



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

### Editing 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 edit.
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 edit an ethnic group. The top screenshot shows the 'Personal Details' tile (1) on the 'Employee Self Service' home page. The middle screenshot shows the 'Ethnic Groups' link in the 'Actions' panel (2) and the 'Ethnic Groups' page with a row selected (3). The bottom screenshot shows the 'Ethnic Group' dialog box with the 'Primary' field slider (4) and the 'Ethnic Group' drop-down list (5) set to 'White'. The 'Save' button (6) is also visible.