



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Update Veteran Status

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Veteran Status** link in the **Actions** panel on the **Personal Details** page.
3. Select the option that best describes you in the **Self Identification** section
4. Click the **Submit** button
5. Click the **OK** button on the submit confirmation page.

The screenshot shows the Oracle Employee Self Service interface. The top navigation bar includes 'ORACLE' and 'Employee Self Service'. The main content area has three tiles: 'Benefits', 'Payroll', and 'Personal Details'. The 'Personal Details' tile is highlighted with a red box and a red number '1'. Below the tiles, the 'Personal Details' page is shown for 'David Smith'. The left sidebar contains a list of links: 'Addresses', 'Contact Details', 'Name', 'Ethnic Groups', 'Emergency Contacts', 'Additional Information', 'Disability', and 'Veteran Status'. The 'Veteran Status' link is highlighted with a red box and a red number '2'. The 'Veteran Status' page is shown, featuring a 'Definitions' section, a 'Self-Identification' section with radio buttons for 'Disabled Veteran', 'Recently Separated Veteran', 'Active Duty Wartime or Campaign Badge Veteran', and 'Armed Forces Service Medal Veteran', and a 'Reasonable Accommodation Notice' section. The 'Self-Identification' section is highlighted with a red box and a red number '3'. A confirmation dialog box is shown with the text 'Are you sure you want to submit this information?' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box and a red number '5'. The 'Submit' button at the bottom of the page is highlighted with a red box and a red number '4'.

Note

Providing this information is optional.