>Notice, Hispanic/Latino is not listed among the Ethnic Groups.</p> <p>If you have self-identified as White you can not also identify as Hispanic/Latino. In like manner if you have self-identified as Black you cannot also self-identify as Hispanic/Latino.</p> <p>If you have self-identified as Hispanic/Latino, you cannot add a self-identification as White or Black.</p>
14.	<p>Click the Cancel button.</p> 



Step	Action
15.	<p>Click the Cancel button.</p> 
16.	<p>Click the My Homepage button.</p> 
17.	<p>End of Procedure.</p>