



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

### Deleting 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 row for the **Ethnic Group** you want to delete.
4. Click the **Delete** button.
5. Click the **Yes** button on the **Delete** confirmation page.

### 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 screenshots illustrate the process of deleting an ethnic group in the Oracle Employee Self Service system. The first screenshot shows the 'Personal Details' tile (1) on the home page. The second screenshot shows the 'Ethnic Groups' link in the 'Actions' panel (2). The third screenshot shows the 'Ethnic Groups' list with the 'White' group selected (3). The fourth screenshot shows the 'Delete' button for the selected group (4). The fifth screenshot shows the confirmation dialog 'Are you sure you want to delete ethnic group "White"?' with the 'Yes' button highlighted (5).