



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Update Disability Status

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Disability** link in the **Actions** panel on the **Personal Details** page.
3. Select the option that best describes you in the **Please select one of the options below** section
4. Click the **Submit** button
5. Click the **OK** button on the submit confirmation page.

The screenshots illustrate the process of updating a disability status in the Oracle Employee Self Service system. The first screenshot shows the 'Employee Self Service' home page with the 'Personal Details' tile highlighted (1). The second screenshot shows the 'Personal Details' page with the 'Disability' link in the 'Actions' panel highlighted (2). The third screenshot shows the 'Voluntary Self-Identification of Disability' form with the 'Please select one of the options below' section highlighted (3). The fourth screenshot shows a confirmation dialog box asking 'Are you sure you want to submit this information?' with the 'OK' button highlighted (5). The fifth screenshot shows the 'Submit' button at the bottom of the form (4).

Oracle Employee Self Service

Personal Details

David Smith

Addresses

Home Address

1000 Pine Drive
Concord, CA 94518
Contra Costa

Mailing Address

1000 Pine Drive
Concord, CA 94518

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 4350-0005
017

Are you sure you want to submit this information?

OK **Cancel**

Please select one of the options below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☐ I DON'T WISH TO ANSWER

Your Name Today's Date

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

Note

The County is required to request that you update your disability status once every 5 years.

Providing this information is optional. If you do not want to self-identify with a disability, select the I DON'T WISH TO ANSWER option.