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.