



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Adding an Ethnic Group

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Ethnic Groups** link in the **Actions** panel on the **Personal Details** page.
3. Click the **Add Ethnic Group** button on the Information panel
4. Use the **Primary** field slider to indicate if your selection is your primary ethnic group.
5. Select an ethnic group from the **Ethnic Group** drop down list on the **Ethnic Groups** page.
6. Click the **Save** button.

Note

You can add multiple Ethnic Groups self-identifications. You cannot self-identify as both Hispanic and White or as Hispanic and Black.

Only one Ethnic Group can be marked as your Primary Ethnic Group.

The image displays three overlapping screenshots of the Oracle Employee Self Service interface, illustrating the steps to add an ethnic group. The top screenshot shows the 'Personal Details' tile (1) on the home page. The middle screenshot shows the 'Ethnic Groups' link in the 'Actions' panel (2) and the 'Add Ethnic Group' button (3). The bottom screenshot shows the 'Ethnic Groups' page with a 'Primary' field slider (4) and a 'Save' button (6). A modal window for adding an ethnic group is also shown, with a 'Primary' field (5) and a 'Save' button (6).

Oracle Employee Self Service

Personal Details

David Smith

Addresses

Home Address
1000 Pine Drive

Ethnic Groups

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.

Ethnic Group

Primary No

Ethnic Group

Save

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