

**Contra Costa County PeopleSoft Training**

# eProfile



# **Training Guide**



# Table of Contents

<b>Employee Self Service--eProfile.....</b>	<b>1</b>
<b>eProfile .....</b>	<b>1</b>
Overview of eProfile .....	1
Working with Personal Details Page.....	2
Using the Personal Details Page .....	3
Submitting Name Change Requests.....	13
Requesting a Name Change.....	13
Maintaining Address Information .....	19
Maintaining Home and Mailing Addresses .....	19
Maintaining Phone Information .....	25
Editing an Existing Phone Number .....	26
Adding an Additional Phone Number.....	31
Deleting a Phone Number.....	37
Maintaining Email Addresses .....	42
Adding an Email Address .....	43
Editing Email Addresses .....	50
Deleting an Email Address .....	54
Maintaining Emergency Contact Information.....	58
Adding Emergency Contact Information.....	59
Editing Emergency Contact Information .....	73
Adding an Additional Emergency Contact .....	80
Deleting Emergency Contact Information .....	94
Maintaining Ethnicity Self-Identifications.....	100
Entering an Ethnic Group Self- Identification .....	101
Editing an Existing Ethnic Group Self-Identification .....	108
Deleting an Ethnic Group Self-Identification .....	117
Maintaining Disability and Veteran Self- Identifications .....	121
Updating Disability Self-Identification.....	121
Updating Veteran Self-Identification.....	127



## Employee Self Service--eProfile

### eProfile

#### Overview of eProfile

#### Overview of eProfile

The eProfile portion of PeopleSoft enables employees to complete the following tasks online:

	Description
<b>Personal Details</b>	<ul style="list-style-type: none"> <li>• Review Personal Information</li> <li>• Submit name change</li> <li>• Update Address information</li> <li>• Update phone information</li> <li>• Review email information</li> <li>• Update emergency contact information</li> <li>• Update Ethnic Group self-identification</li> <li>• Review additional Personal Information</li> </ul>
<b>Maintain Name Information</b>	<ul style="list-style-type: none"> <li>• Submit a request to change your name</li> </ul>
<b>Maintain Address Information</b>	<ul style="list-style-type: none"> <li>• Update your mailing and home addresses</li> </ul>
<b>Maintain Phone Information</b>	<ul style="list-style-type: none"> <li>• Update existing phone information</li> <li>• Add an additional phone number</li> <li>• Delete an existing phone number</li> </ul>
<b>Maintain Email Information</b>	<ul style="list-style-type: none"> <li>• Review your business email address</li> <li>• Add a home email</li> <li>• Review your home email</li> <li>• Update/delete your home email</li> </ul>
<b>Maintain Emergency Contact Information</b>	<ul style="list-style-type: none"> <li>• Add an emergency contact</li> <li>• Update emergency contact information</li> <li>• Add additional emergency contacts</li> <li>• Delete an emergency contact</li> </ul>
<b>Maintain Ethnicity Information</b>	<ul style="list-style-type: none"> <li>• Add an ethnic group self-identification</li> <li>• Edit an ethnic group self-identification</li> <li>• Delete an ethnic group self-identification</li> </ul>



<b>Maintain Veteran and Disability Self-Identifications</b>	<ul style="list-style-type: none"><li>• Record your disability status</li><li>• Record your military status</li></ul>

Changes you make to your personal information using eProfile take place immediately, with the exception of requests to change your name. Name change requests must be processed by Human Resources before they take effect.

Each of these tasks is covered in one of the lessons in the eProfile section of Employee Self Service Training:

- Working with Personal Details Page
- Submitting Name Change Requests
- Maintaining Address Information
- Maintaining Phone Information
- Maintaining Email Information
- Maintaining Emergency Contact Information
- Maintaining Ethnicity Self-Identifications
- Maintaining Veteran and Disability-Self Identifications

## Working with Personal Details Page

### Working with Personal Details Page

The Employee Self Service feature of PeopleSoft 9.2 allows you to view and update your personal information online.

The **Personal Details** page allows you to review and make updates to your personal information from a single page. You can review and update your

- Name (submit a request for it to be changed in the system)
- Your Home and Mailing Addresses
- Your Phone information
- Your email addresses
- Your emergency contacts
- Your Ethnic Group Self- Identification
- View additional personal information

The steps involved in using the **Personal Details** page are covered in a single topic in this lesson:

- Using the **Personal Details** page

This topic is available for play-back through the UPK player in

- See-It! Mode—allows you to attach a “video” demonstration of the topic
- Try-It! Mode—allows you to use your mouse and keyboard to complete transactions in a simulated environment



Both See-It! And Try-It! Provide guided instructions and explanations of important features of PeopleSoft transactions. The full text of the instructions and explanations included in the UPK Payer are also available in two printed documents—a Training Guide and a Job Aid.

Here are some key points to keep in mind about using the **Personal Details** page:

- The Personal Details page can be accessed from the Employee Self-Service home page
- You can use this page to review your personal information as it is currently stored in the system
- You can use this page to change (or request changes) to your personal information
- The **Additional Personal information** page presents information in view only mode

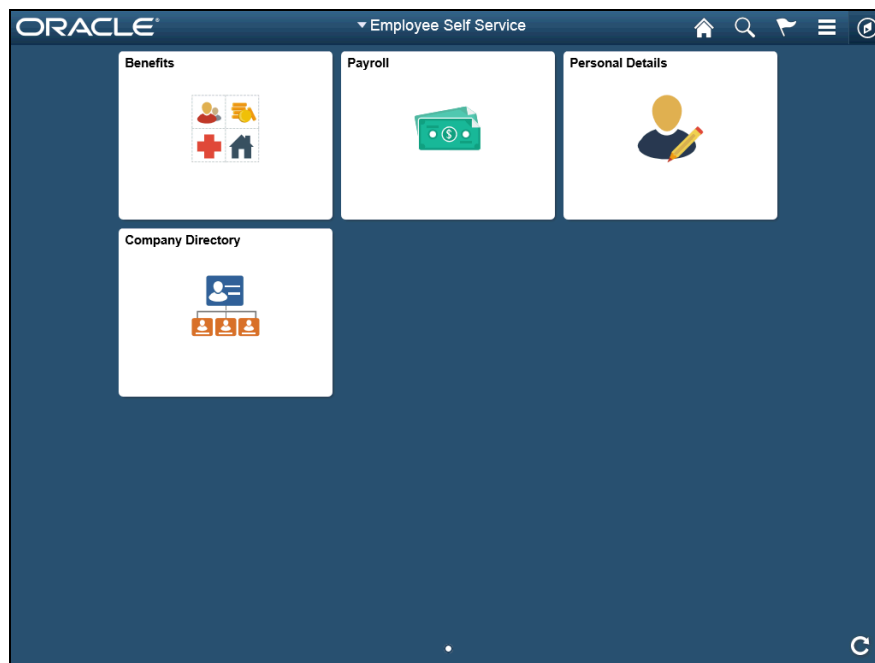
## Using the Personal Details Page

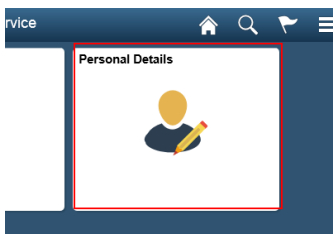
The basic steps to using the Personal Details page are:

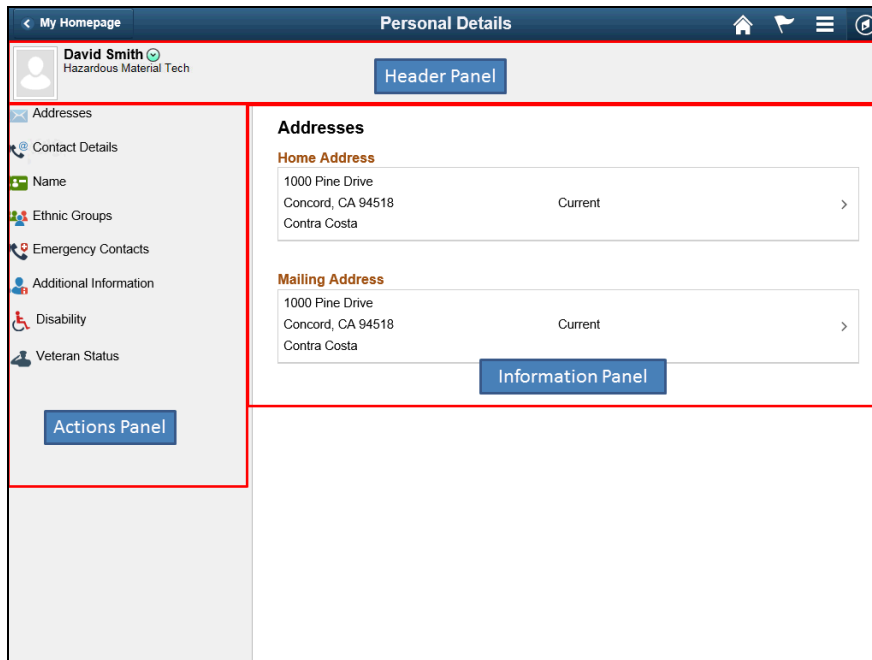
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click on each of the links in the **Actions** panel.
3. Review information that displays in the **Information** panel

See the other topics in this course for instruction on how to add, edit, and or delete your personal information using this page.

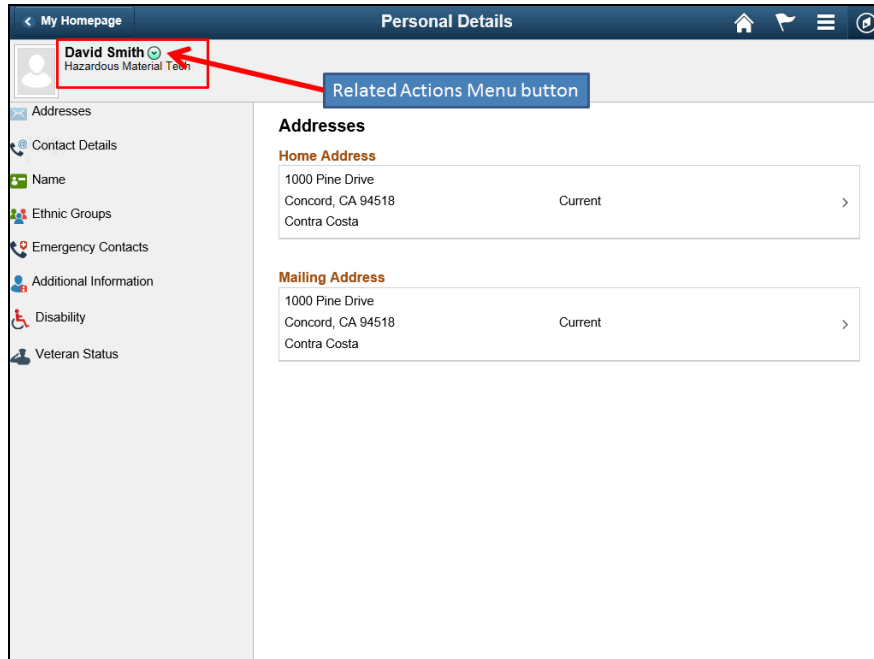
### Procedure



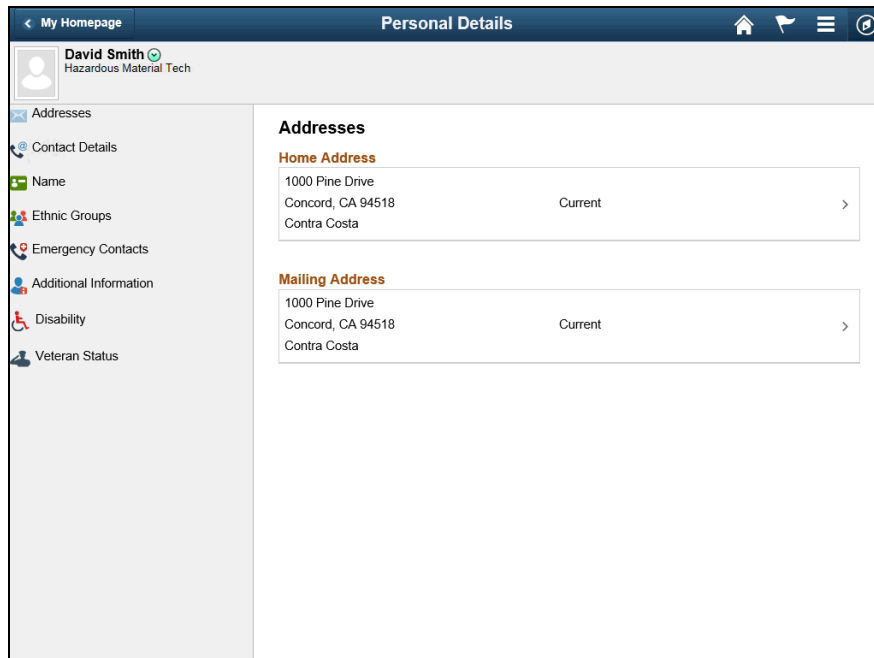
Step	Action
1.	<p>Click the <b>Personal Details</b> tile.</p> 




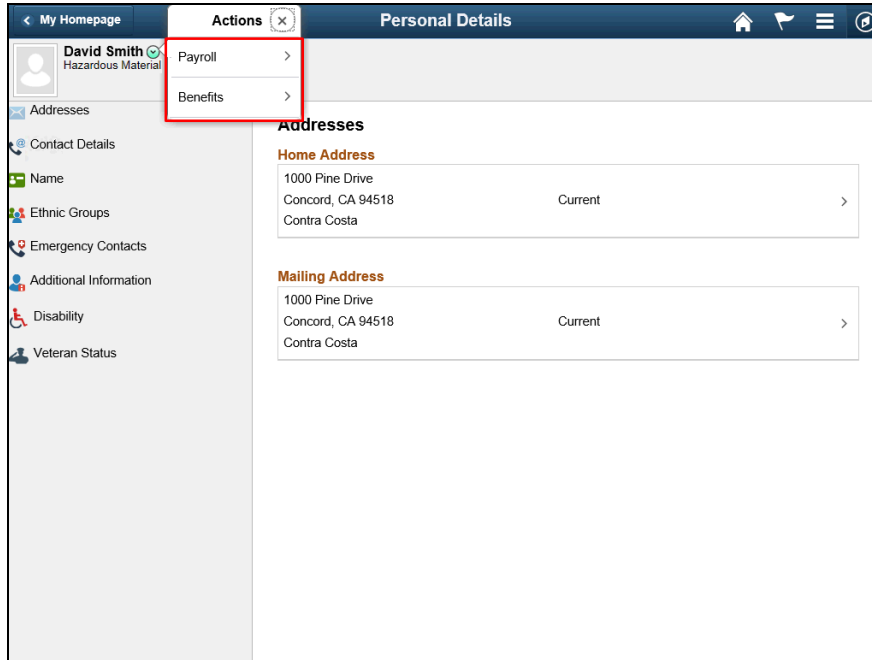
Step	Action
2.	<p>The <b>Personal Details</b> page displays.</p> <p>This page contains three panels:</p> <ul style="list-style-type: none"> <li>-- Header panel</li> <li>-- Left Side Actions panel</li> <li>-- Right Side Information panel</li> </ul>




Step	Action
3.	The Header panel displays your name and your position description.  To the right of your name is the <b>Related Actions Menu</b> button. Use this button to access other portions of Employee Self Service.

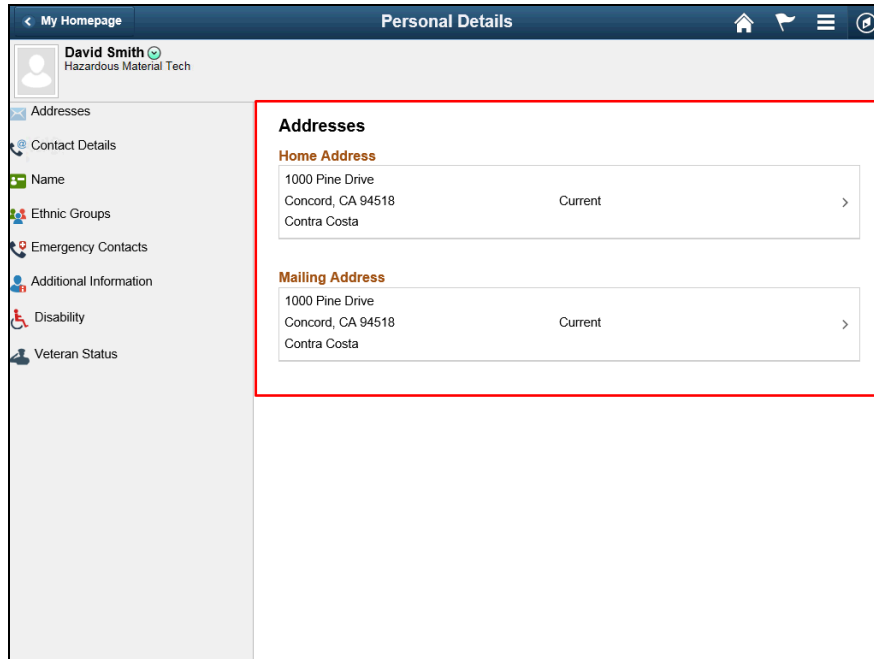



Step	Action
4.	Click the <b>Related Action Menu</b> button. 

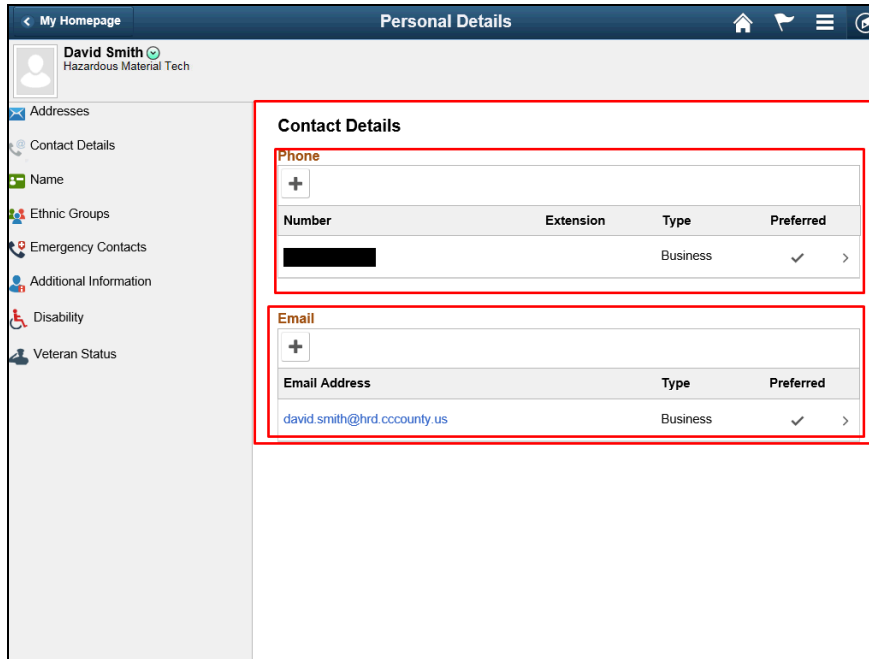



Step	Action
5.	You can click on the links in the <b>Actions</b> menu to go to other portions of Employee Self Service, e.g. <b>Benefits</b> (eBenefits) and <b>Payroll</b> (ePay).  These are covered in other portions of Contra Costa County PeopleSoft Employee Self Service training.
6.	Click the <b>Close</b> button. 

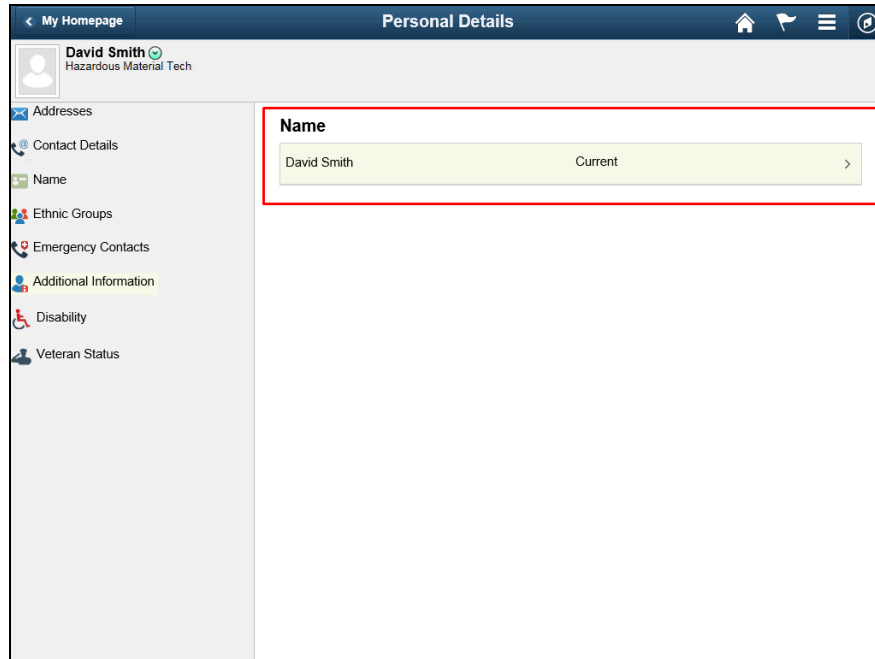


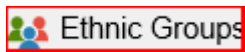


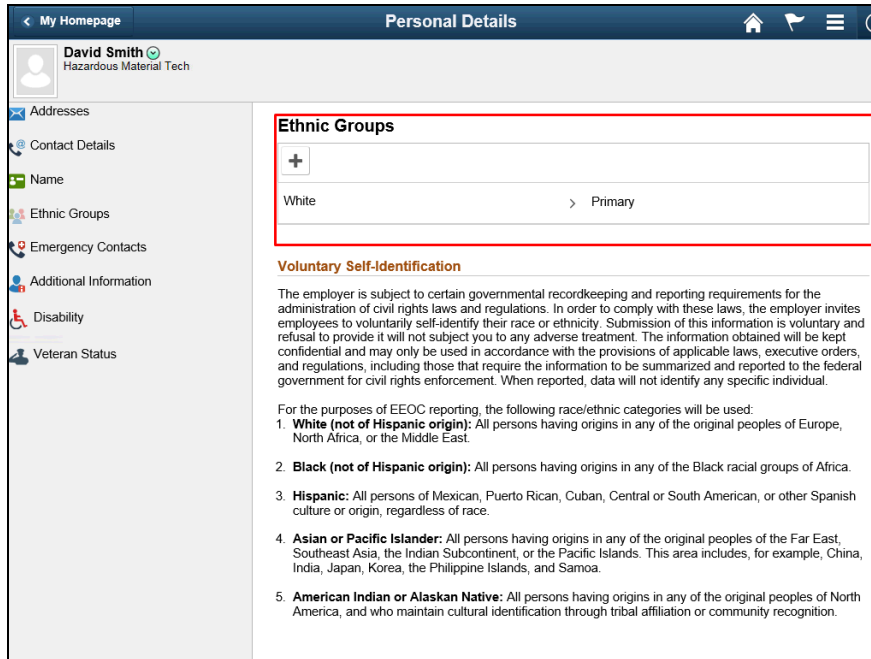
Step	Action
7.	<p>The right side information panel displays the <b>Addressees</b> grids. This grid lists your current <b>Home Address</b> and <b>Mailing Address</b>.</p> <p>You can use this page to edit one or both of these addresses. Maintaining your address information is covered in another topic in the Contra Costa County Employee Self Service eProfile training.</p>
8.	<p>Click the <b>Contact Details</b> link.</p> <p> <b>Contact Details</b></p>



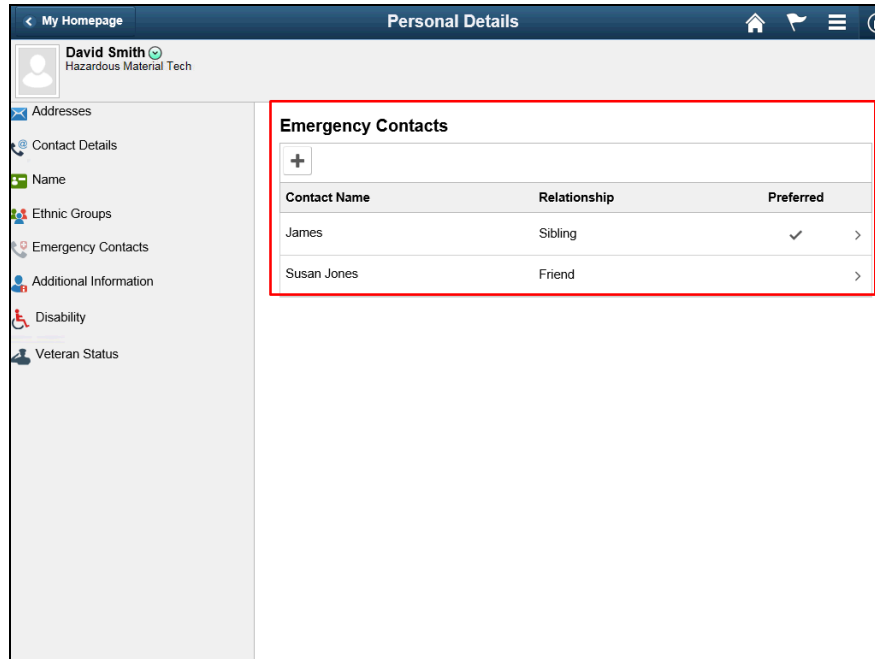
Step	Action
9.	<p>The right side information panel now displays your <b>Contact Details</b>. This panel contains two grids:</p> <ul style="list-style-type: none"> <li>-- <b>Phone</b>: this grid lists your phone numbers as stored in the system. You can store up to 4 phone number--Business, Home, Cell, and Pager1.</li> <li>-- <b>Email</b>: this grid lists your email address as stored on the system. Your business email address is stored in the system. You cannot edit or delete this address. You cannot add additional email addresses.</li> </ul> <p>You can use this page to edit, add, or delete address information. These actions are covered in other topics in Contra County PeopleSoft Employee Self Service eProfile training.</p>
10.	<p>Click the <b>Name</b> link.</p> 



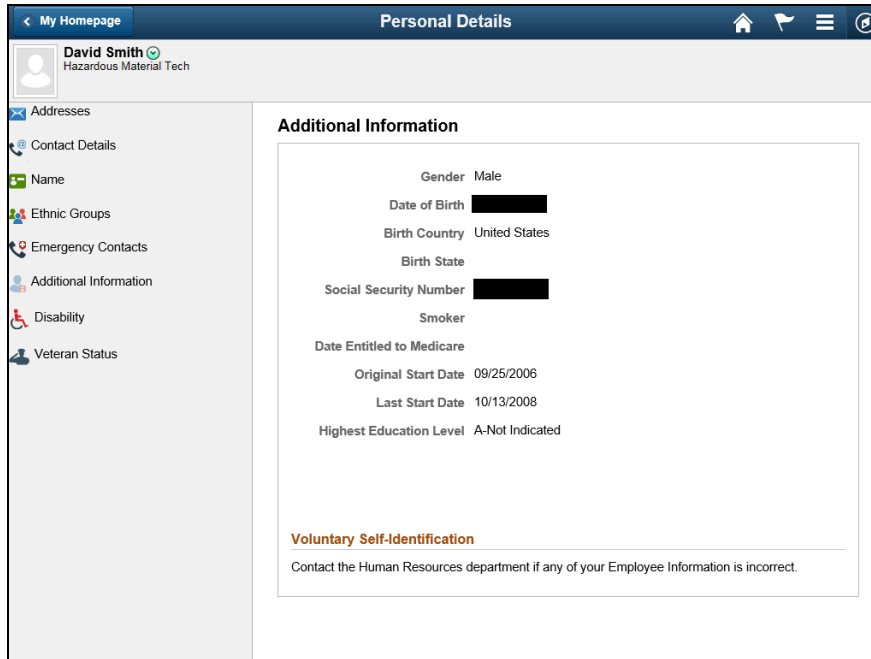
Step	Action
11.	<p>The right side information panel now displays your current name information as stored in the system.</p> <p>You can use this page to request that your name information be changed. This action is covered in another topic in Contra Costa County PeopleSoft Employee Self Service eProfile training.</p>
12.	<p>Click the <b>Ethnic Groups</b> link.</p> 

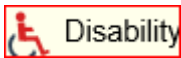
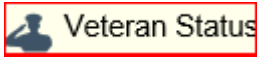



Step	Action
13.	<p>The right side information panel now displays your current Ethnic Group Self Identification.</p> <p>You can use this page to edit, add, or delete an ethnic group self identification. These actions are covered in other topics in Contra Costa County PeopleSoft Employee Self Service eProfile training.</p>
14.	<p>Click the <b>Emergency Contacts</b> link.</p> 



Step	Action
15.	<p>The right side information panel now displays your current emergency contact information.</p> <p>You can use this page to add, edit, and/or delete emergency contacts.</p> <p>These actions are covered in other topics in Contra Costa County PeopleSoft Employee Self Service eProfile training.</p>
16.	<p>Click the <b>Additional Information</b> link.</p> <p><b>Additional Information</b></p>



Step	Action
17.	<p>The right side information panel now displays additional information. This information is presented in view only mode. You cannot edit or delete this information.</p> <p>If any of this information is incorrect, you must contact Human Resources to have it changed.</p>
18.	<p>Click the <b>Disability</b> link.</p> 
19.	<p>The <b>Voluntary Self-Identification of Disability</b> page displays in the information panel.</p> <p>You can use this page to indicate whether or not you have a disability. Or you can decline to answer.</p>
20.	<p>Click the <b>Veteran Status</b> link.</p> 
21.	<p>The <b>Veteran Status</b> page displays in the information panel.</p> <p>Use this page to indicate your status as a veteran If you are not a veteran you can also indicate that using this page.</p>
22.	<p>Click the <b>My Homepage</b> button.</p> 



Step	Action
23.	<b>End of Procedure.</b>

## Submitting Name Change Requests

### Submitting Name Change Requests

The Employee Self Service feature of PeopleSoft 9.2 allows you to request a name change online.

The steps involved in requesting a name change are covered in a single topic in this lesson:

- Requesting a Name Change

This topic is available for play-back through the UPK player in

- See-It! Mode—allows you to attach a “video” demonstration of the topic
- Try-It! Mode—allows you to use your mouse and keyboard to complete transactions in a simulated environment

Both See-It! And Try-It! provide guided instructions and explanations of important features of PeopleSoft transactions. The full text of the instructions and explanations included in the UPK Payer are also available in two printed documents—a Training Guide and a Job Aid.

Here are some key points to keep in mind about requesting a name change:

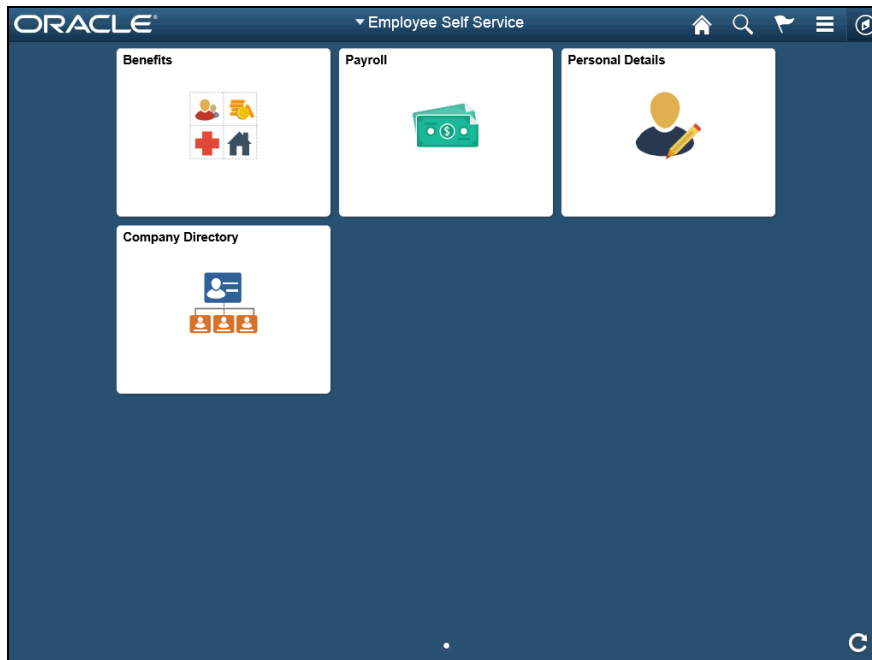
- The date you enter in the **Change As Of** field indicates the date on which you want the name change to become effective
- You can enter the current date (the default value), a past date, or a future date in the **Change As Of** field.
- You may be required to supply proof of your name change to Human Resources
- Your name as stored in the system must match your name as it appears on your Social Security Card
- The **Current Name** section of the **Name Change** page will continue to display your original name until your request for a name change has been processed by Human Resources.

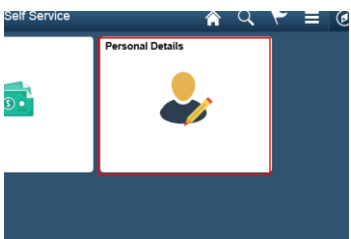
### Requesting a Name Change

The basic steps to request a name change are:

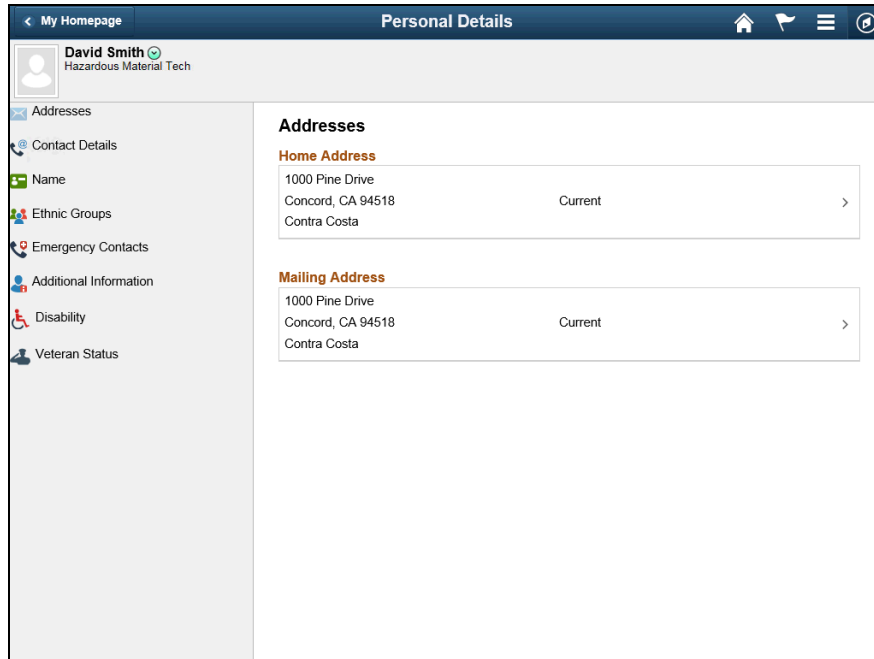
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Name** link in the **Actions** panel.
3. Click on the current row in the **Information** panel.
4. Select/enter a date in the **Change As Of** field on the **Name** dialog page.
5. Edit your name information using the **Prefix**, **First Name**, **Middle Name**, **Last Name**, and **Suffix** fields.
6. Click the **Save** button.

### Procedure

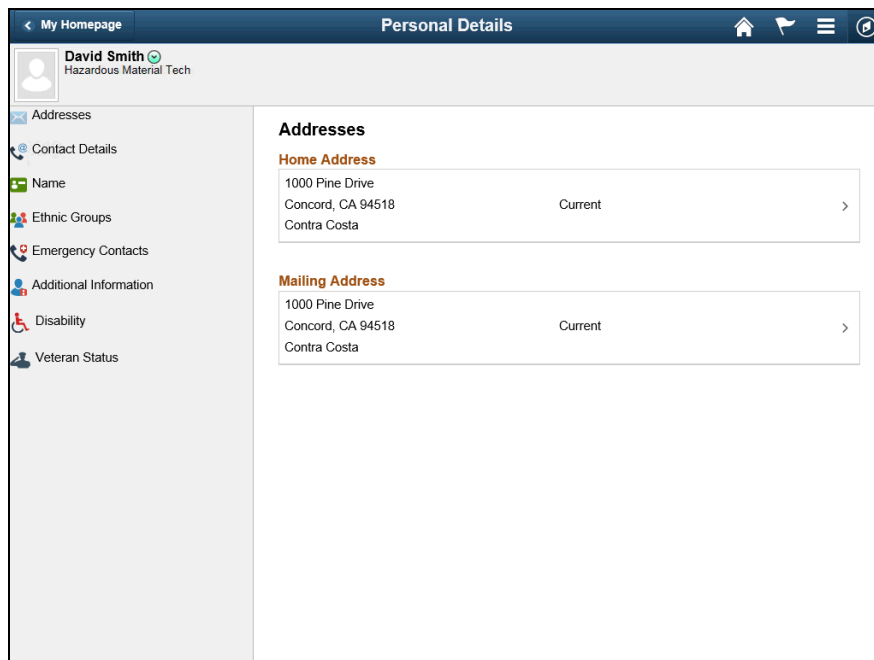


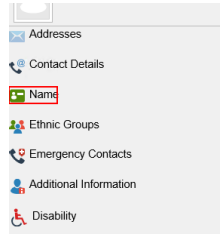
Step	Action
1.	<p>Click the <b>Personal Details</b> tile.</p>  <p>The inset screenshot shows a close-up of the "Personal Details" tile from the dashboard. The tile is highlighted with a red rectangular border. It contains a person icon and a pencil icon. The text "Personal Details" is visible above the icon.</p>

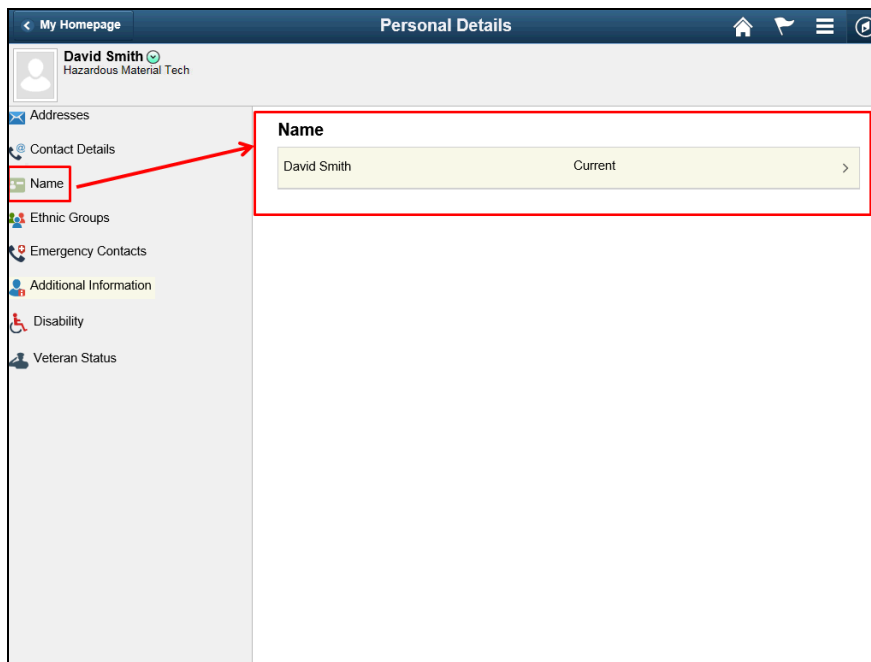


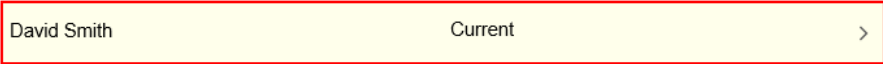


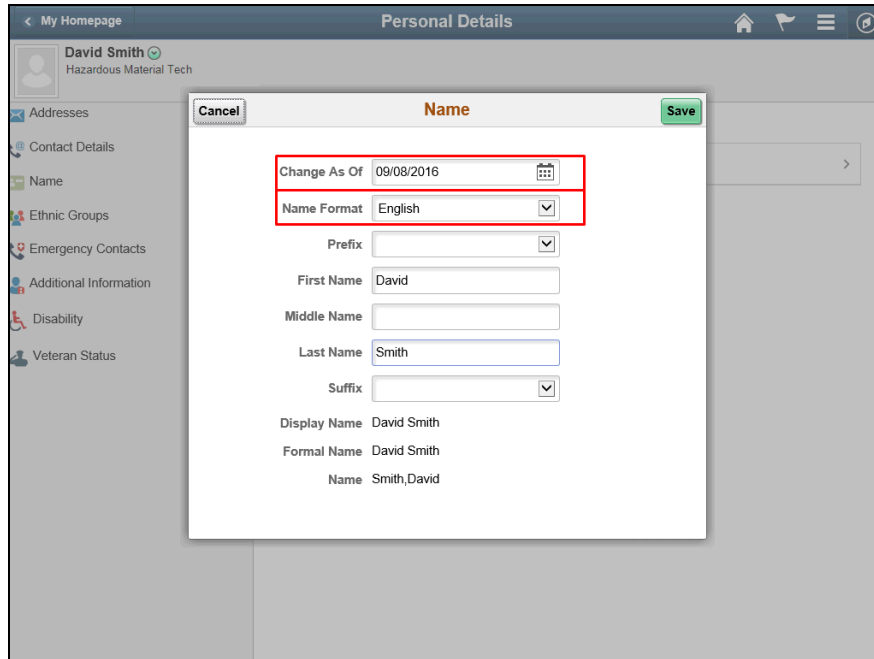
Step	Action
2.	<p>The <b>Personal Details</b> page displays. You can use this page to view and/or change your personal information.</p> <p>For this example, you will request that your name as stored in the system be changed from David Smith to David Smyth.</p>


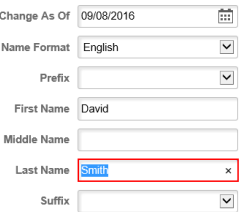


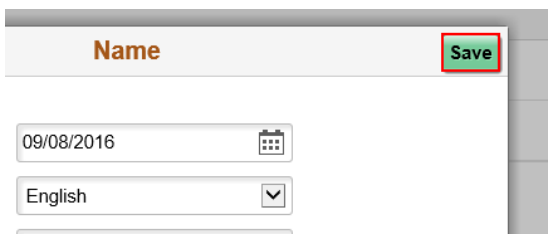
Step	Action
3.	<p>Click the <b>Name</b> link.</p> 

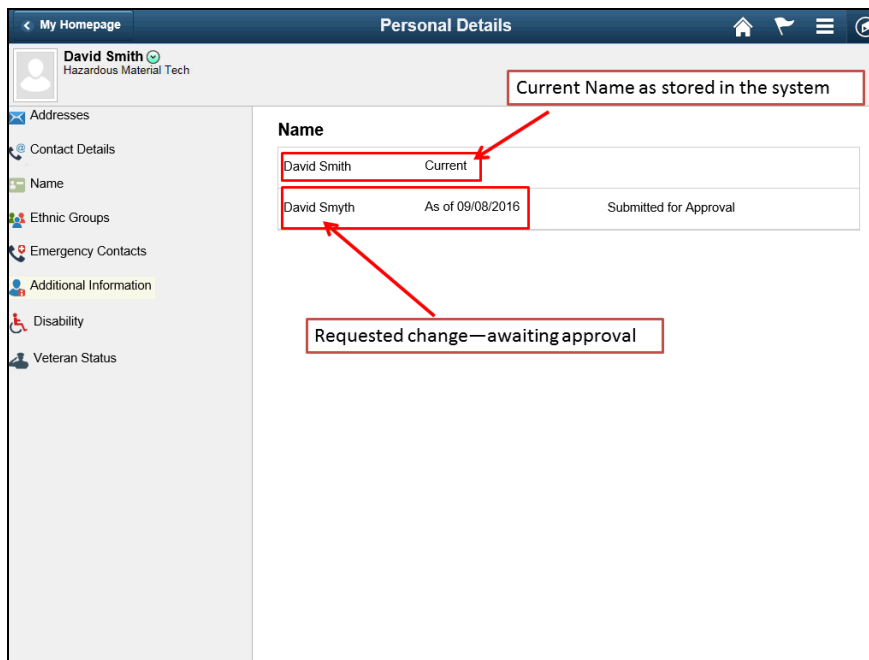


Step	Action
4.	<p>Notice the right side panel now displays the <b>Name</b> grid. This grid lists your name as it is currently stored in the system.</p> <p>To edit your name information, you can click anywhere on the row displaying your name.</p> <p>In this example, you will correct the spelling of your last name. Your last name is spelled Smyth not as currently listed, Smith.</p>
5.	<p>Click the <b>Current</b> link.</p> 



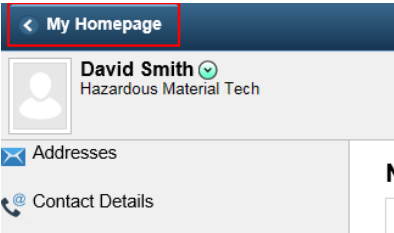
Step	Action
6.	<p>The <b>Name</b> dialog page displays. You can use the fields on this page to edit your name information.</p> <p>The <b>Changes As Of</b> field defaults to the current date. Use this field to enter or select the date on which the change will be effective. This date can be a past or a future date. For this example, you will accept the default value.</p> <p>Accept the default value in the <b>Name Format</b> field of English.</p>
7.	<p>Click in the <b>Last Name</b> field.</p> 
8.	<p>Enter the desired information into the <b>Last Name</b> field. Enter "<b>Smyth</b>".</p> 

Step	Action
9.	<p>Click the <b>Save</b> button.</p> 



Step	Action
10.	<p>Notice the <b>Name</b> grid in the right panel on the <b>Personal Details</b> page now displays two rows.</p> <p>The first row lists your current name as it is stored in the system.</p> <p>The second row lists the change you have requested. This row indicates that this new name is as of the current date, 9/8/2016 and that your request has been submitted for approval by Human Resources.</p> <p>Human Resources must process your request before the change you have requested will display as your current name.</p>



Step	Action
11.	<p>Click the <b>My Homepage</b> button.</p> 
12.	<p><b>End of Procedure.</b></p>

## Maintaining Address Information

### Maintaining Address Information

the Employee Self Service feature of PeopleSoft 9.2 allows you to review and update your home and mailing addresses that are stored in the system..

The steps involved in requesting a name change are covered in a single topic in this lesson:

- Maintaining Home and Mailing Addresses

This topic is available for play-back through the UPK player in

- See-It! Mode—allows you to attach a “video” demonstration of the topic
- Try-It! Mode—allows you to use your mouse and keyboard to complete transactions in a simulated environment

Both See-It! And Try-It! provide guided instructions and explanations of important features of PeopleSoft transactions. The full text of the instructions and explanations included in the UPK Payer are also available in two printed documents—a Training Guide and a Job Aid.

Here are some key points to keep in mind about maintaining your address information:

- You can store two addresses in the system, a home address and a mailing address
- These addresses may be the same or they may be different
- The **Change As Of field** indicates the date on which the address change should take effective
- The **Change As Of date** can be the current date, a future date, or a past date

### Maintaining Home and Mailing Addresses

The basic steps to change your address information are:

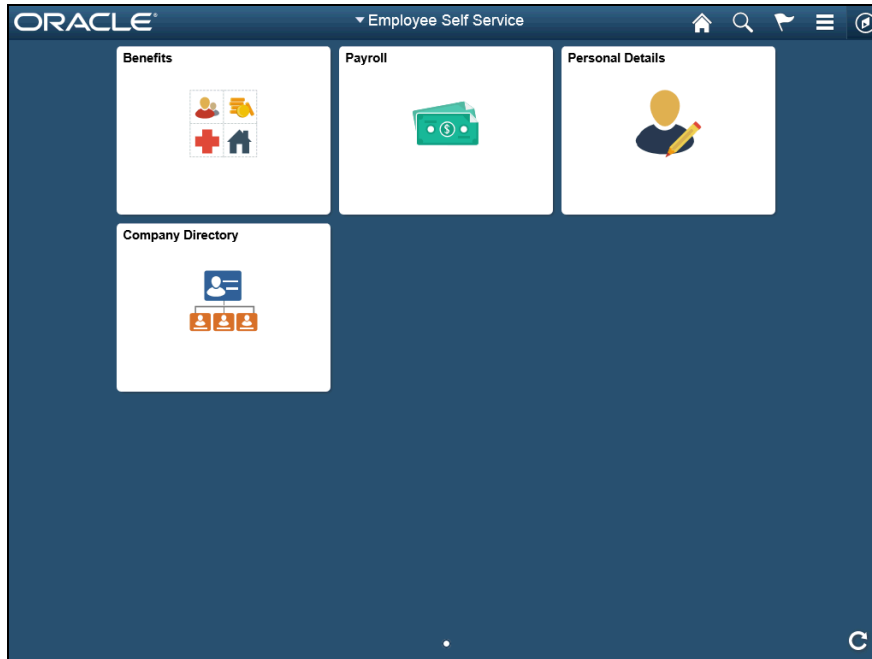
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Addresses** link in the **Actions** panel.
3. Click the current row in the Information panel for the address you want to change, i.e. Home or Mailing.
4. Select/enter a date in the **Change As Of** field on the **Address** dialog page.

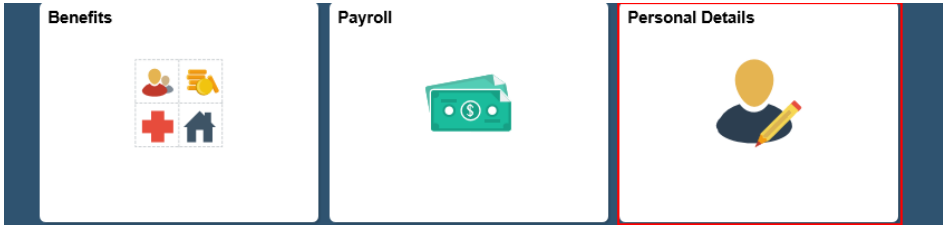
# Training Guide

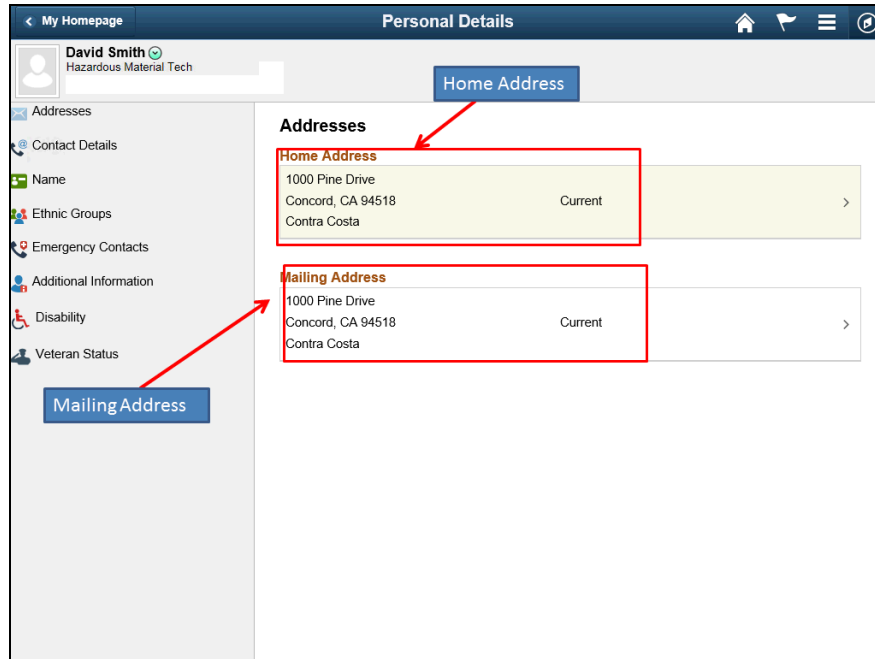
## Employee Self Service--eProfile

5. Edit your name information using the **Address 1, Address 2, Address 3, City, State, Postal** and **County** fields.
6. Click the **Save** button.

### Procedure

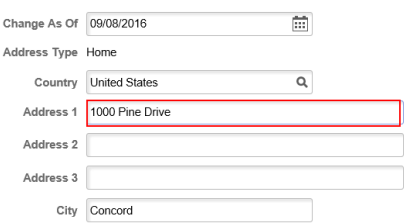


Step	Action
1.	<p>Click the <b>Personal Details</b> tile.</p> 



Step	Action
2.	<p>The <b>Information</b> panel displays your current Home and Mailing addresses as they are stored in the system.</p> <p>You can edit either or both of these addresses.</p> <p>For this example you will edit both your Home and Mailing address. You will change both to:</p> <p>2641 Prospect Street Concord, CA 94518</p> <p>Note: your home and mailing addresses can be the same or you can have a different mailing address than you home address. Changes to your address information does not require processing by Human Resources. The changes you make are immediately effective.</p>
3.	<p>Click the <b>Home Address</b> row.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p><b>Home Address</b></p> <p>1000 Pine Drive Concord, CA 94518 Contra Costa</p> <p style="text-align: right;">Current &gt;</p> </div>

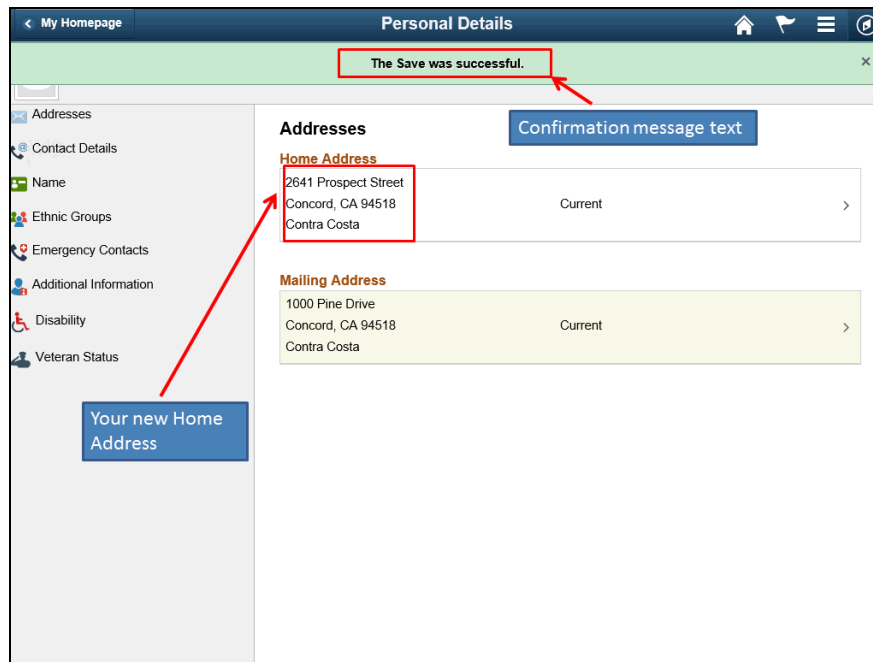


Step	Action
4.	<p>The <b>Address</b> dialog page for your home address displays.</p> <p>The <b>Change As Of</b> field defaults to the current date. You can use this field to enter/select the date on which your address changed. For this example, you will accept the default value.</p> <p>For this example, you will change your street address from 1000 Pine Drive to 2641 Prospect street. Both street addresses are in Concord and both share the same Zip code. You will need to edit the value in the <b>Address 1</b> field. You do not need to edit values in the other fields.</p>
5.	<p>Click in the <b>Address 1</b> field.</p> 



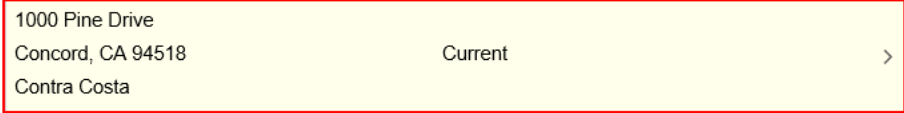
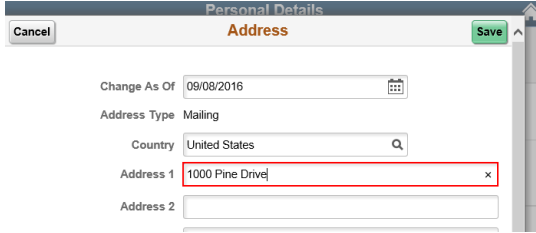
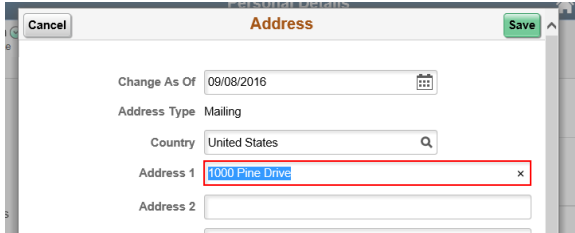
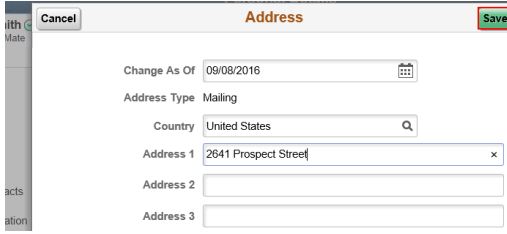


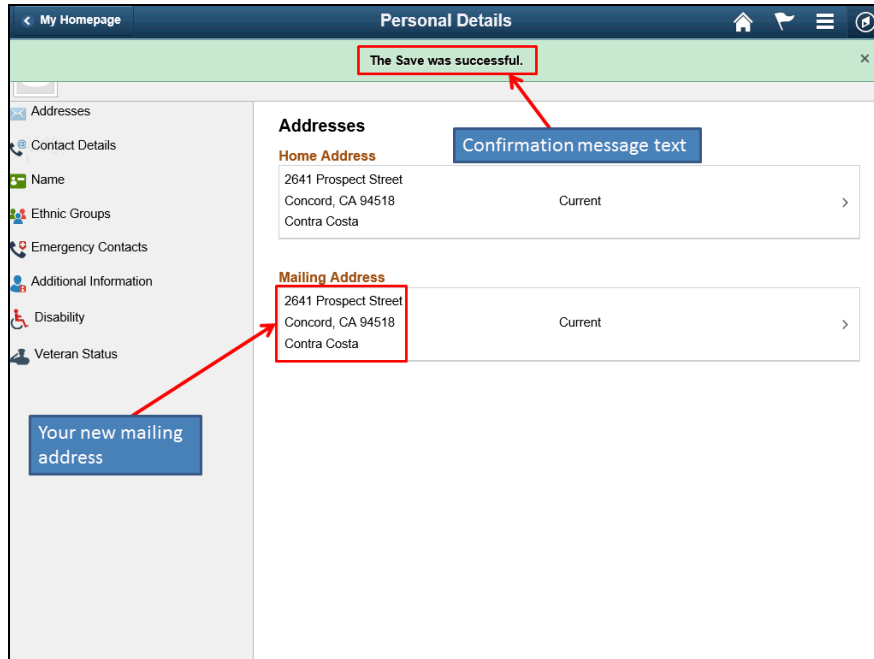
Step	Action
6.	<p>Enter the desired information into the <b>Address 1</b> field. Enter "<b>2641 Prospect Street</b>".</p> <p>Change As Of <input type="text" value="09/08/2016"/></p> <p>Address Type Home</p> <p>Country <input type="text" value="United States"/></p> <p>Address 1 <input type="text" value="1000 Pine Drive"/></p> <p>Address 2 <input type="text"/></p>
7.	<p>Click the <b>Save</b> button.</p> <p><b>Address</b> <input type="button" value="Save"/></p> <p>Change As Of <input type="text" value="09/08/2016"/></p> <p>Address Type Home</p> <p>Country <input type="text" value="United States"/></p> <p>Address 1 <input type="text" value="2641 Prospect Street"/></p> <p>Address 2 <input type="text"/></p>

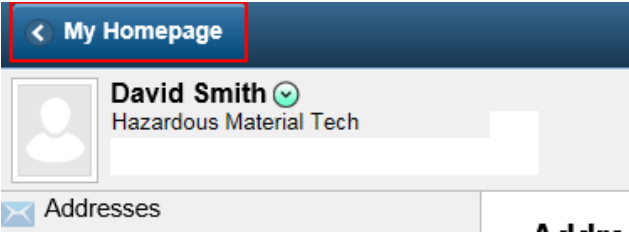


Step	Action
8.	<p>Notice the system displays a confirmation message indicating that the changes you just made have been successfully.</p> <p>Your current home address is now listed as 2641 Prospect Street in Concord.</p> <p>Next you will make the same change to your mailing address.</p>



Step	Action
9.	<p>Click the <b>Mailing Address</b> row.</p> 
10.	<p>Click in the <b>Address 1</b> field.</p> 
11.	<p>Enter the desired information into the <b>Address 1</b> field. Enter "<b>2641 Prospect Street</b>".</p> 
12.	<p>Click the <b>Save</b> button.</p> 



Step	Action
13.	The system display a confirmation message indicating that the changes you made have successfully saved.  Your current mailing address is now listed as 2641 Prospect Street in Concord.
14.	Click the <b>My Homepage</b> button. 
15.	<b>End of Procedure.</b>

## Maintaining Phone Information

### Maintaining Phone Information

The Employee Self Service feature of PeopleSoft 9.2 allows you to review and update your phone numbers that are stored in the system.

The steps involved in maintaining phone information are covered in a three topics in this lesson:

- Editing an Existing Phone Number
- Adding an Additional Phone Number
- Deleting a Phone Number

This topic is available for play-back through the UPK player in

- See-It! Mode—allows you to attach a “video” demonstration of the topic
- Try-It! Mode—allows you to use your mouse and keyboard to complete transactions in a simulated environment

Both See-It! And Try-It! provide guided instructions and explanations of important features of PeopleSoft transactions. The full text of the instructions and explanations included in the UPK Payer are also available in two printed documents—a Training Guide and a Job Aid.

Here are some key points to keep in mind about maintaining your phone number information:

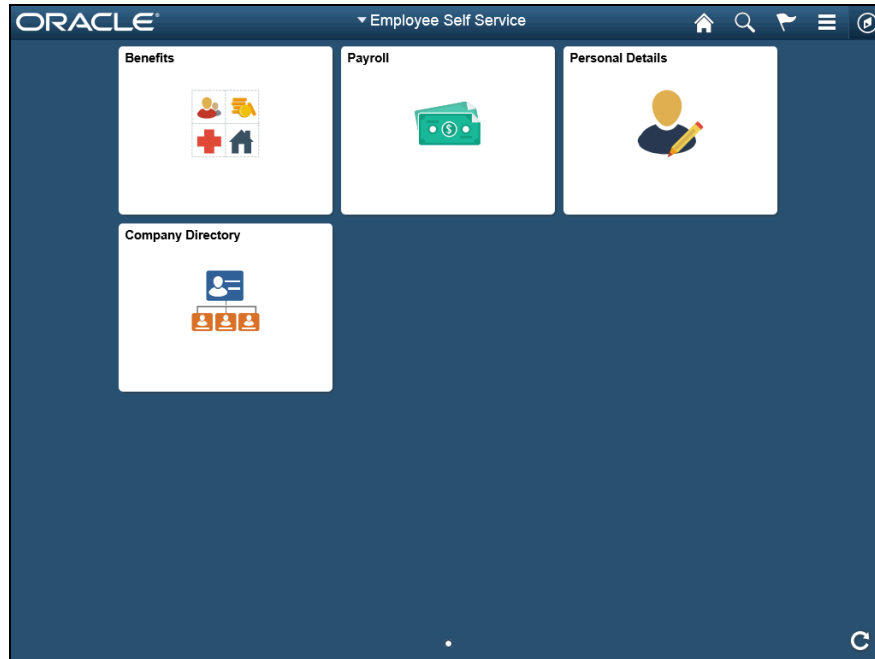
- The system stores four types of phone numbers—Business, Home, Pager 1 and Mobile (Cell)
- The Business phone number should always be designated as your preferred phone number
- You cannot have multiple preferred phone numbers
- You cannot have multiple Mobile phone numbers in the system
- If you already have a Mobile phone number listed in the Phone Numbers section and you use the **Add Phone Number** button you will not be able to add an additional phone number. The drop down for the **Phone Type** field will be empty. You cannot have multiple phone numbers of the same type in the system.

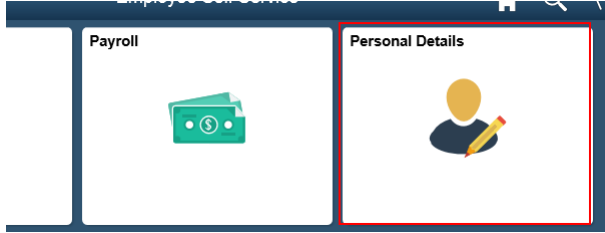
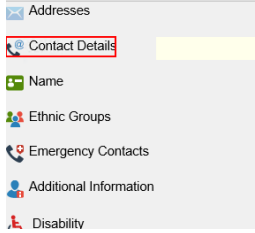
### Editing an Existing Phone Number

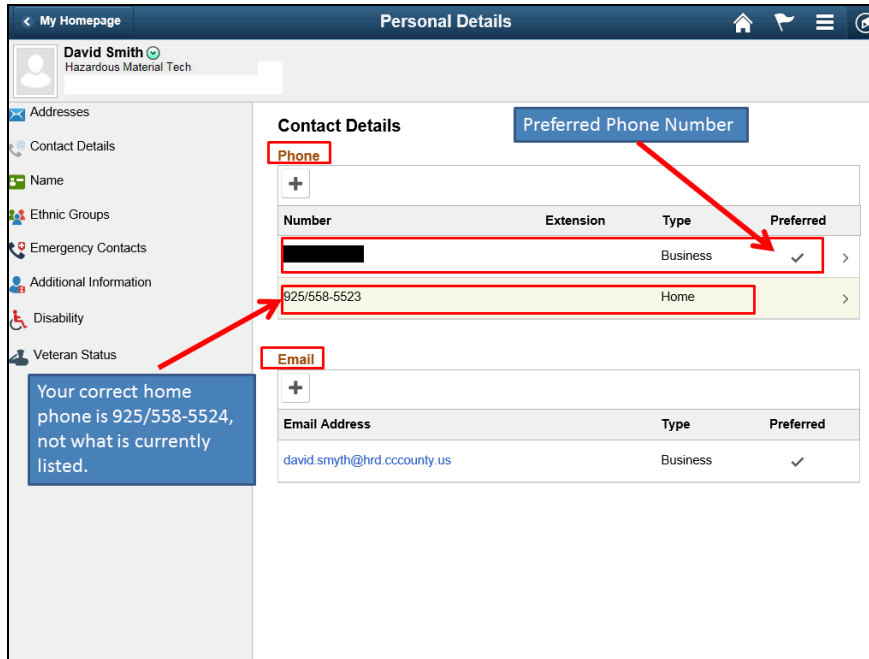
The basic steps to edit an existing phone number are:

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel.
3. Click the current row in the **Information** panel **Phone** grid for the phone number you want to change
4. Edit your phone number information using the **Number** and **Extension** fields.
5. Click the **Save** button.

### Procedure



Step	Action
1.	Click the <b>Personal Details</b> button. 
2.	Click the <b>Contact Details</b> link. 



**Personal Details**

David Smith  
Hazardous Material Tech

**Contact Details**

**Phone**

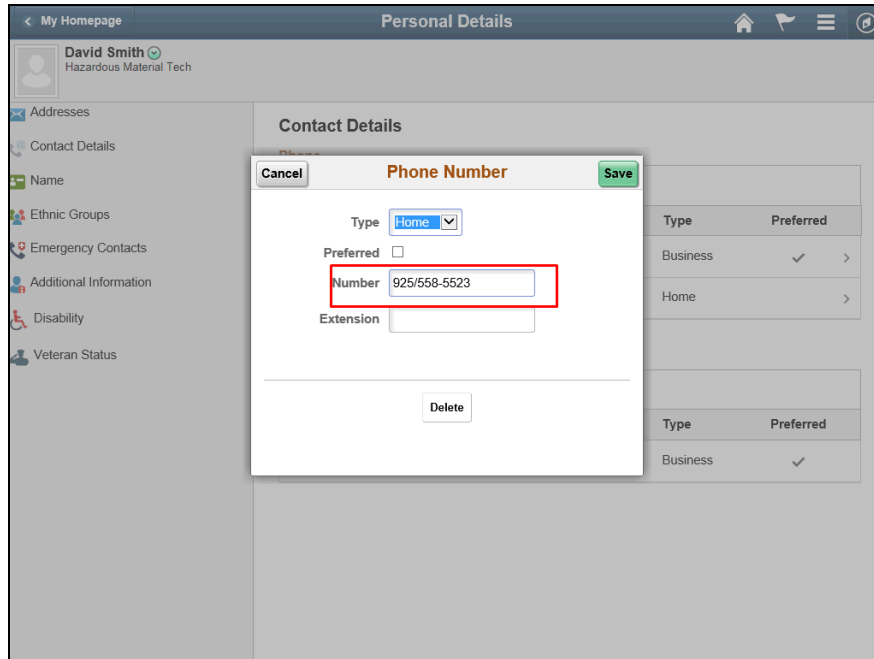
Number	Extension	Type	Preferred
[Redacted]		Business	✓
925/558-5523		Home	

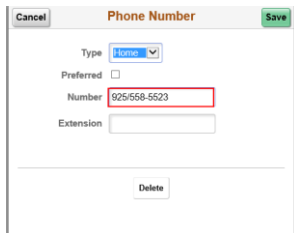
**Email**

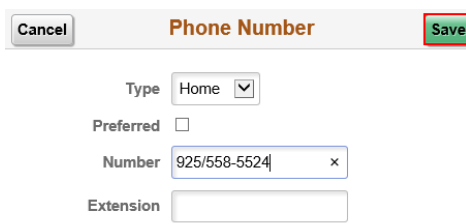
Email Address	Type	Preferred
david.smyth@hrd.cccounty.us	Business	✓

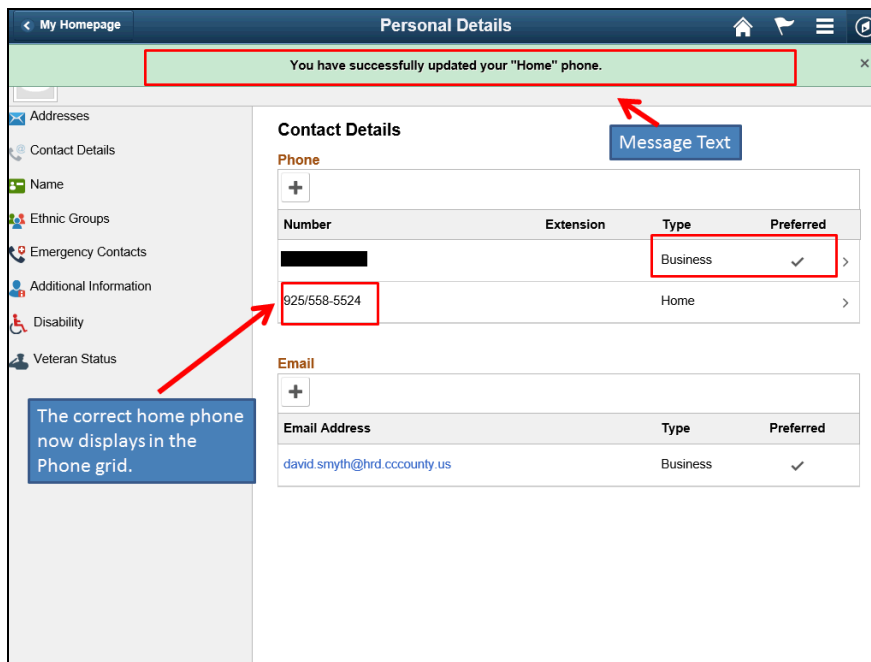
Your correct home phone is 925/558-5524, not what is currently listed.

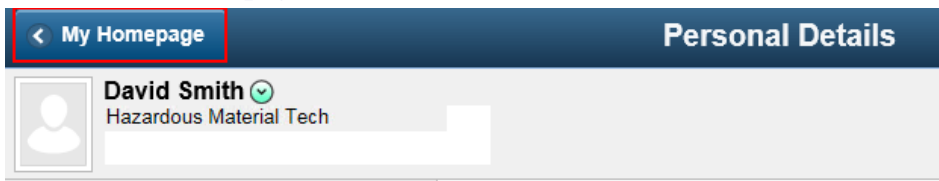
Step	Action												
3.	<p>The <b>Information</b> panel now displays your contact information: phone numbers and email addresses.</p> <p>You have two phone numbers stored in the system: a business number and a home number. Your business phone is marked as your preferred number.</p> <p>For this example, you will edit your home phone number. Your number as currently listed in the system is incorrect. Your correct home phone number is 925/558-5524 <b>not</b>, as currently listed, 925/558-5523.</p>												
4.	<p>Click the row in the <b>Phone</b> grid that displays your current <b>Home</b> phone, 925/558-5523 .</p> <p><b>Phone</b></p> <table border="1"> <thead> <tr> <th>Number</th> <th>Extension</th> <th>Type</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td></td> <td>Business</td> <td>✓</td> </tr> <tr> <td>925/558-5523</td> <td></td> <td>Home</td> <td></td> </tr> </tbody> </table>	Number	Extension	Type	Preferred	[Redacted]		Business	✓	925/558-5523		Home	
Number	Extension	Type	Preferred										
[Redacted]		Business	✓										
925/558-5523		Home											



Step	Action
5.	<p>The <b>Phone Number</b> dialog box page displays. Use the fields on this page to enter your correct home phone number.</p> <p>For this example, you will edit the value in the <b>Number</b> field to change it to your correct home phone. You will not mark this number as your preferred number. Only one phone number can be marked as preferred.</p>
6.	<p>Click in the <b>Number</b> field.</p> 
7.	<p>Enter the desired information into the <b>Number</b> field. Enter "<b>925/558-5524</b>".</p> <p>Type <input type="text" value="Home"/> <input type="button" value="v"/></p> <p>Preferred <input type="checkbox"/></p> <p>Number <input type="text" value="925/558-5523"/> <input type="button" value="x"/></p> <p>Extension <input type="text"/></p>

Step	Action
8.	<p>Click the <b>Save</b> button.</p> 



Step	Action
9.	<p>Notice the system issues a message across the top of the page indicating that you have successfully updated your home phone.</p> <p>Also notice that the Phone grid now lists the correct number for your home phone and that your business number is still your preferred number.</p>
10.	<p>Click the <b>My Homepage</b> button.</p> 
11.	<p><b>End of Procedure.</b></p>



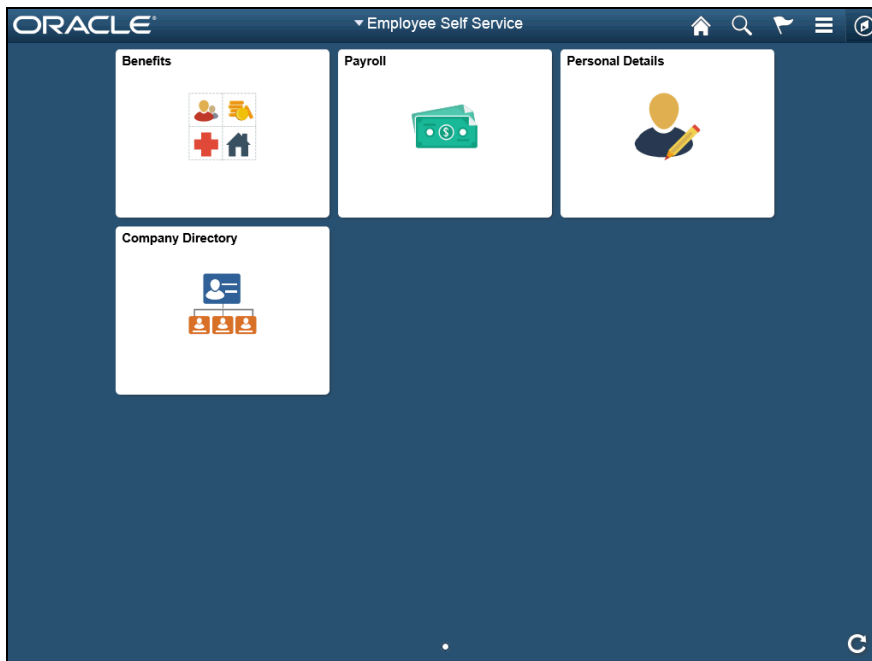


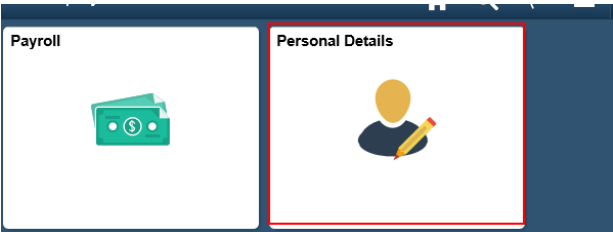
## Adding an Additional Phone Number

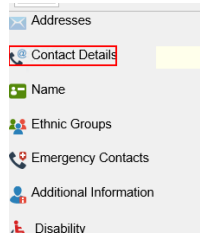
The basic steps to adding a new phone number are:

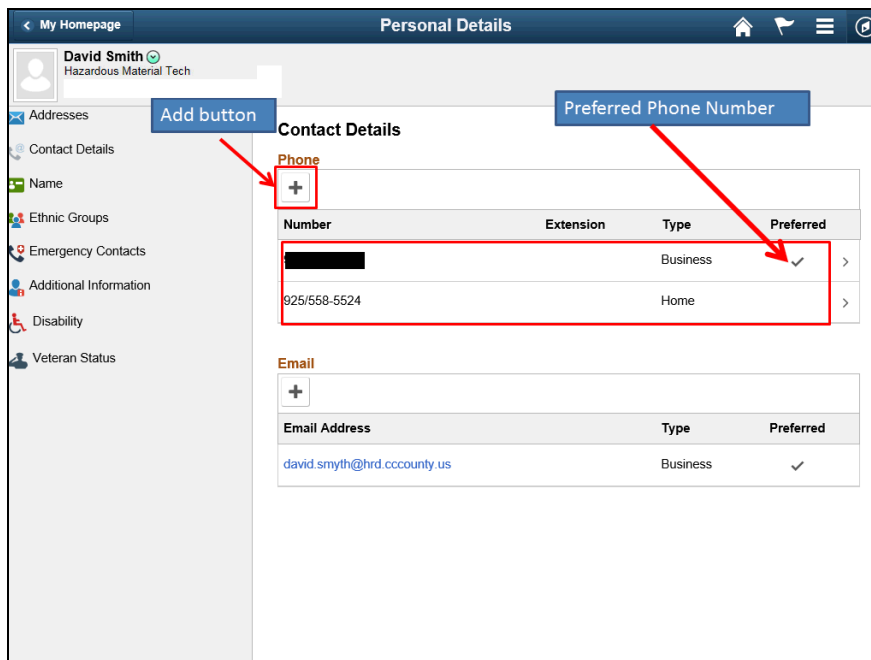
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel.
3. Click the **Add Phone** button (**Plus** sign) in the **Phone** grid.
4. Select a type in the Type field on the **Phone Number** dialog page.
5. Edit your phone number information using the **Number** and **Extension** fields.
6. Click the **Save** button.

### Procedure



Step	Action
1.	<p>Click the <b>Personal Details</b> button.</p> 

Step	Action
2.	Click the <b>Contact Details</b> link. 



**Personal Details**

David Smith  
 Hazardous Material Tech

**Contact Details**

**Phone**

Number	Extension	Type	Preferred
[REDACTED]		Business	<input checked="" type="checkbox"/>
925/558-5524		Home	<input type="checkbox"/>

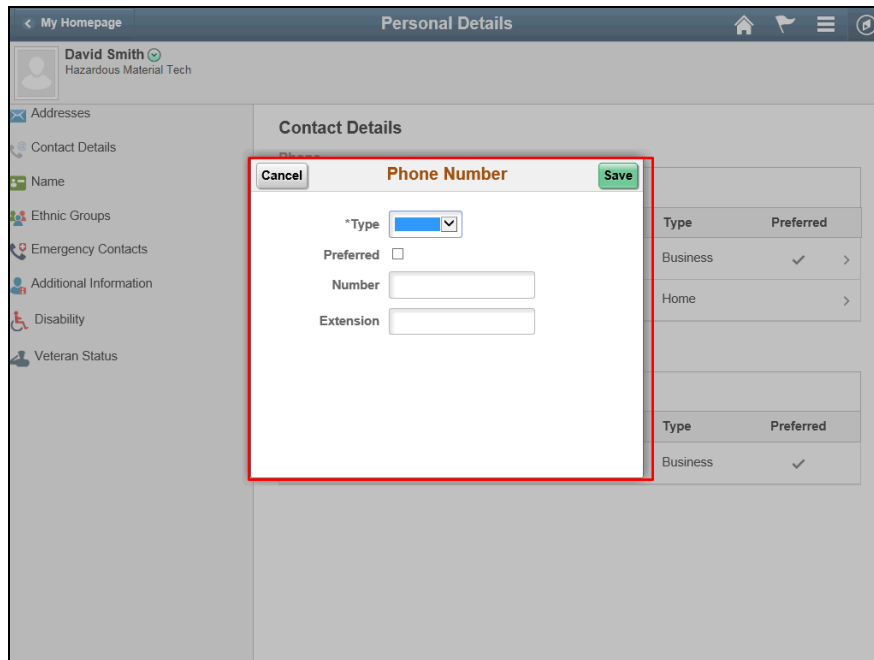
**Email**

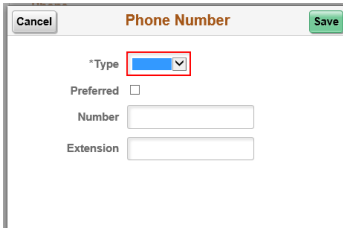
Email Address	Type	Preferred
david.smyth@hrd.cccounty.us	Business	<input checked="" type="checkbox"/>

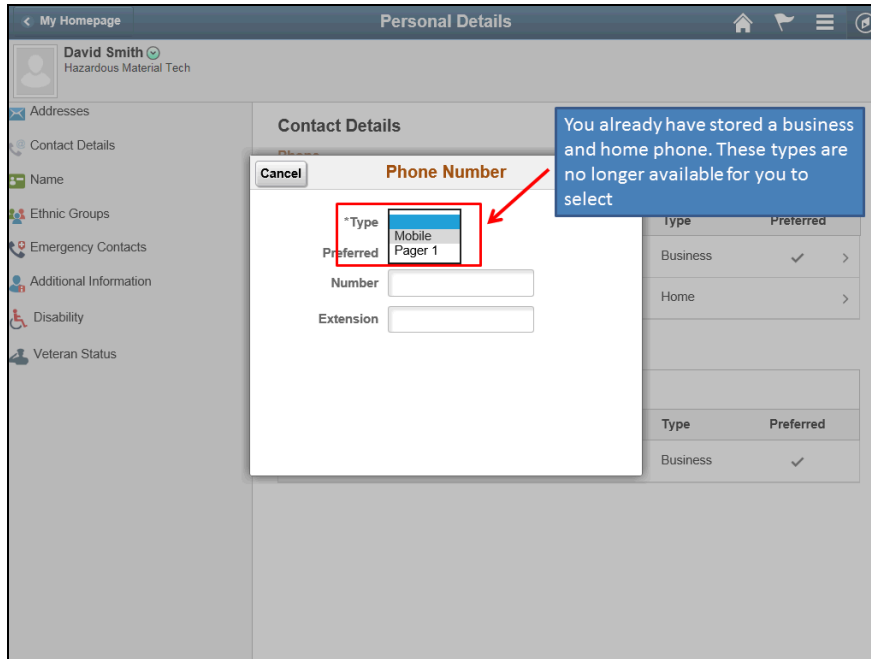
Step	Action
3.	The <b>Information</b> panel now displays your contact information: phone numbers and email addresses.  You currently have two phone numbers stored in the system: a business number and a home number. Your business phone is marked as your preferred number.  For this example, you will add your cell (mobile) phone number, 925/556-2112, to the system. You will leave the business phone as your preferred phone.



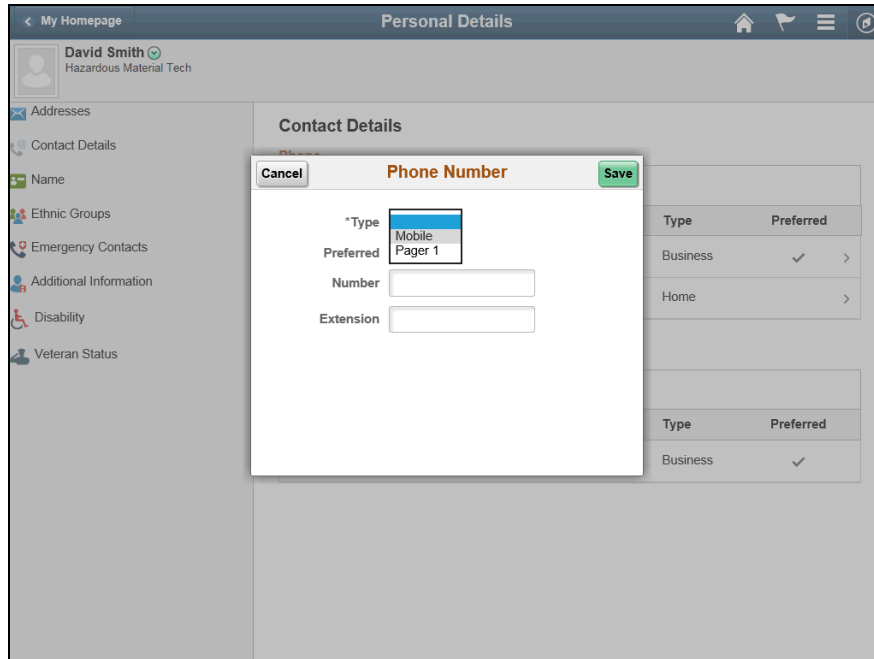
Step	Action									
4.	<p>Click the <b>Add Phone</b> button.</p> <p><b>Contact Details</b></p> <p>Phone</p> <p><b>+</b></p> <table border="1"> <thead> <tr> <th>Number</th> <th>Extension</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>925/335-1709</td> <td></td> <td>Business</td> </tr> <tr> <td>925/558-5524</td> <td></td> <td>Home</td> </tr> </tbody> </table>	Number	Extension	Type	925/335-1709		Business	925/558-5524		Home
Number	Extension	Type								
925/335-1709		Business								
925/558-5524		Home								

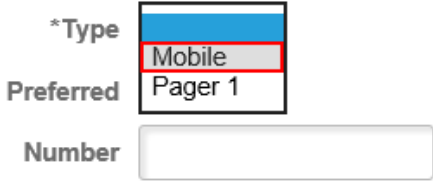


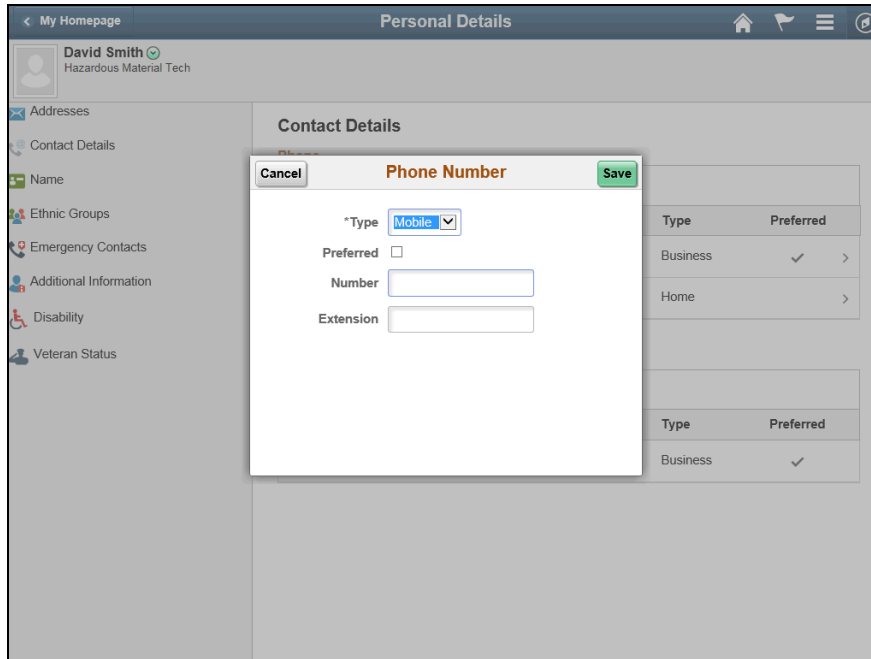
Step	Action
5.	<p>The <b>Phone Number</b> dialog box page displays. Use the fields on this page to enter your cell (mobile) phone number, 925/556-2112.</p> <p>You will not mark this number as your preferred number. Only one phone number can be marked as preferred.</p>
6.	<p>Click the <b>Type</b> list.</p> 

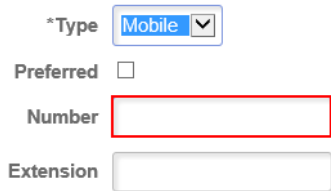
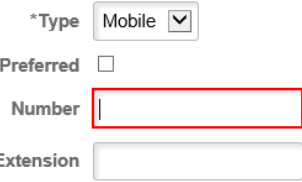
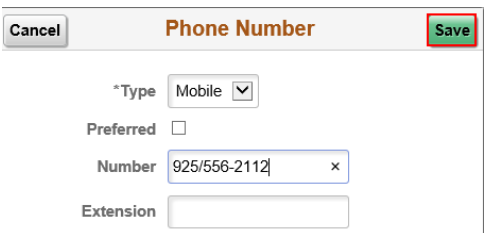


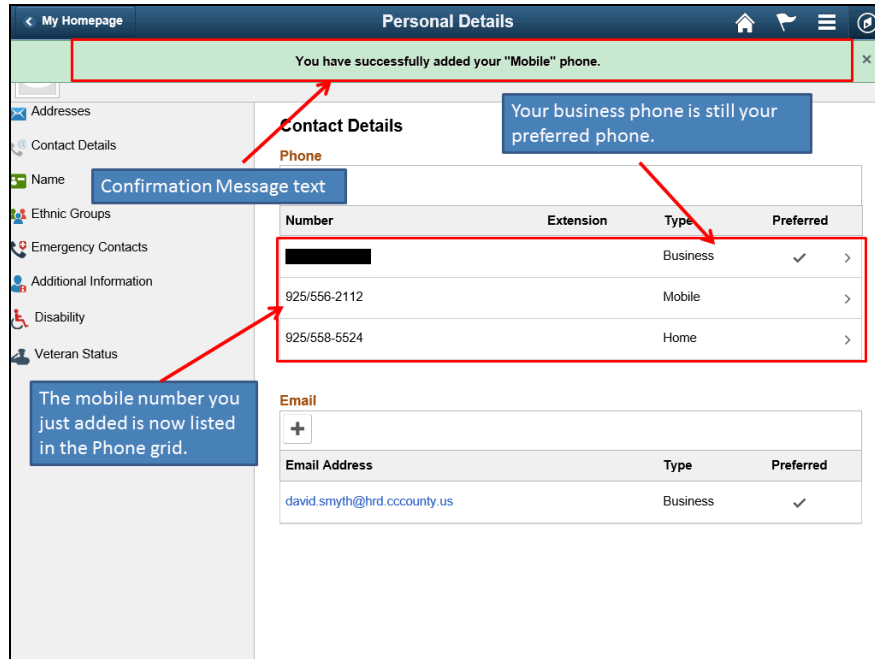
Step	Action
7.	<p>Notice the <b>Type</b> field drop down lists contains only two types: Mobile and Page 1. You can store up to 4 phone numbers in the system--one of each of the following types:</p> <ul style="list-style-type: none"> <li>-- Business</li> <li>-- Home</li> <li>-- Mobile</li> <li>-- Pager 1</li> </ul> <p>You cannot simultaneously store two phone numbers of the same type in the system. The system only allows you to select phone types that are currently available to you.</p>




Step	Action
8.	Click the <b>Mobile</b> list item.  



Step	Action
9.	<p>Click in the <b>Number</b> field.</p> 
10.	<p>Enter the desired information into the <b>Number</b> field. Enter "<b>925/556-2112</b>".</p> 
11.	<p>Click the <b>Save</b> button.</p> 



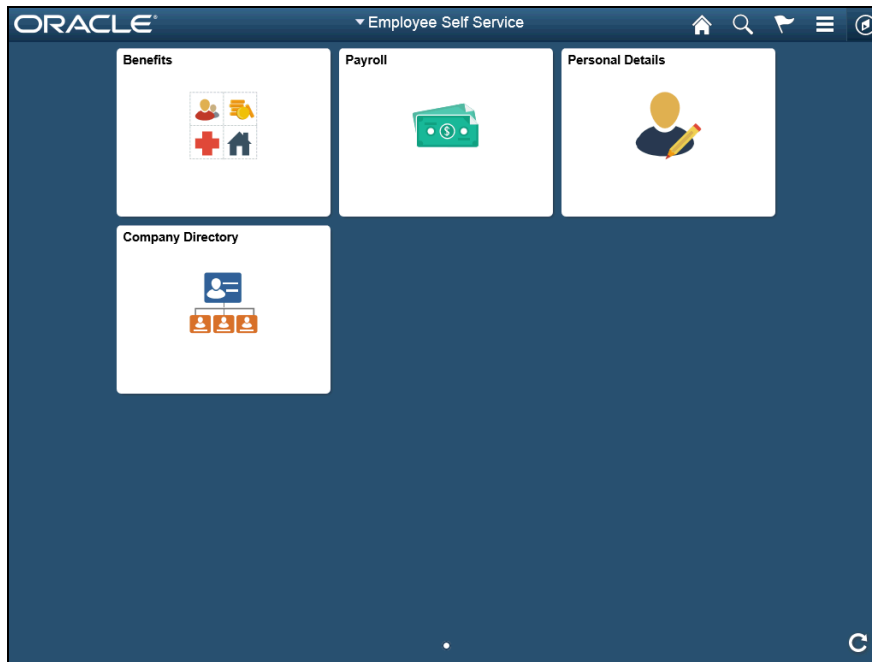
Step	Action
12.	<p>Notice the system issues a message across the top of the page indicating that you have successfully added your mobile phone.</p> <p>Also notice that the <b>Phone</b> grid now lists three phone types and that your business number is still your preferred number.</p>
13.	<p>Click the <b>My Homepage</b> button.</p> 
14.	<p><b>End of Procedure.</b></p>

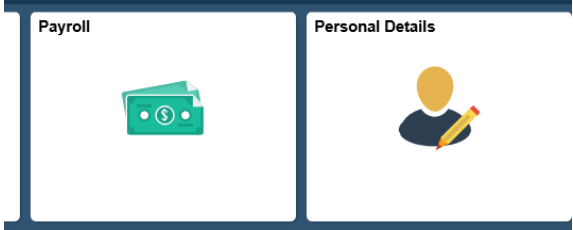
### Deleting a Phone Number

The basic steps to deleting an existing phone number are:

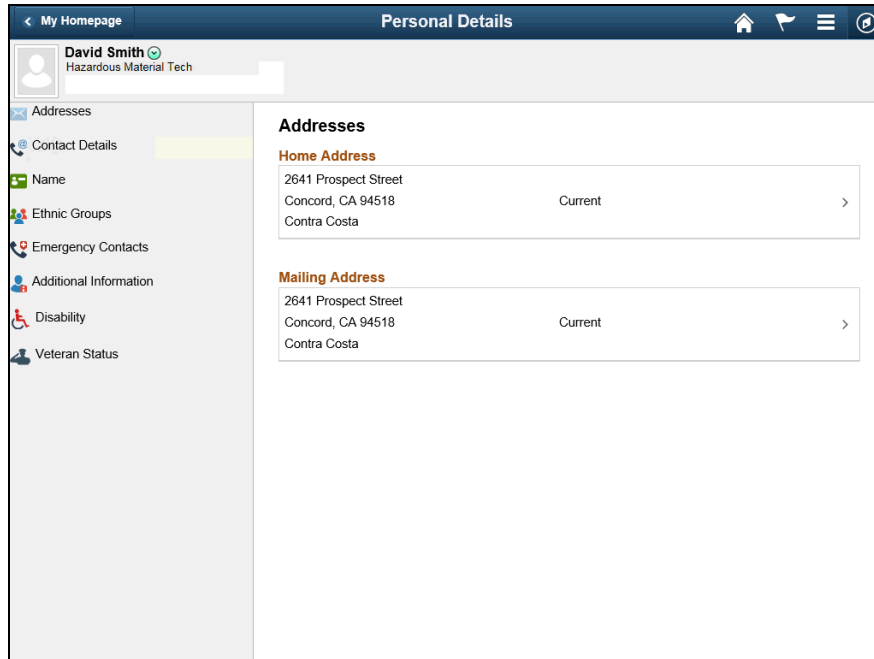
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel.
3. Click on the row on the **Phone** grid for the phone number you want to delete.
4. Click the **Delete** button on the **Phone Number** dialog page.
5. Click the **Yes** button on the **Delete Confirmation** page.

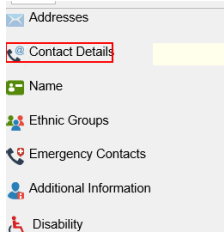
### Procedure



Step	Action
1.	<p>Click the <b>Personal Details</b> tile.</p> 





Step	Action
2.	<p>Click the <b>Contact Details</b> link.</p> 



**Personal Details**

David Smith  
Hazardous Material Tech

**Contact Details**

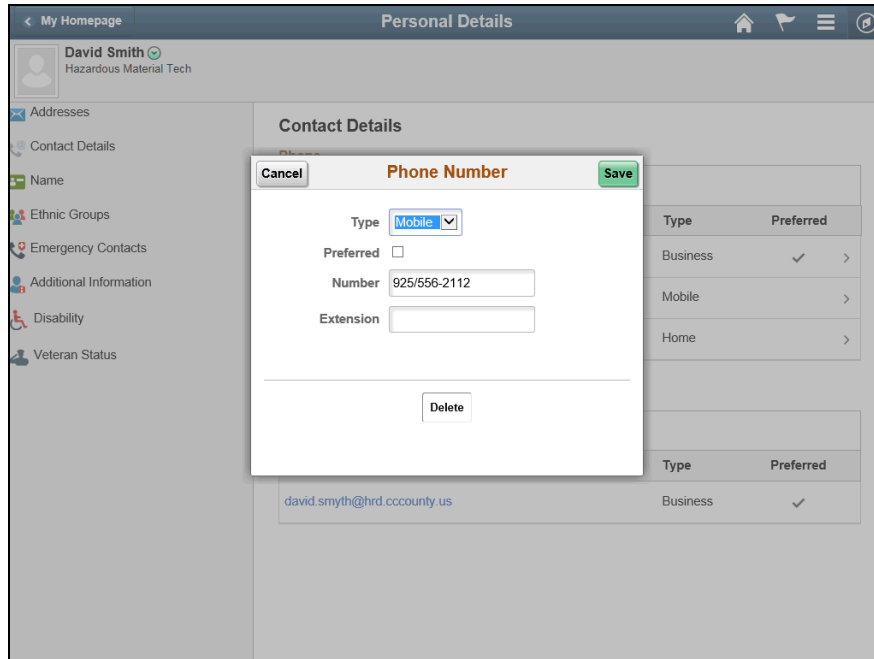
**Phone**

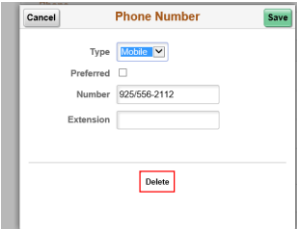

Number	Extension	Type	Preferred
[REDACTED]		Business	✓
925/556-2112		Mobile	
925/558-5524		Home	

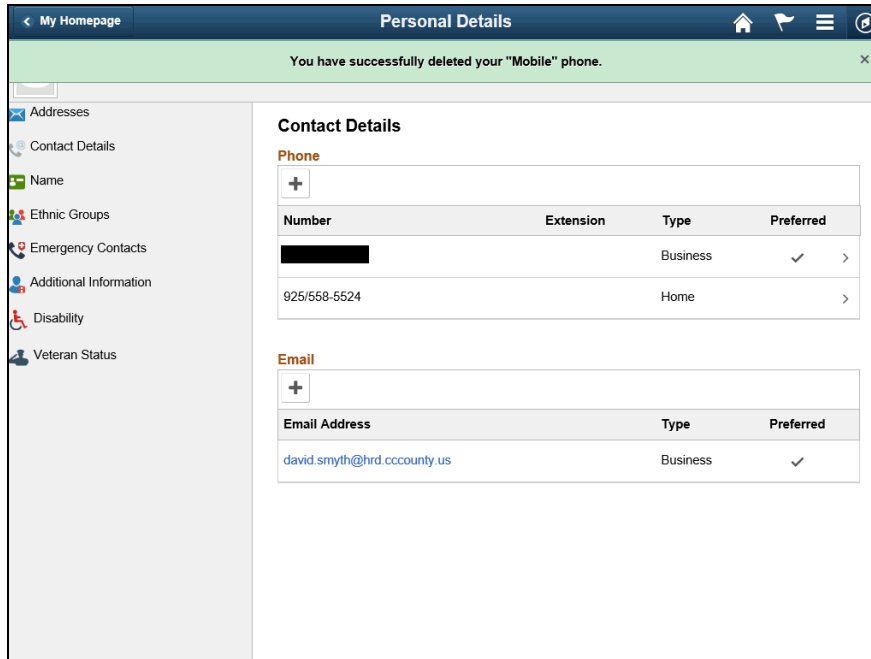
**Email**


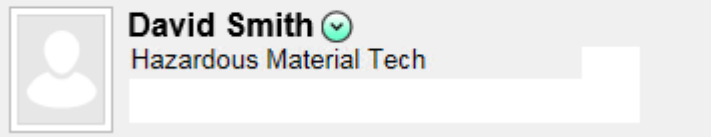
Email Address	Type	Preferred
david.smyth@hrd.cccounty.us	Business	✓

Step	Action																
3.	<p>The <b>Information</b> panel now displays your contact information: phone numbers and email addresses.</p> <p>You currently have three phone numbers stored in the system: a business number, a mobile (cell) number, and a home number. Your business phone is marked as your preferred number. You can edit any of these numbers.</p> <p>For this example, you will delete your cell (mobile) phone number, 925/556-2112.</p>																
4.	<p>Click the the row in the <b>Phone</b> grid for your mobile (cell) number, 925/556-2112.</p> <p><b>Phone</b></p> <table border="1"> <thead> <tr> <th>Number</th> <th>Extension</th> <th>Type</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td></td> <td>Business</td> <td>✓</td> </tr> <tr> <td>925/556-2112</td> <td></td> <td>Mobile</td> <td></td> </tr> <tr> <td>925/558-5524</td> <td></td> <td>Home</td> <td></td> </tr> </tbody> </table>	Number	Extension	Type	Preferred	[REDACTED]		Business	✓	925/556-2112		Mobile		925/558-5524		Home	
Number	Extension	Type	Preferred														
[REDACTED]		Business	✓														
925/556-2112		Mobile															
925/558-5524		Home															



Step	Action
5.	<p>The <b>Phone Number</b> dialog page displays with information for your mobile (cell) number.</p> <p>For this example, you will use the <b>Delete</b> button to delete this number.</p>
6.	<p>Click the <b>Delete</b> button.</p> 
7.	<p>Click the <b>Yes</b> button.</p> 



Step	Action
8.	<p>Notice the system issues a message across the top of the page indicating that you have successfully deleted your mobile phone.</p> <p>Also notice that the <b>Phone</b> grid now lists two phone types and that your business number is still your preferred number.</p>
9.	<p>Click the <b>My Homepage</b> button.</p>  
10.	<p><b>End of Procedure.</b></p>

## Maintaining Email Addresses

### Maintaining Email Addresses

The Employee Self Service feature of PeopleSoft 9.2 allows you to review and update your email addresses that are stored in the system.

The steps involved in maintaining email addresses are covered in a three topics in this lesson:

- Adding an Email Addresses
- Editing an Email Address
- Deleting an Email Address



This topic is available for play-back through the UPK player in

- See-It! Mode—allows you to attach a “video” demonstration of the topic
- Try-It! Mode—allows you to use your mouse and keyboard to complete transactions in a simulated environment

Both See-It! And Try-It! provide guided instructions and explanations of important features of PeopleSoft transactions. The full text of the instructions and explanations included in the UPK Payer are also available in two printed documents—a Training Guide and a Job Aid.

Here are some key points to keep in mind about maintaining your email address information:

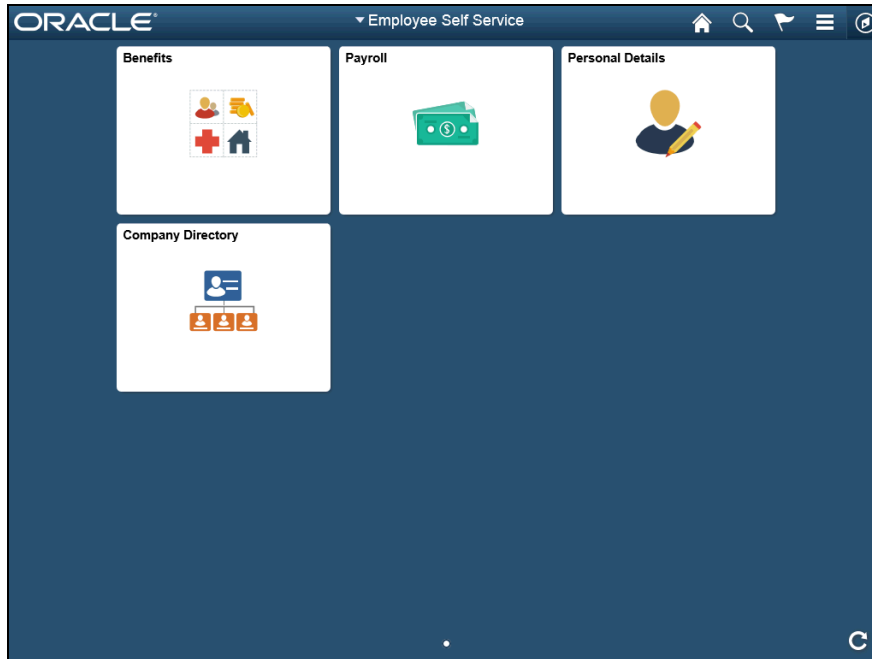
- The system stores two types of email Addresses—Business and Home
- You cannot edit or delete your Business email address
- The Business email address should always be designated as your primary email address
- You cannot have multiple primary email Addresses
- You cannot have multiple Home email addresses in the system
- If you already have a Home email address listed in the Email Addresses section and you use the **Add Email Address** button you will not be able to add an additional email address. The drop down for the **Email Type** field will be empty. You cannot have multiple email addresses of the same type in the system.


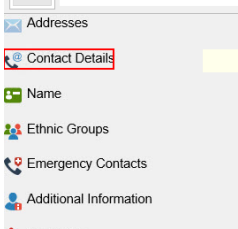
## Adding an Email Address

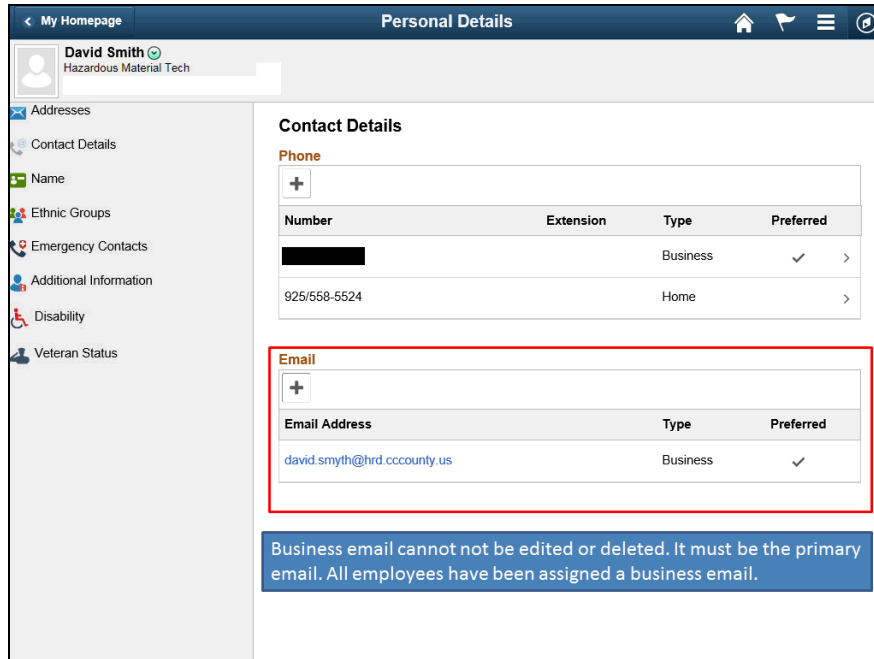
The basic steps to adding a new email address are:

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel.
3. Click the **Add Email** button (**Plus** sign) in the **Email** grid.
4. Select a type in the **Email Type** field on the **Email Address** dialog page..
5. Edit your email information using the **Email Address** field.
6. Click the **Save** button.

## Procedure



Step	Action
1.	<p>Click the <b>Personal Details</b> button.</p> 
2.	<p>Click the <b>Contact Details</b> link.</p> 

My Homepage Personal Details

David Smith  
Hazardous Material Tech

Addresses

- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status

**Contact Details**


**Phone**

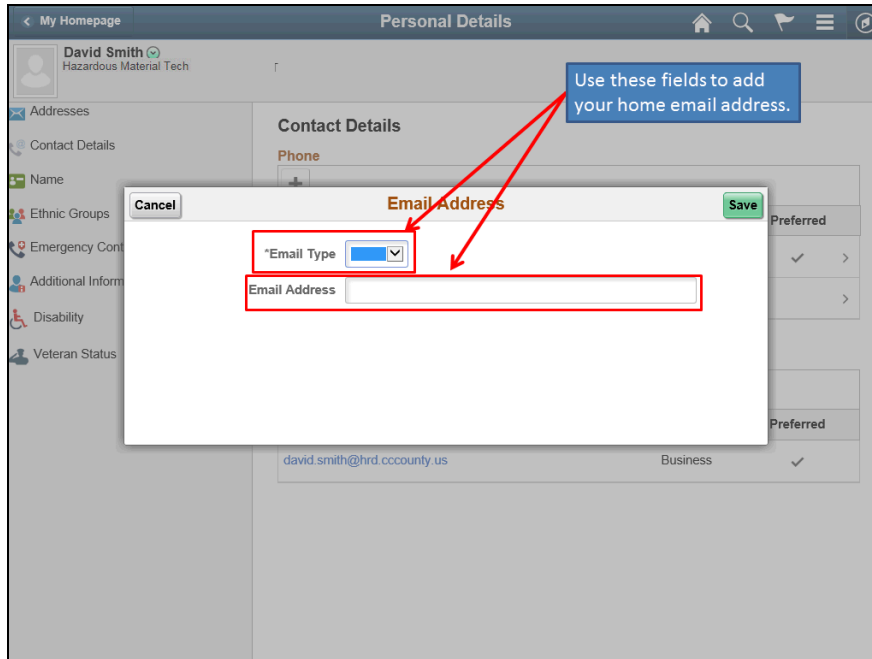
Number	Extension	Type	Preferred
[REDACTED]		Business	✓
925/558-5524		Home	

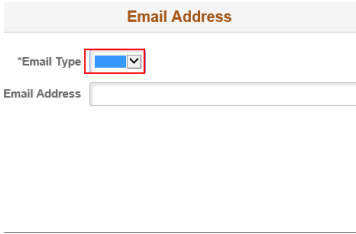
**Email**

Email Address	Type	Preferred
david.smyth@hrd.cccounty.us	Business	✓

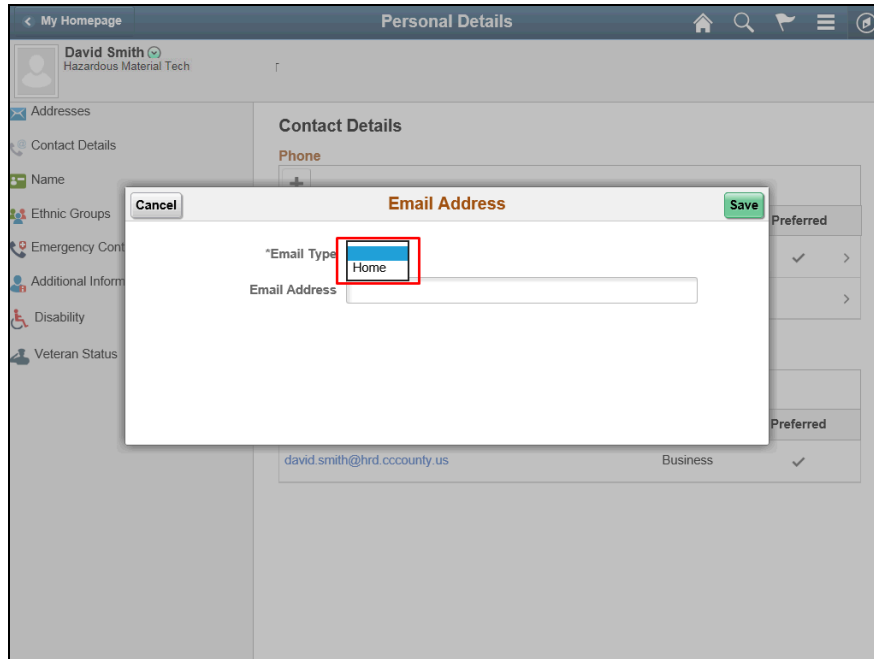
Business email cannot not be edited or deleted. It must be the primary email. All employees have been assigned a business email.

Step	Action
3.	<p>The <b>Information</b> panel now displays your contact information: phone numbers and email addresses.</p> <p>You currently have one email address stored in the system--your business email address. This address is marked as your preferred email. You cannot edit or delete this address.</p> <p>You can have only two emails in the system: a business email (all employees have a business email) and a home email. Your home email cannot be marked as your preferred email.</p> <p>For this example, you will add a home email, ds@gmail.com.</p>
4.	<p>Click the <b>Add Email</b> button.</p> 

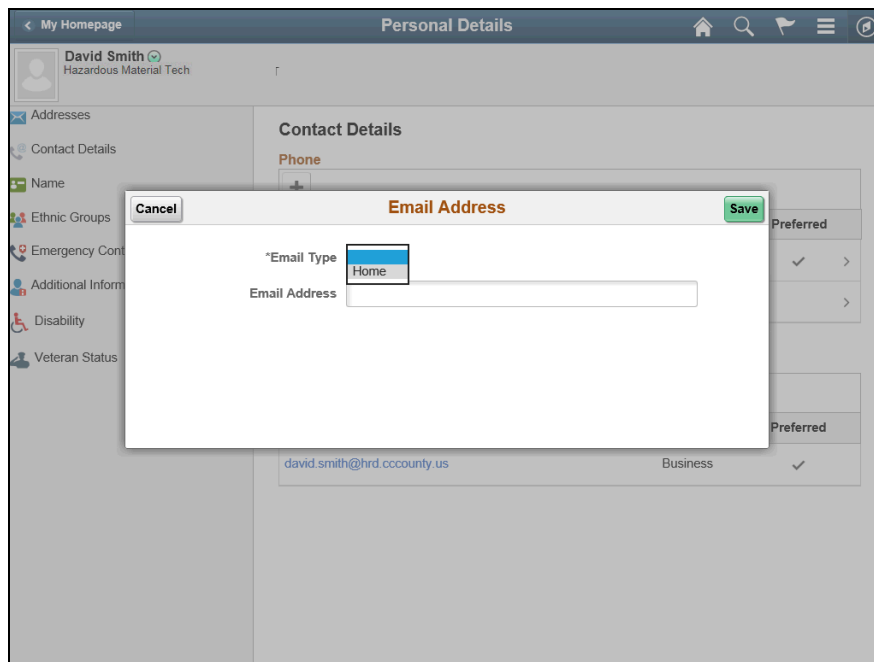


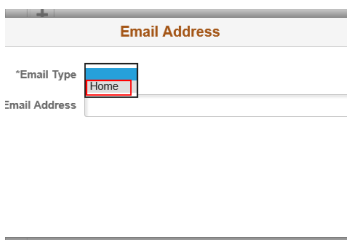
Step	Action
5.	The <b>Email Address</b> dialog page displays. Use the Email Type and Email Address fields to enter your home email address, ds@gmail.com.
6.	<p>Click the <b>Email Type</b> list.</p>  <p>The screenshot shows the 'Email Address' dialog box with the 'Email Type' dropdown menu highlighted by a red box. The 'Email Address' text field is visible below it.</p>

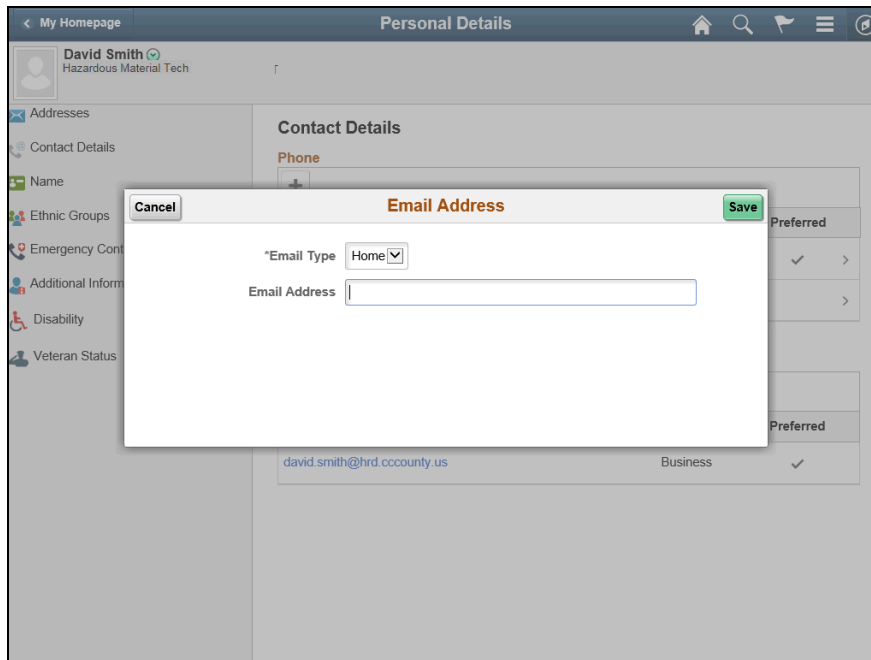


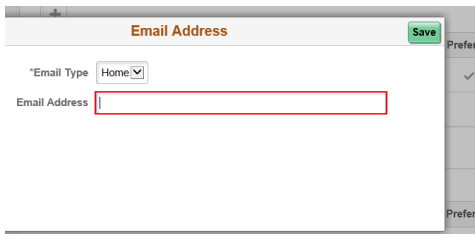


Step	Action
7.	Note you can only store two email addresses in the system, a business email (every employee has been assigned a business email) and a home email. You can list only one home email address.  Home is the only choice available.

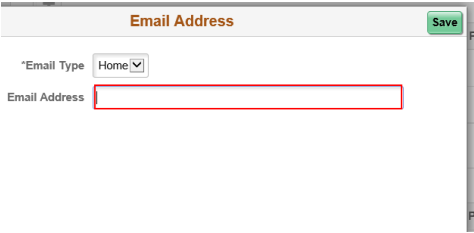
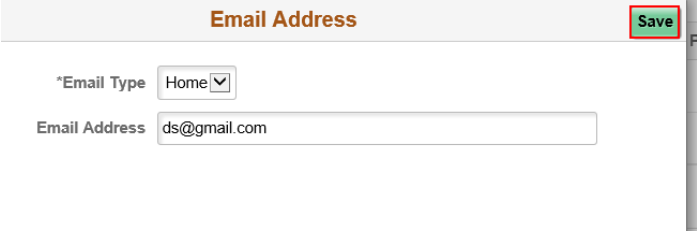


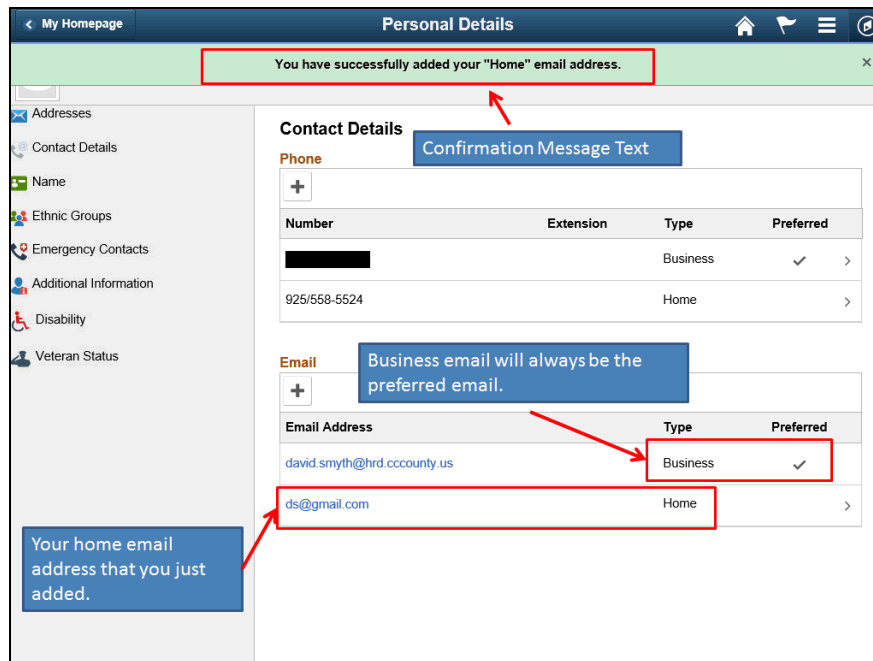
Step	Action
8.	Click the <b>Home</b> list item. 



Step	Action
9.	Click in the <b>Email Address</b> field. 



Step	Action
10.	Enter the desired information into the <b>Email Address</b> field. Enter " <b>ds@gmail.com</b> ". 
11.	Click the <b>Save</b> button. 

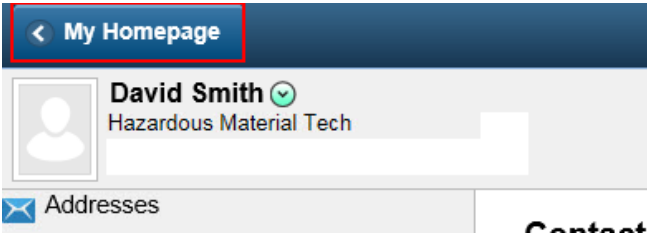


The screenshot shows the 'Personal Details' page with a confirmation message at the top: "You have successfully added your 'Home' email address." Below this, the 'Email' section contains a table with two entries:

Email Address	Type	Preferred
david.smyth@hrd.cccounty.us	Business	✓
ds@gmail.com	Home	

Annotations in the image include: a blue box "Confirmation Message Text" pointing to the top message; a blue box "Business email will always be the preferred email." pointing to the Business email row; and a blue box "Your home email address that you just added." pointing to the Home email row.

Step	Action
12.	Notice the system issues a message across the top of the page indicating that you have successfully added your home email address.  Also notice that the <b>Email</b> grid now lists 2 email types and that your business number is still your preferred email address.

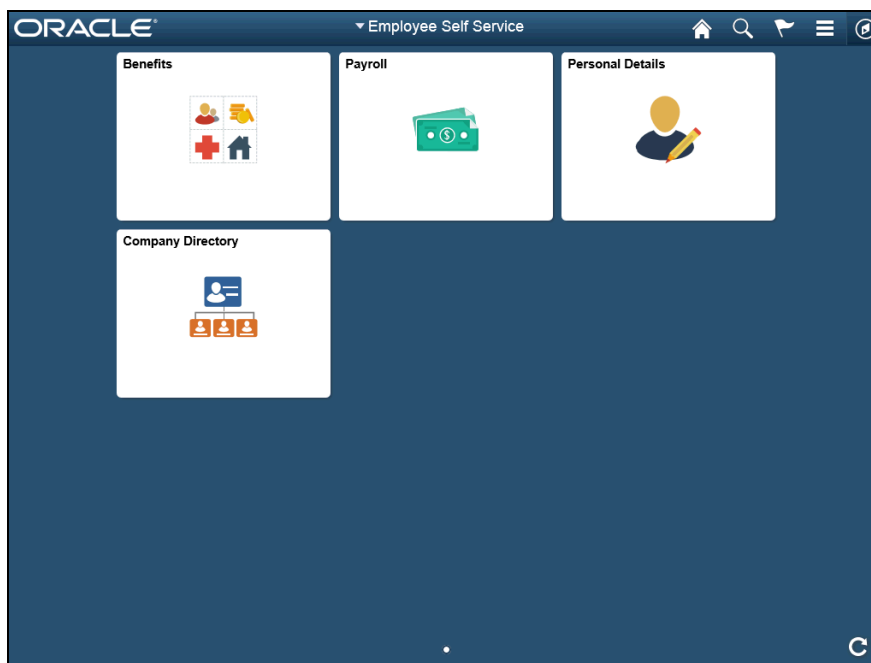
Step	Action
13.	<p>Click the <b>My Homepage</b> button.</p> 
14.	<p><b>End of Procedure.</b></p>

### Editing Email Addresses

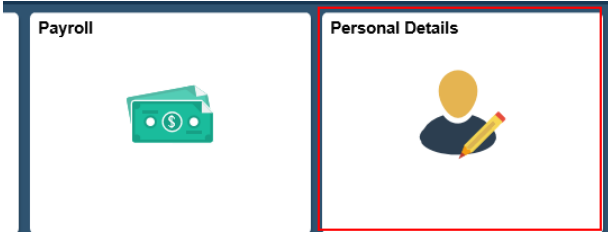
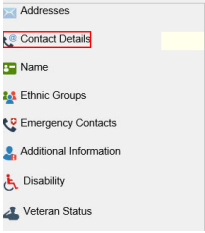
The basic steps to edit an existing email address are:

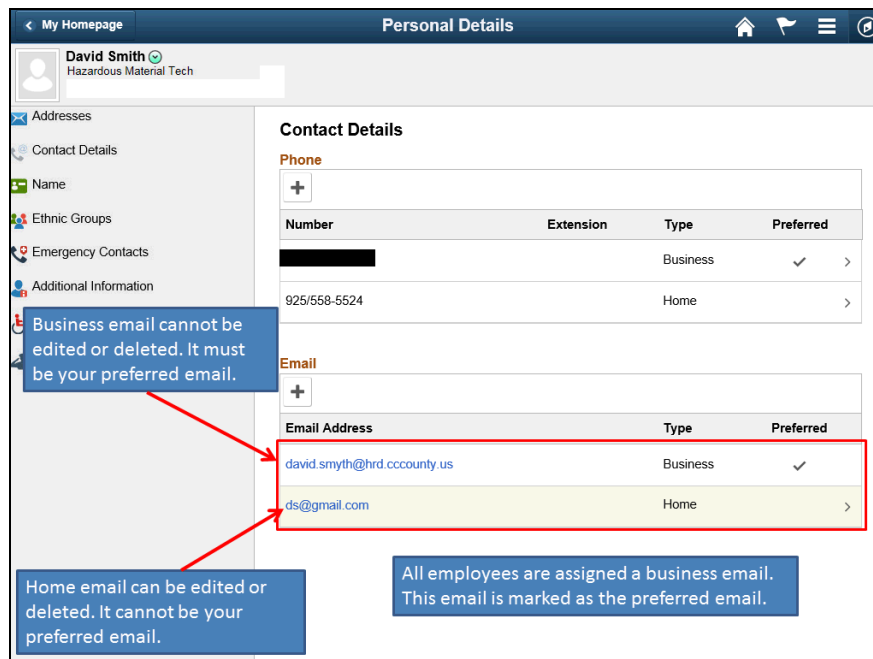
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel.
3. Click the current row in the **Information** panel **Email** grid for the email address you want to change.
4. Edit your email address information using the **Email Address** field.
5. Click the **Save** button.

### Procedure





Step	Action
1.	<p>Click the <b>Personal Details</b> button.</p> 
2.	<p>Click the <b>Contact Details</b> link.</p> 



**Personal Details**

David Smith  
Hazardous Material Tech

**Contact Details**

**Phone**

Number	Extension	Type	Preferred
[REDACTED]		Business	✓
925/558-5524		Home	

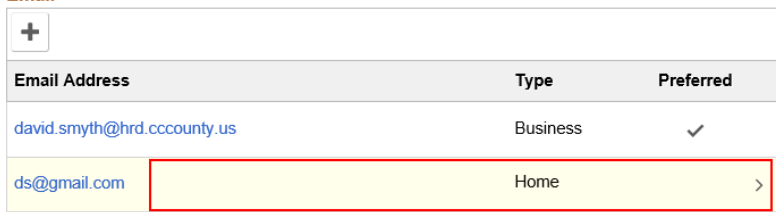
**Email**

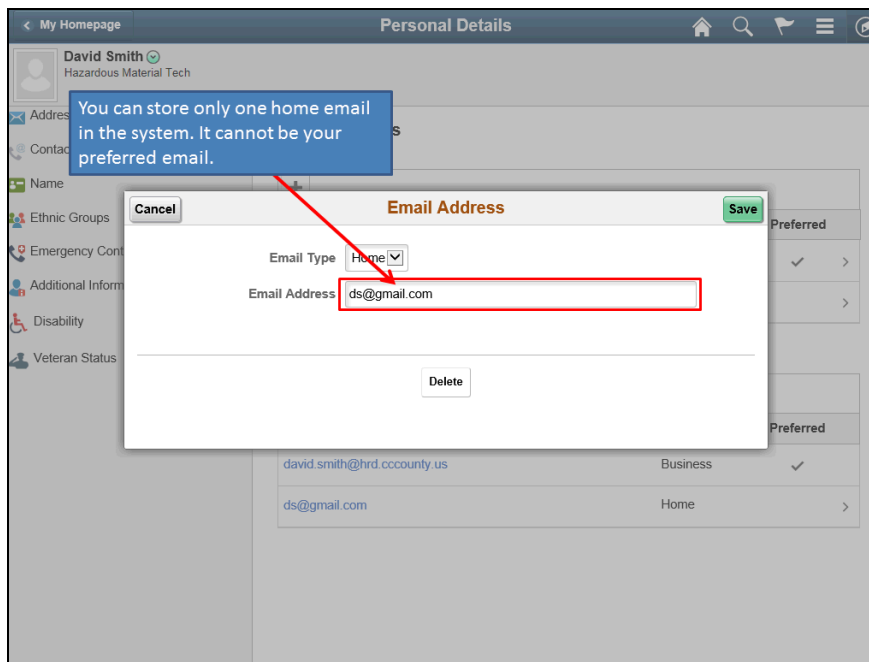
Email Address	Type	Preferred
david.smyth@hrd.cccounty.us	Business	✓
ds@gmail.com	Home	

Business email cannot be edited or deleted. It must be your preferred email.

Home email can be edited or deleted. It cannot be your preferred email.

All employees are assigned a business email. This email is marked as the preferred email.

Step	Action
3.	<p>The <b>Information</b> panel now displays your contact information: phone numbers and email addresses.</p> <p>You have two email addresses stored in the system: a business email and a home email. Your business email is marked as your preferred email.</p> <p>You <b>cannot</b> edit or delete your business email. It must be your preferred email.</p> <p>You <b>can</b> edit your home email.</p> <p>For this example, you will edit your home email address. You will change it from ds@gmail.com to dsmyth@yahoo.com.</p>
4.	<p>Click the row in the <b>Email</b> grid containing your home email address, ds@gmail.com.</p> 



**You can store only one home email in the system. It cannot be your preferred email.**

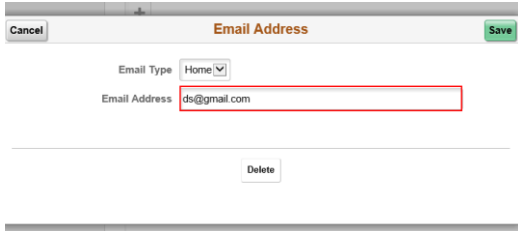
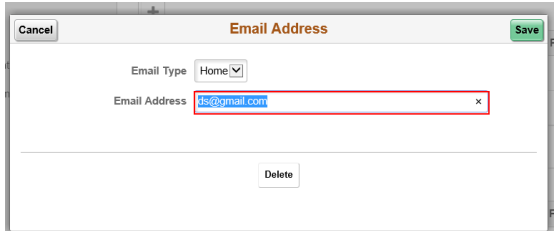
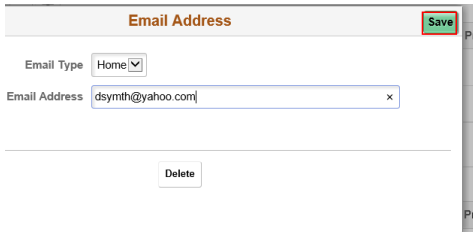
**Email Address** Modal:

- Email Type: Home
- Email Address: ds@gmail.com

Background Email Grid:

Email Address	Type	Preferred
david.smith@hrd.cccounty.us	Business	✓
ds@gmail.com	Home	



Step	Action
5.	<p>The <b>Email Address</b> dialog page displays.</p> <p>Use the <b>Email Address</b> field to enter your new email address. You do not have to change the type. You can have only two email addresses in the system--one of each type: a business email and a home email.</p> <p>The system will not allow you to add a second home email or to edit or delete your business email.</p>
6.	<p>Click in the <b>Email Address</b> field.</p> 
7.	<p>Enter the desired information into the <b>Email Address</b> field. Enter "<b>dsmyth@yahoo.com</b>".</p> 
8.	<p>Click the <b>Save</b> button.</p> 
9.	<p>Notice the system issues a message across the top of the page indicating that you have successfully updated your home email address.</p> <p>Also notice that the email grid now lists the updated address for your home email and that your business email is still your preferred email.</p>

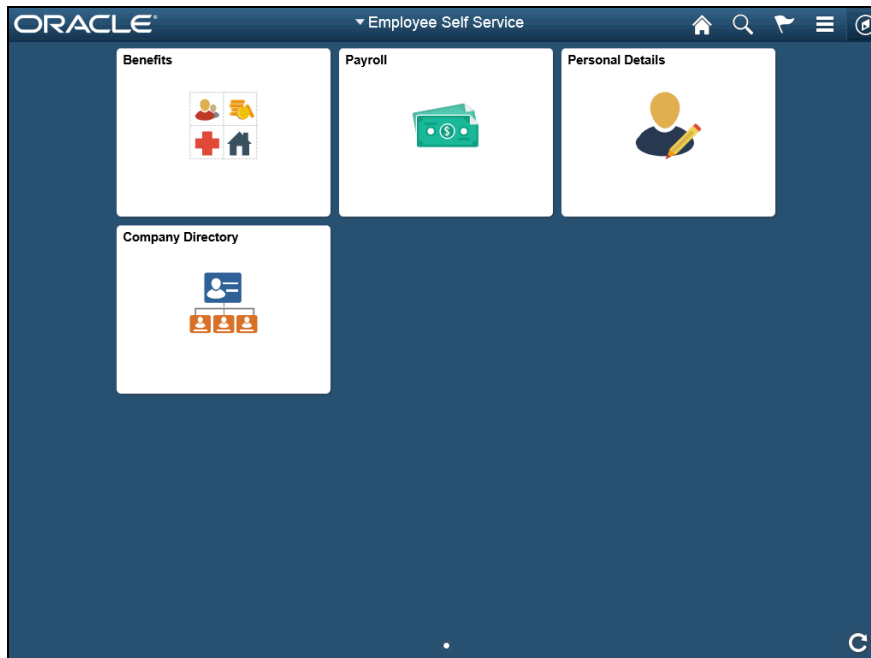
Step	Action
10.	<p>Click the <b>My Homepage</b> button.</p>  
11.	<p><b>End of Procedure.</b></p>

### Deleting an Email Address

The basic steps to deleting an existing email address are:


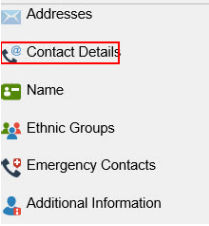
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel.
3. Click on the row on the **Email** grid for the email address you want to delete.
4. Click the **Delete** button on the **Email address** dialog page.
5. Click the **Yes** button on the **Delete Confirmation** page.

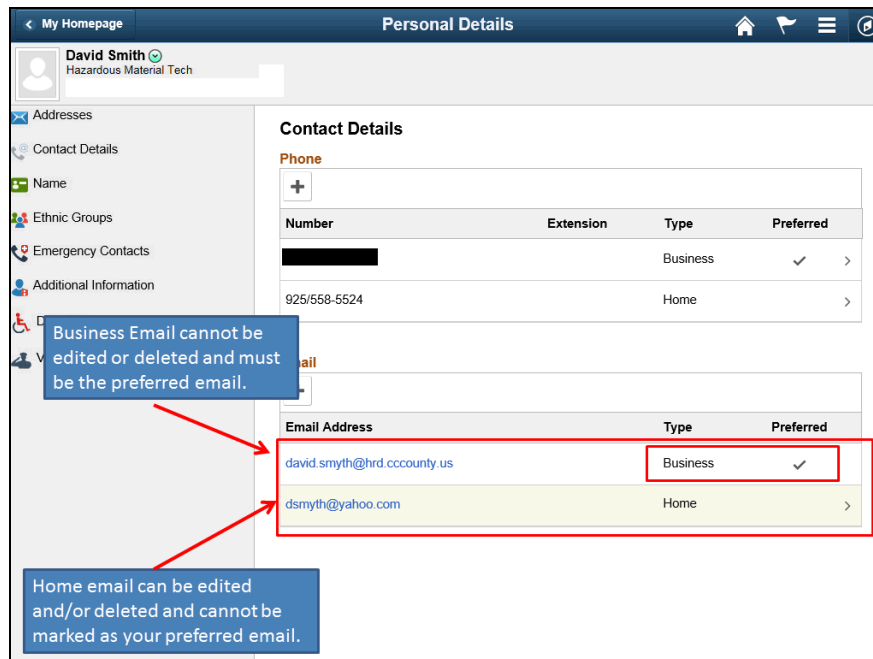
### Procedure







Step	Action
1.	Click the <b>Personal Details</b> tile. 
2.	Click the <b>Contact Details</b> link. 



**Personal Details**

David Smith  
Hazardous Material Tech

**Contact Details**

**Phone**


Number	Extension	Type	Preferred
[REDACTED]		Business	✓
925/558-5524		Home	

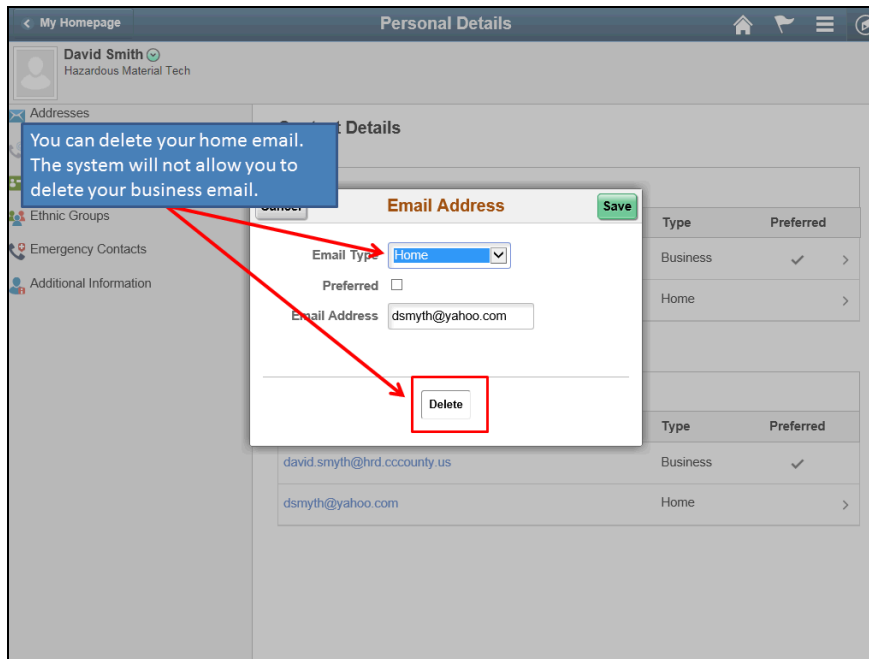
**Email**

Email Address	Type	Preferred
david.smyth@hrd.cccounty.us	Business	✓
dsmyth@yahoo.com	Home	

Business Email cannot be edited or deleted and must be the preferred email.

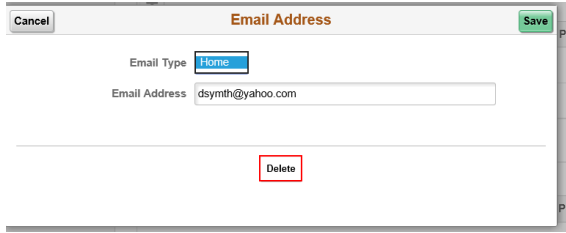
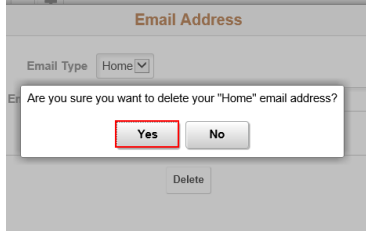
Home email can be edited and/or deleted and cannot be marked as your preferred email.

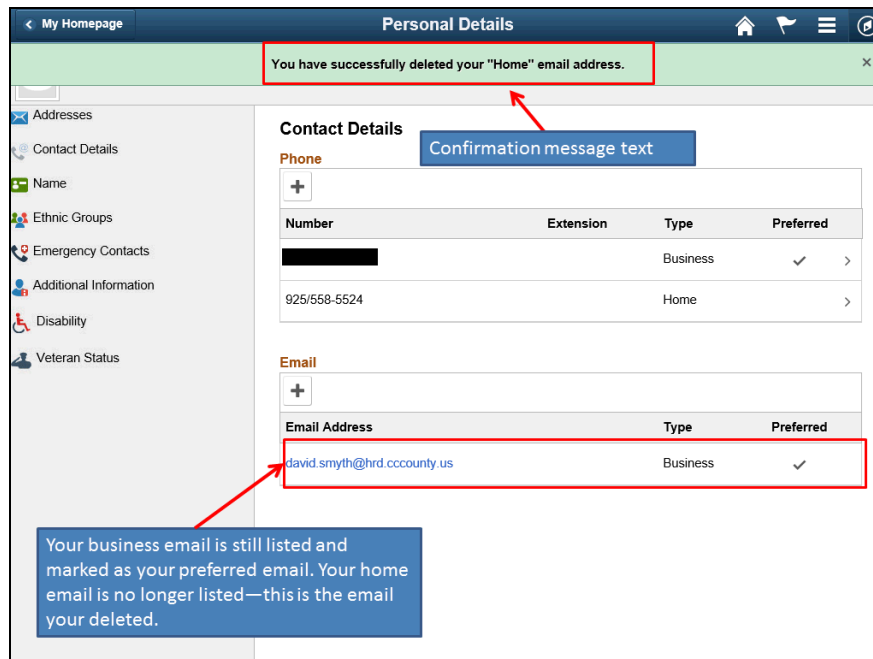
Step	Action
3.	<p>The <b>Information</b> panel now displays your contact information: phone numbers and email addresses.</p> <p>You currently have 2 email addresses stored in the system: a business email and a home email. Your email is marked as your preferred email. You cannot edit or delete this email. It must be your preferred email.</p> <p>For this example, you will delete your home email, dsmyth@yahoo.com.</p>
4.	<p>Click the row in the <b>Email</b> grid containing your home email, dsmyth@yahoo.com.</p> 



Step	Action
5.	<p>The <b>Email Address</b> dialog page displays with information for your home email address.</p> <p>For this example, you will use the <b>Delete</b> button to delete this address.</p>



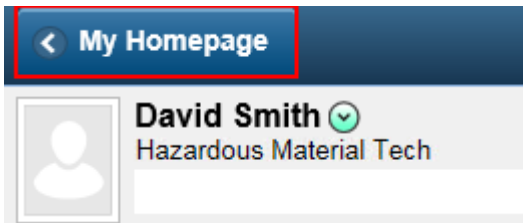
Step	Action
6.	<p>Click the <b>Delete</b> button.</p> 
7.	<p>Click the <b>Yes</b> button.</p> 



**Confirmation message text**

**Your business email is still listed and marked as your preferred email. Your home email is no longer listed—this is the email your deleted.**

Step	Action
8.	<p>Notice the system issues a message across the top of the page indicating that you have successfully deleted your home email address.</p> <p>Also notice that the <b>Email</b> grid now lists one email--your business email address and that this address is marked as your preferred email address.</p>

Step	Action
9.	<p>Click the <b>My Homepage</b> button.</p> 
10.	<p><b>End of Procedure.</b></p>

## Maintaining Emergency Contact Information

### Maintaining Emergency Contact Information

The Employee Self Service feature of PeopleSoft 9.2 allows you to review and update your emergency contact information that are stored in the system.

The steps involved in requesting managing emergency contact information are covered in a four topics in this lesson:

- Adding Emergency Contact Information
- Editing Emergency Contact Information
- Adding an Additional Emergency Contact
- Deleting an Emergency Contact

This topic is available for play-back through the UPK player in

- See-It! Mode—allows you to attach a “video” demonstration of the topic
- Try-It! Mode—allows you to use your mouse and keyboard to complete transactions in a simulated environment

Both See-It! And Try-It! provide guided instructions and explanations of important features of PeopleSoft transactions. The full text of the instructions and explanations included in the UPK Payer are also available in two printed documents—a Training Guide and a Job Aid.

Here are some key points to keep in mind about maintaining your emergency contact information:

- You can designate multiple emergency contacts
- There is no limit to how many emergency contacts you can add
- If you have only one emergency contact, that contact will be designated your preferred contact by default
- If you have more than one emergency contact, you must select one to be your preferred contact
- You cannot have more than one preferred emergency contact
- You cannot delete the preferred emergency contact
- If you have only one contact and want to delete that contact, you must
  - First add a new emergency contact
  - Second make the new contact your preferred contact
  - Third, then you will be able to delete the original contact

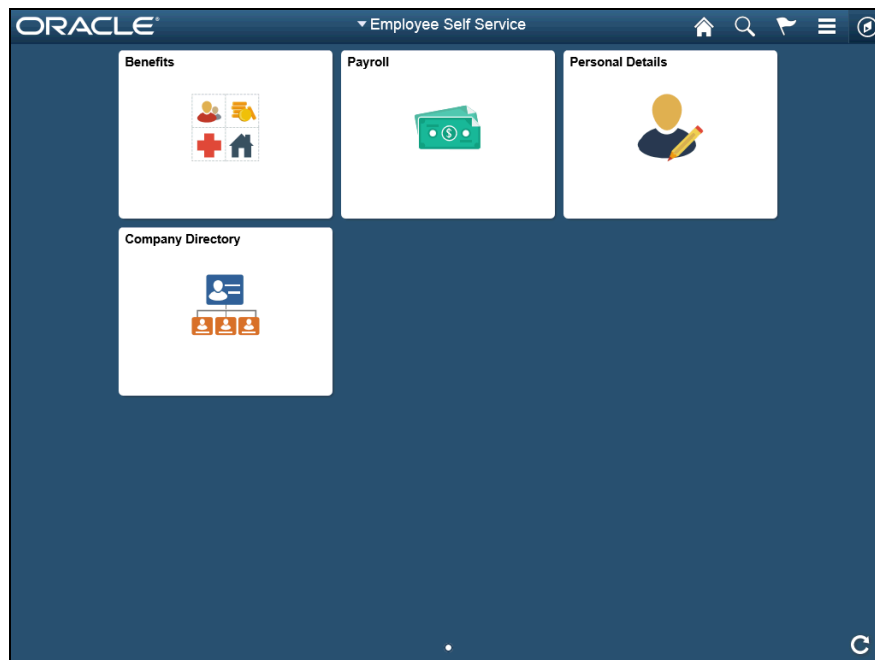


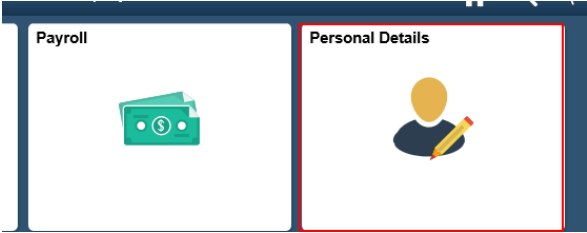
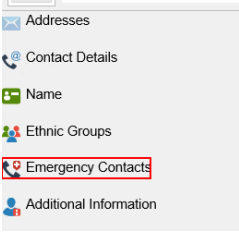
## Adding Emergency Contact Information

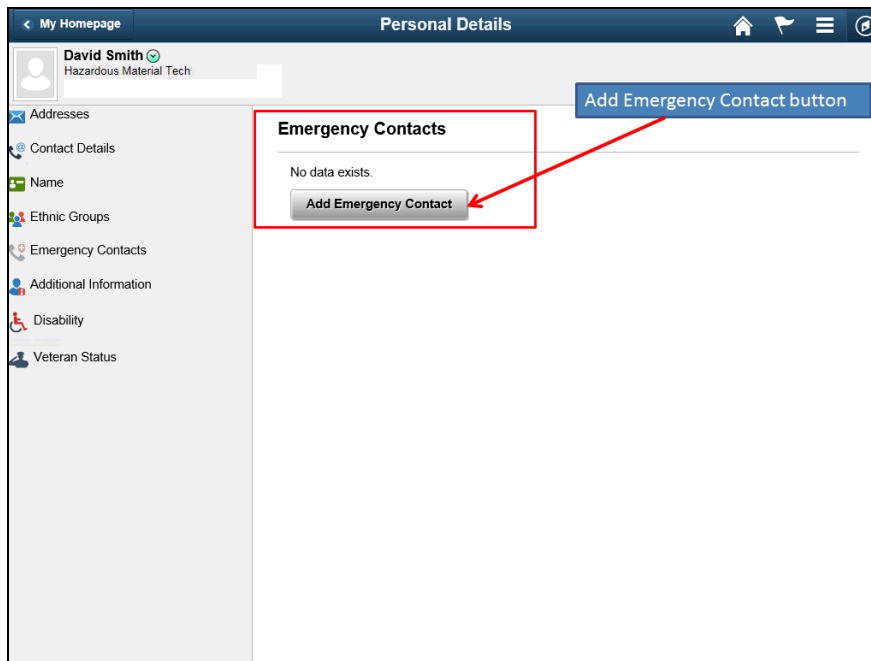
The basic steps to adding an emergency contact are:

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Emergency Contacts** link in the **Actions** panel.
3. Click the **Add Emergency Contact** button (**Plus** sign) in the **Emergency Contacts** grid.
4. Enter the contact's name (first and last name) in the **Contact Name** field on the **Emergency Contact** dialog page.
5. Select a value in the Relationship field.
6. Select the **Preferred** checkbox (optional if another contact is the preferred contact)
7. Click the **Add Address** button.
8. Enter the contact's address information on the **Address** dialog page or select the **Same as mine** checkbox (and then click the **Done** button).
9. Click the **Done** button.
10. Click the **Add Phone Number** button on the **Emergency Contact** dialog page.
11. Select a value in the **Type** field on the **Phone Number** dialog page or select the **Same as mine** check box (and then click the **Done** button).
12. Enter the contact's phone number in the **Number** field.
13. Enter the extension, if any, in the **Extension** field.
14. Click the **Done** button
15. Click the **Save** button.

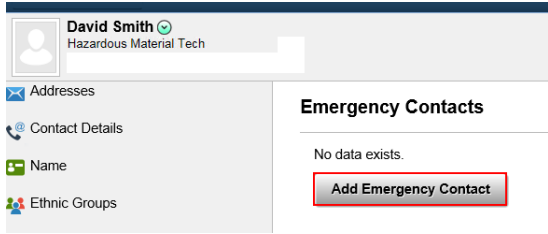
## Procedure

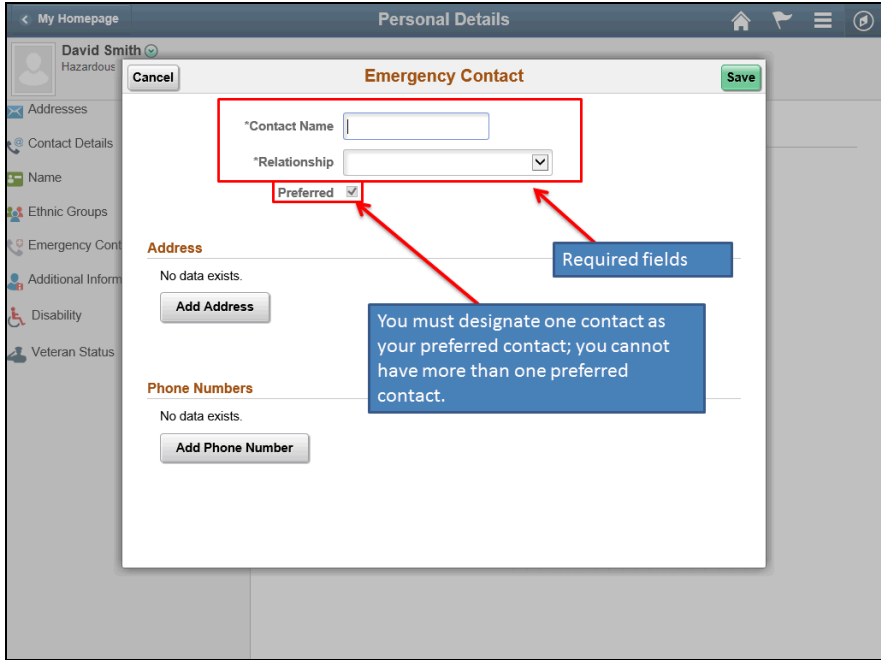


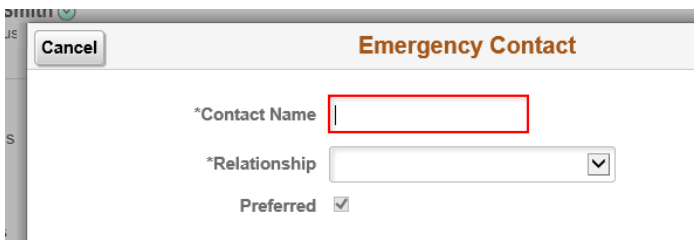
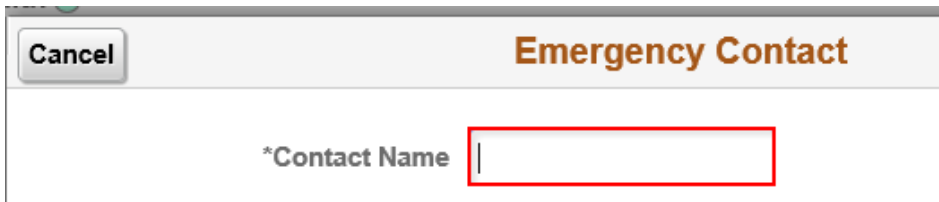
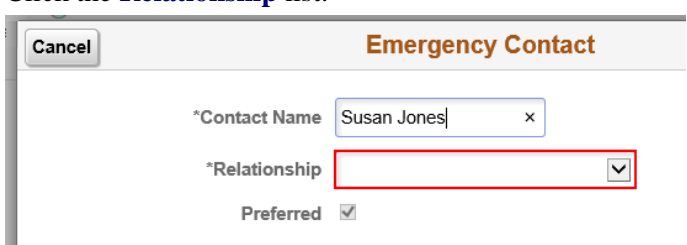
Step	Action
1.	Click the <b>Personal Details</b> tile. 
2.	Click the <b>Emergency Contacts</b> link. 





Step	Action
3.	<p>The <b>Emergency Contacts</b> page displays in the <b>Information</b> panel.</p> <p>Currently you have no emergency contacts listed in the system. Use the <b>Add Emergency Contact</b> button to add a contact.</p> <p>For this example, you will add Susan Jones, a friend. Susan's contact information is:</p> <p>1803 Devon Court Concord, CA 94520 510/556-4896 (cell phone)</p>
4.	<p>Click the <b>Add Emergency Contact</b> button.</p> 



Step	Action
5.	<p>The <b>Emergency Contact</b> dialog page displays. Use this page to add your contact;'s information.</p> <p>The <b>Contact Name</b> and <b>Relationship</b> fields are required fields. You must enter/select values in these fields in order to save the contact.</p> <p>The <b>Preferred</b> check box is selected by default since this is the first contact you will add. You must designate one contact as your preferred contact. You cannot not have more than one preferred contact.</p>
6.	<p>Click in the <b>Contact Name</b> field.</p> 
7.	<p>Enter the desired information into the <b>Contact Name</b> field. Enter "<b>Susan Jones</b>".</p> 
8.	<p>Click the <b>Relationship</b> list.</p> 





My Homepage Personal Details

David Smith  
Hazardous

Emergency Contact

Cancel Save

\*Contact Name Susan Jones

\*Relationship Preferred  
Adult Child  
Child  
Daughter - Court Ordered  
Domestic Partner Adult  
Domestic Partner Child  
Employee  
Estate  
EXDomestic Partner  
EXSpouse  
Foster Child  
Friend  
Grand Parent  
Grandchild  
Great Grand Parent  
Great Grandchild  
IRS Section 152 Domestic Partnr  
In-Law  
Neighbor  
Nephew  
Niece  
Other  
Other - Court Ordered  
Other Relative  
Parent  
Parent In-law  
Recognized Child  
Roommate  
Self  
Sibling

Address  
No data exists.  
Add Address

Phone Numbers  
No data exists.  
Add Phone Number

Step	Action
9.	Click the <b>Friend</b> list item. Friend

My Homepage Personal Details

David Smith  
Hazardous

Emergency Contact

Cancel Save

\*Contact Name Susan Jones

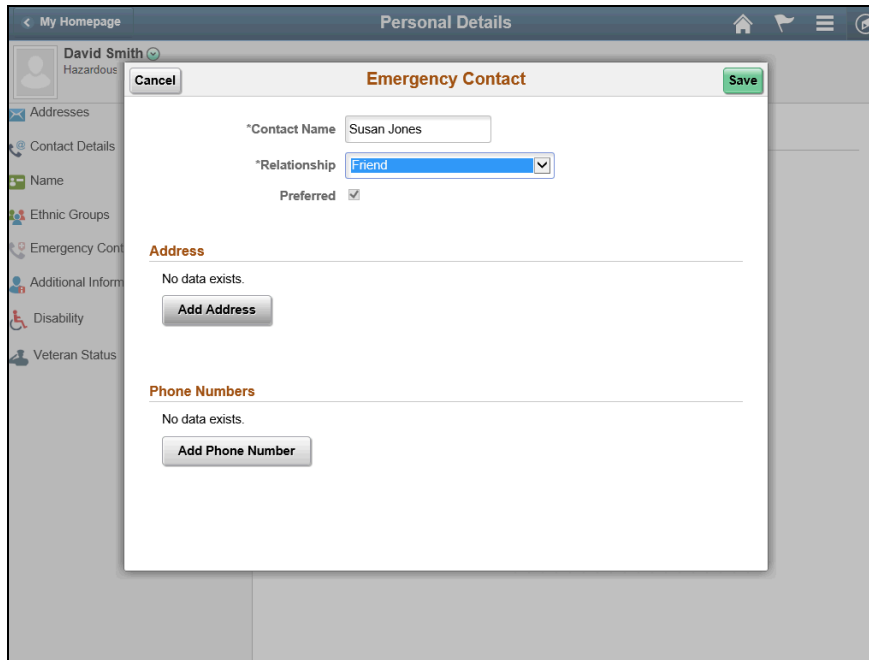
\*Relationship Friend  
Preferred

Address  
No data exists.  
Add Address

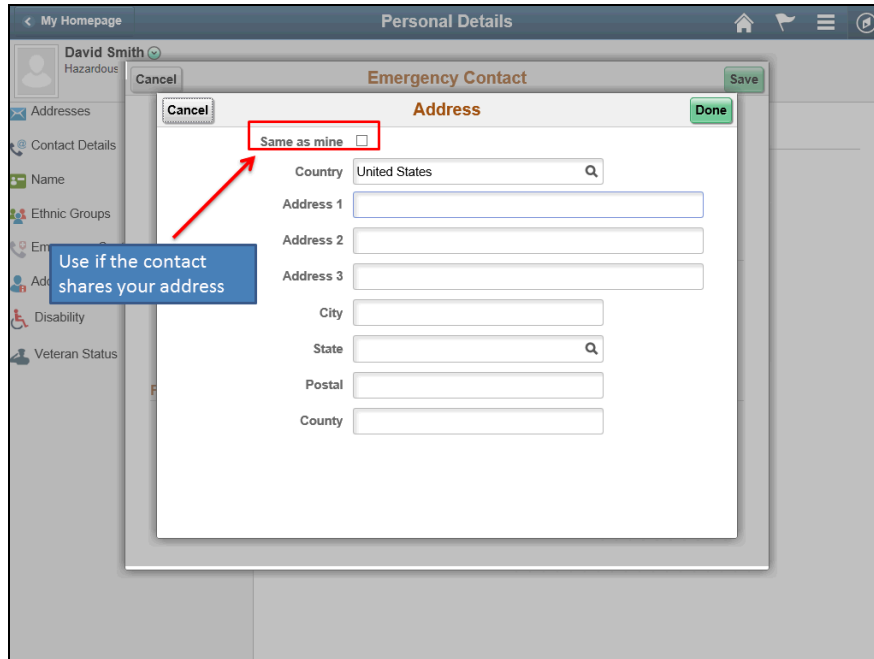
Phone Numbers  
No data exists.  
Add Phone Number

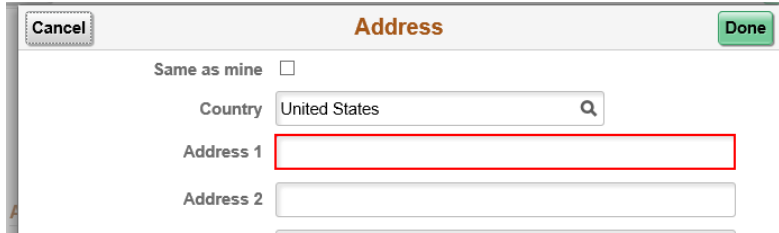
Add Address button

Step	Action
10.	<p>Next, you will add address information for the contact. Address information is optional. You can save a contact without adding any address information.</p> <p>Use the <b>Add Address</b> button in the <b>Address</b> grid to begin adding address information for the contact.</p>

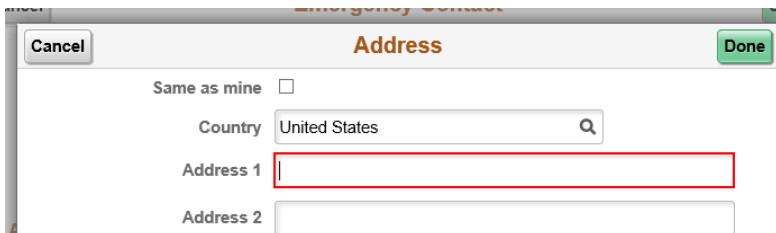

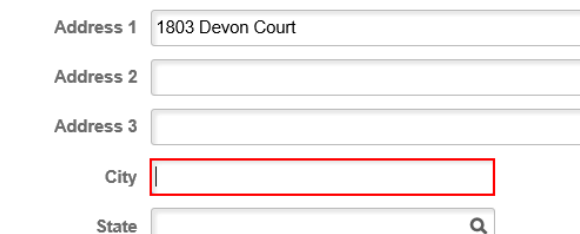
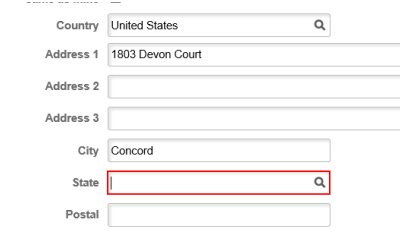
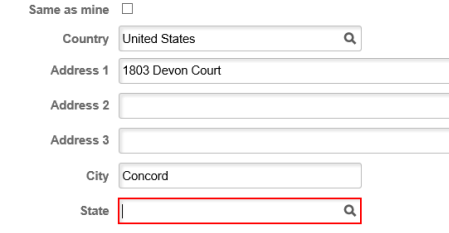
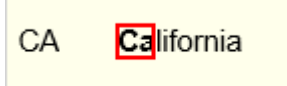


Step	Action
11.	<p>Click the <b>Add Address</b> button.</p> <p><b>Address</b></p> <p>No data exists.</p> <p><b>Add Address</b></p>



Step	Action
12.	<p>The <b>Address</b> dialog page displays. Use this page to add address information for the contact.</p> <p>If the contact's address is the same as your address, select the <b>Same as mine</b> check box. The system will populate your address in information. You will be able to select whether to use your home address or your mailing address.</p> <p>For this example you will enter your contact's address:</p> <p>1803 Devon Court Concord, CA 94520 Contra Costa County</p>
13.	<p>Click in the <b>Address 1</b> field.</p> 

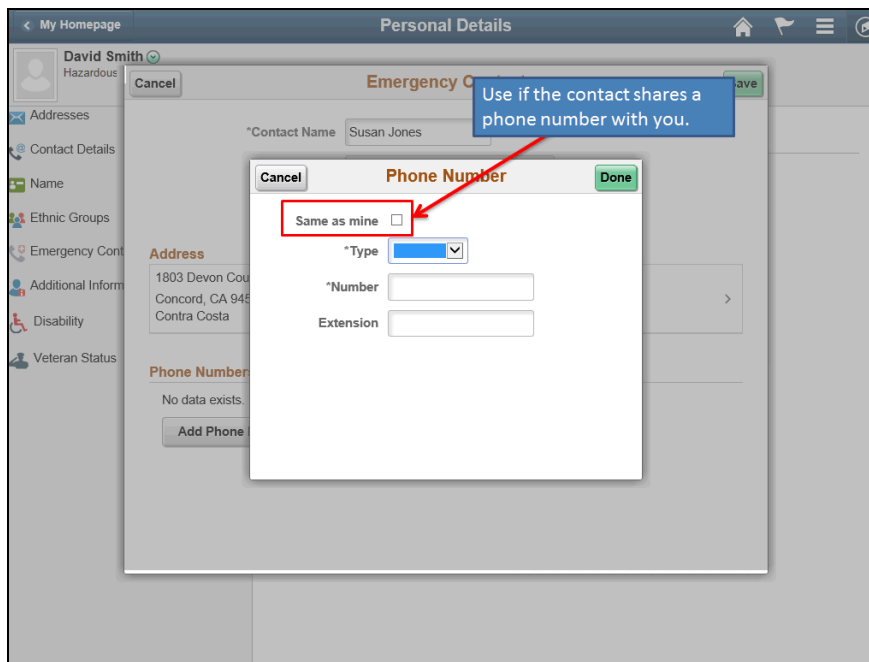


Step	Action
14.	Enter the desired information into the <b>Address 1</b> field. Enter " <b>1803 Devon Court</b> ". 
15.	Click in the <b>City</b> field. 
16.	Enter the desired information into the <b>City</b> field. Enter " <b>Concord</b> ". 
17.	Click in the <b>State</b> field. 
18.	Enter the desired information into the <b>State</b> field. Enter " <b>CA</b> ". 
19.	Click the <b>Ca</b> object. 



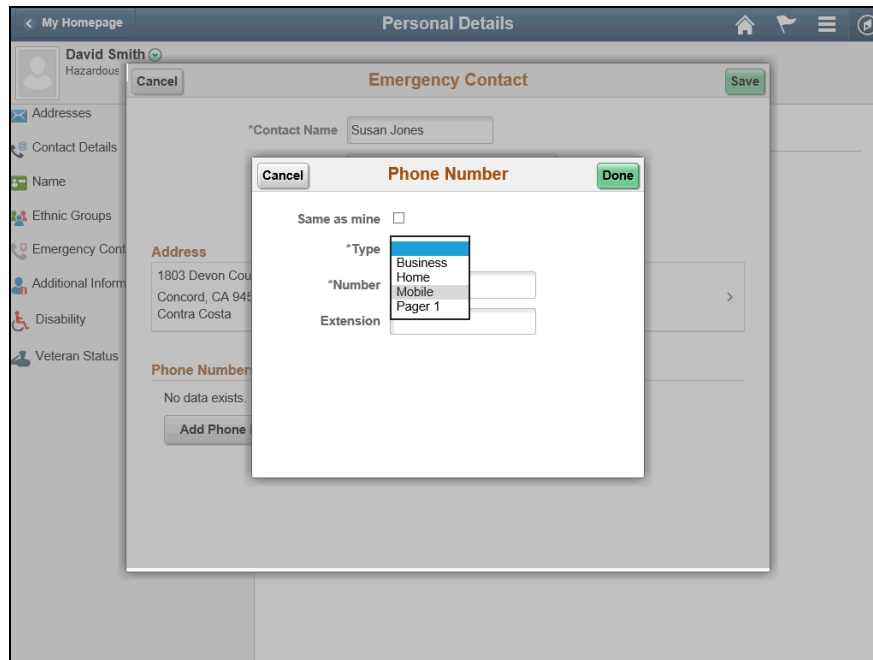
Step	Action
20.	<p>Click in the <b>Postal</b> field.</p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Concord"/></p> <p>State <input type="text" value="California"/> x Q</p> <p>Postal <input style="border: 2px solid red;" type="text"/></p> <p>County <input type="text"/></p>
21.	<p>Enter the desired information into the <b>Postal</b> field. Enter "<b>94520</b>".</p> <p>Address 1 <input type="text" value="1803 Devon Court"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Concord"/></p> <p>State <input type="text" value="California"/> Q</p> <p>Postal <input style="border: 2px solid red;" type="text"/></p> <p>County <input type="text"/></p>
22.	<p>Click in the <b>County</b> field.</p> <p>Address 1 <input type="text" value="1803 Devon Court"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Concord"/></p> <p>State <input type="text" value="California"/> Q</p> <p>Postal <input type="text" value="94520"/> x</p> <p>County <input style="border: 2px solid red;" type="text"/></p>
23.	<p>Enter the desired information into the <b>County</b> field. Enter "<b>Contra Costa</b>".</p> <p>City <input type="text" value="Concord"/></p> <p>State <input type="text" value="California"/> Q</p> <p>Postal <input type="text" value="94520"/></p> <p>County <input style="border: 2px solid red;" type="text"/></p>
24.	<p>Click the <b>Done</b> button.</p> <p><b>Cancel</b> <span style="margin-left: 100px;"><b>Address</b></span> <span style="float: right;"><b>Done</b></span></p> <p>Same as mine <input type="checkbox"/></p> <p>Country <input type="text" value="United States"/> Q</p> <p>Address 1 <input type="text" value="1803 Devon Court"/></p> <p>Address 2 <input type="text"/></p>

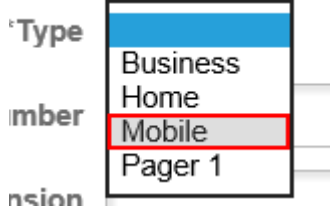
Step	Action
25.	<p>Notice the <b>Address</b> grid now displays the address you just entered.</p> <p>Next, you will enter phone information for your contact. Phone information is required. You cannot save the contact without entering phone information.</p> <p>For this example, you will use your contact's cell (mobile) number:</p> <p>510/556-4896</p> <p>Use the <b>Add Phone Number</b> button to begin adding your contact's phone information.</p>
26.	<p>Click the <b>Add Phone Number</b> button.</p> <p><b>Phone Numbers</b></p> <hr/> <p>No data exists.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> <b>Add Phone Number</b> </div>

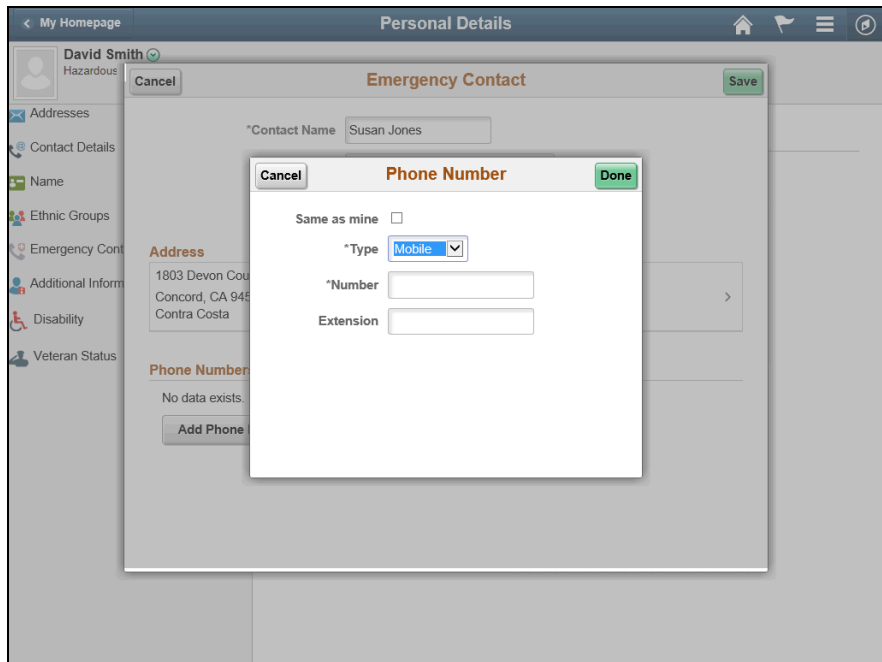


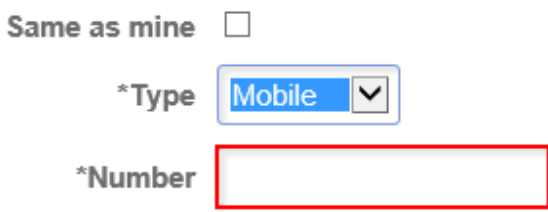


Step	Action
27.	<p>The <b>Phone Number</b> dialog page displays. The <b>Type</b> and <b>Number</b> fields are required fields. You must enter/select a value in these fields in order to save the phone information.</p> <p>If your contact shares a phone with you, you can use the <b>Same as mine</b> checkbox. The system will populate the fields on this page with your phone information. If you have stored more than one type of phone information in the system, you can use the <b>Type</b> field to select the phone number you want to use for the contact. You cannot edit your phone information using this page.</p> <p>For this example, you will use your contact's cell (mobile) phone number:</p> <p>510/556-4896.</p>
28.	<p>Click the <b>Type</b> list.</p> <p>Same as mine <input type="checkbox"/></p> <p>*Type <input type="text" value="Business"/></p>



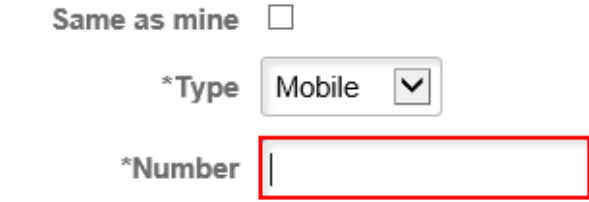
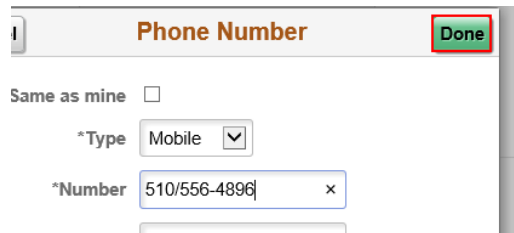
Step	Action
29.	Click the <b>Mobile</b> list item. 

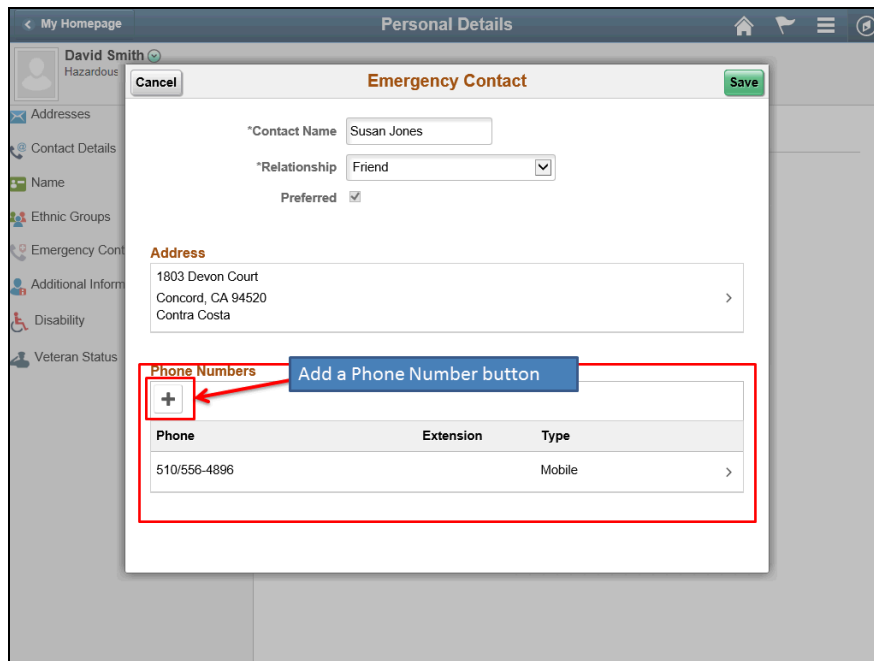


Step	Action
30.	Click in the <b>Number</b> field. 





Step	Action
31.	Enter the desired information into the <b>Number</b> field. Enter " <b>510/556-4896</b> ".  
32.	Click the <b>Done</b> button.  



My Homepage Personal Details

David Smith Hazardous

Emergency Contact

Cancel Save

\*Contact Name Susan Jones

\*Relationship Friend

Preferred

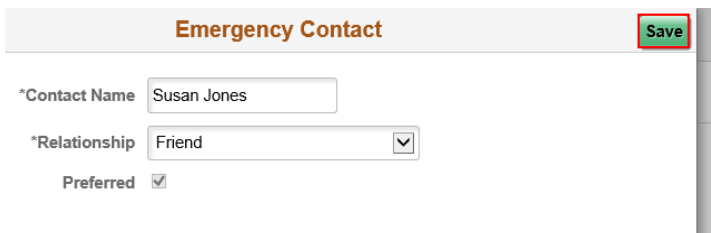
Address

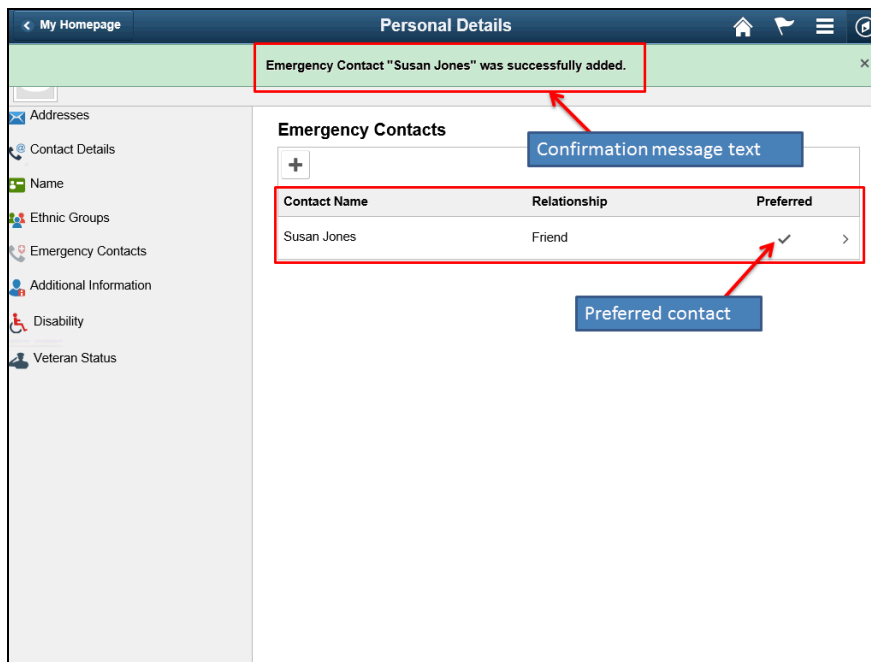
1803 Devon Court  
Concord, CA 94520  
Contra Costa

Phone Numbers

+ Add a Phone Number button

Phone	Extension	Type
510/556-4896		Mobile

Step	Action
33.	<p>The <b>Emergency Contact</b> dialog page displays. The <b>Phone Number</b> grid now displays the phone number you just added.</p> <p>You can use the <b>Add Phone Number</b> button (the <b>Plus</b> sign) to additional phone numbers. You can store up to 4 phone numbers for a contact, one of each of the following types:</p> <ul style="list-style-type: none"> <li>-- Business</li> <li>-- Home</li> <li>-- Mobile</li> <li>-- Pager 1</li> </ul> <p>You cannot list multiple phone numbers for a type., e.g. you cannot list two business phones or two home phones, etc.</p>
34.	<p>Click the <b>Save</b> button.</p> 



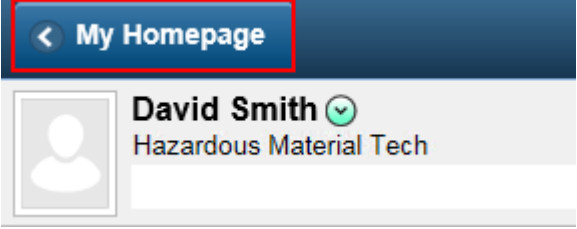
**Personal Details**

Emergency Contact "Susan Jones" was successfully added.

**Emergency Contacts**

Contact Name	Relationship	Preferred
Susan Jones	Friend	<input checked="" type="checkbox"/>



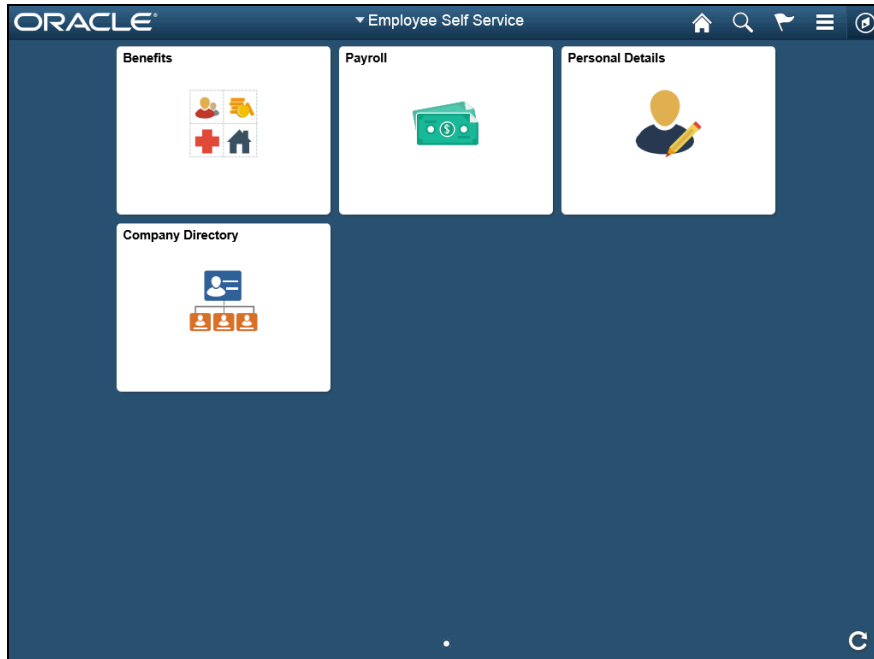
Step	Action
35.	<p>Notice the system displays a confirmation message indicating that you successfully added an emergency contact.</p> <p>The <b>Emergency Contact</b> grid now displays a single contact, Susan Jones--the contact you just added. This contact is listed as your preferred contact.</p> <p>You must designate one contact as your preferred contact and you can have only one contact designated as preferred.</p>
36.	<p>Click the <b>My Homepage</b> button.</p> 
37.	<p><b>End of Procedure.</b></p>

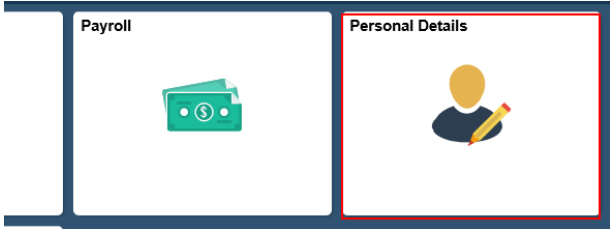
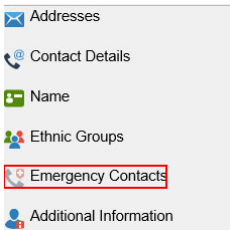
### Editing Emergency Contact Information

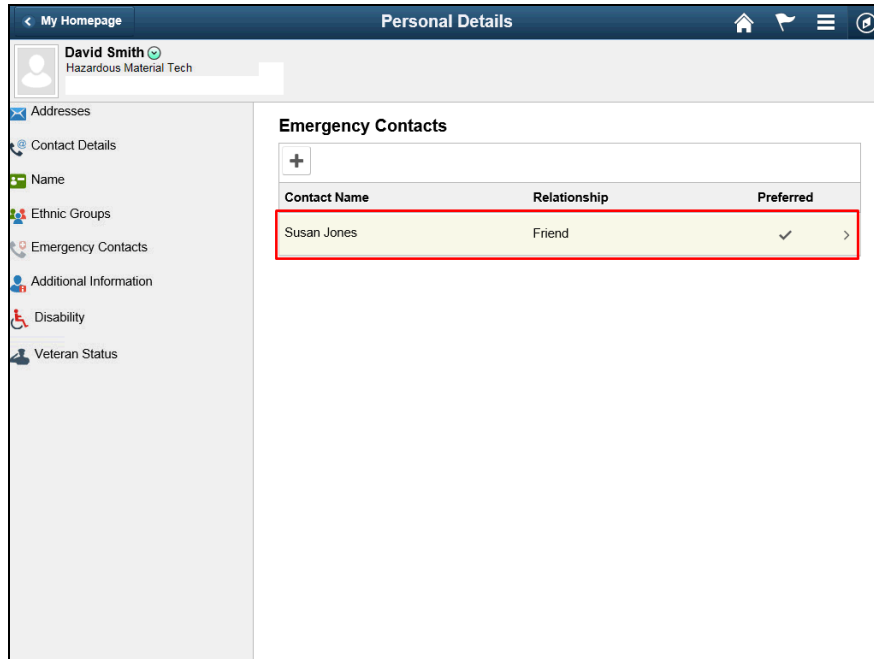
The basic steps to edit an emergency contact are:

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Emergency Contacts** link in the **Actions** panel.
3. Click on the row on the **Emergency Contacts** grid for the contact you want to edit
4. Edit the contact's name, address, and/or phone using the fields on **the Emergency Contact** dialog page.
5. Click the **Save** button.

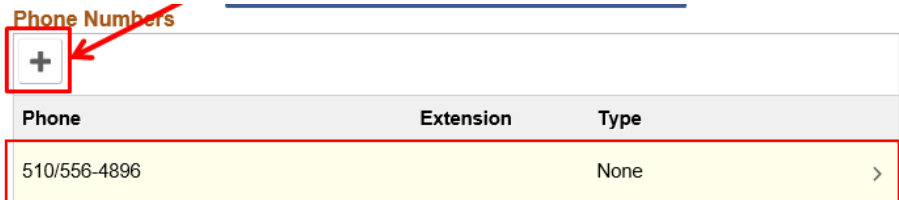
### Procedure

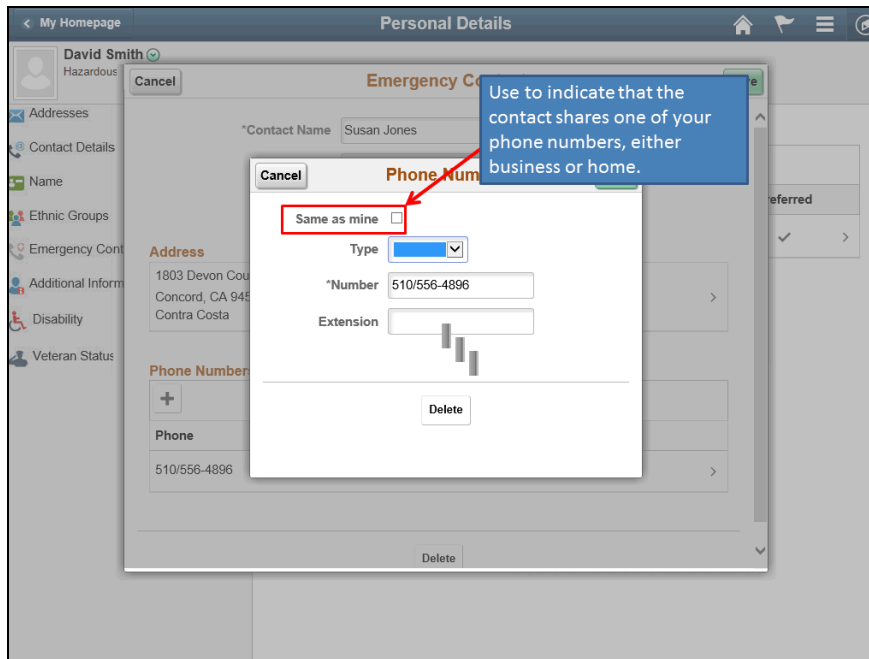


Step	Action
1.	<p>Click the <b>Personal Details</b> button.</p> 
2.	<p>Click the <b>Emergency Contacts</b> link.</p> 



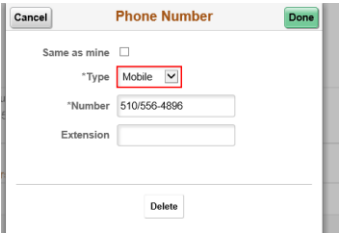
Step	Action						
3.	<p>The <b>Information</b> panel displays your current emergency contacts.</p> <p>Currently you have a single emergency contact, Susan Jones. Susan's phone number has changed.</p> <p>In the example, you will edit the phone information for Susan. Her new phone is her new cell phone, 925/558-5555.</p>						
4.	<p>Click the the row for Susan Jones in the <b>Emergency Contacts</b> grid.</p> <p><b>Emergency Contacts</b></p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Susan Jones</td> <td>Friend</td> <td>✓</td> </tr> </tbody> </table>	Contact Name	Relationship	Preferred	Susan Jones	Friend	✓
Contact Name	Relationship	Preferred					
Susan Jones	Friend	✓					
5.	<p>The <b>Emergency Contact</b> dialog page displays. This page lists your emergency contact's address and phone information. It also lists the contact's relation to you and whether the contact is your preferred emergency contact.</p> <p>If you have only one emergency contact listed, that contact is marked by default as your preferred contract. You must have one contact listed as your preferred contact.</p> <p>You can edit the information on this page. For this example, you will edit the phone information.</p>						

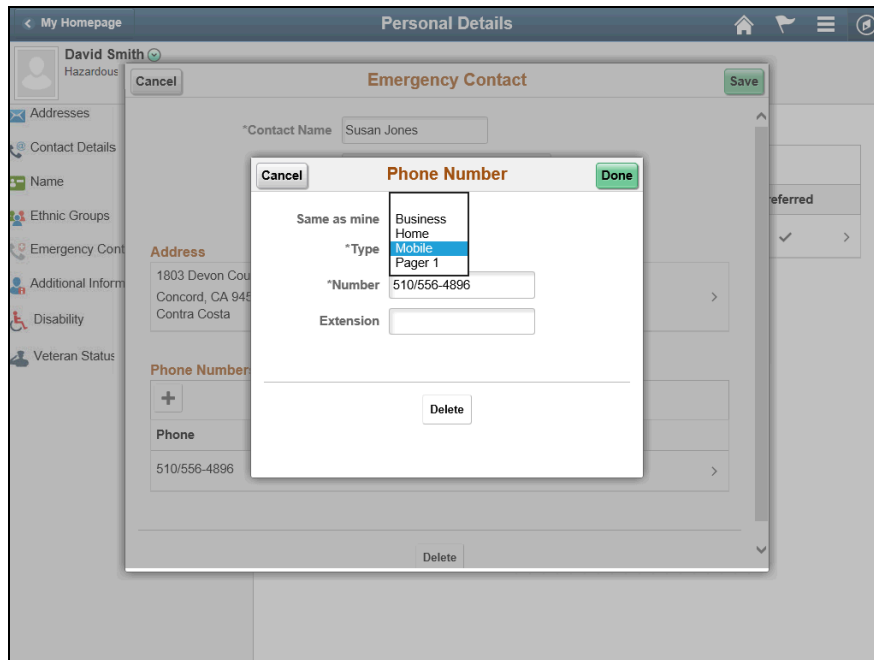
Step	Action
6.	<p>Click the row in the <b>Phone Number</b> grid for the phone number you want to edit. In this case, click the row for phone 510/556-4896.</p> <p>Note: you can use the Plus (<b>Add a New Phone Number</b> button) to add additional phones for this contact. For this example, you will not add additional phone numbers</p> 

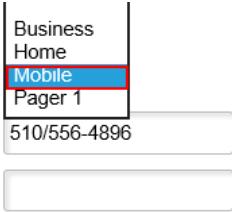


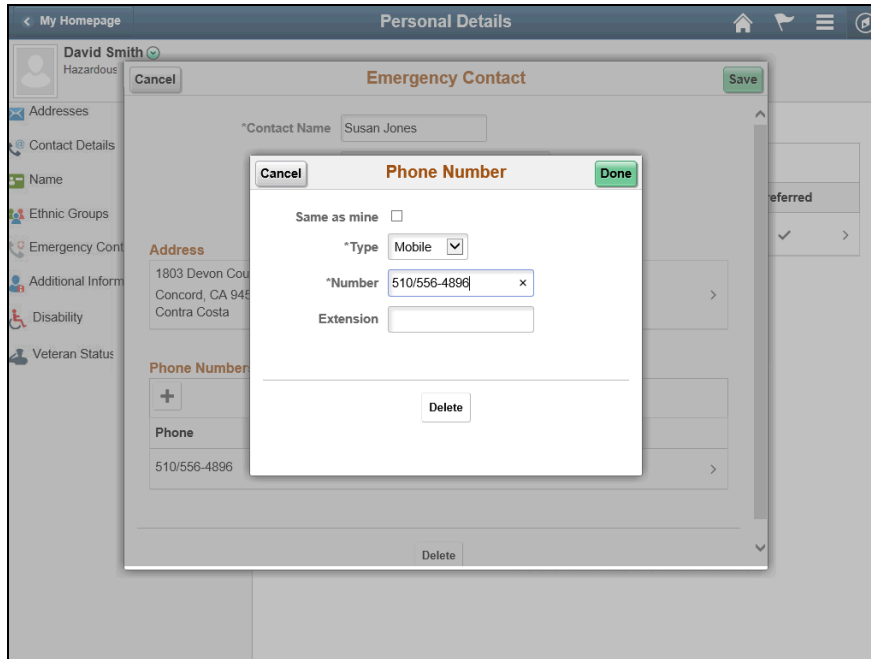
Step	Action
7.	<p>The <b>Phone Number</b> dialog page displays. Use this page to edit the contact's phone information.</p> <p>Use the <b>Same as mine</b> check box to indicate that the contact shares a phone with you. If you have a home and business number listed, you can select which will be associated with the contact.</p> <p>For this example, Susan does not share phone number with you.</p> <p>You will change the number listed to indicate that the new number is 925/558-5555 and that this is her Mobile phone.</p>

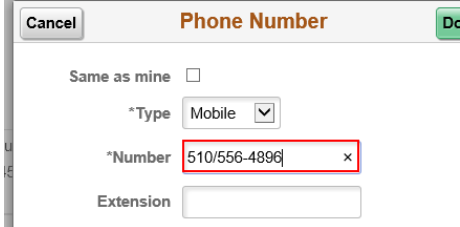
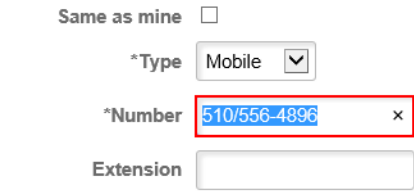
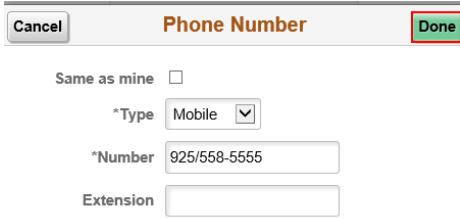


Step	Action
8.	Click the <b>Type</b> list. 



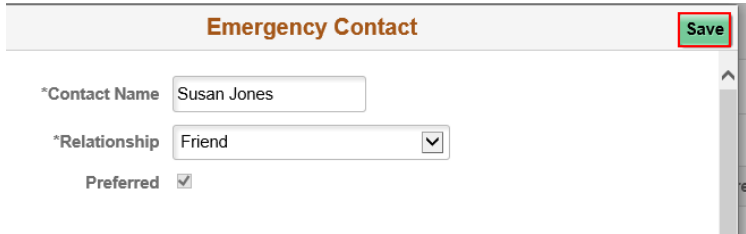
Step	Action
9.	Click the <b>Mobile</b> list item. 

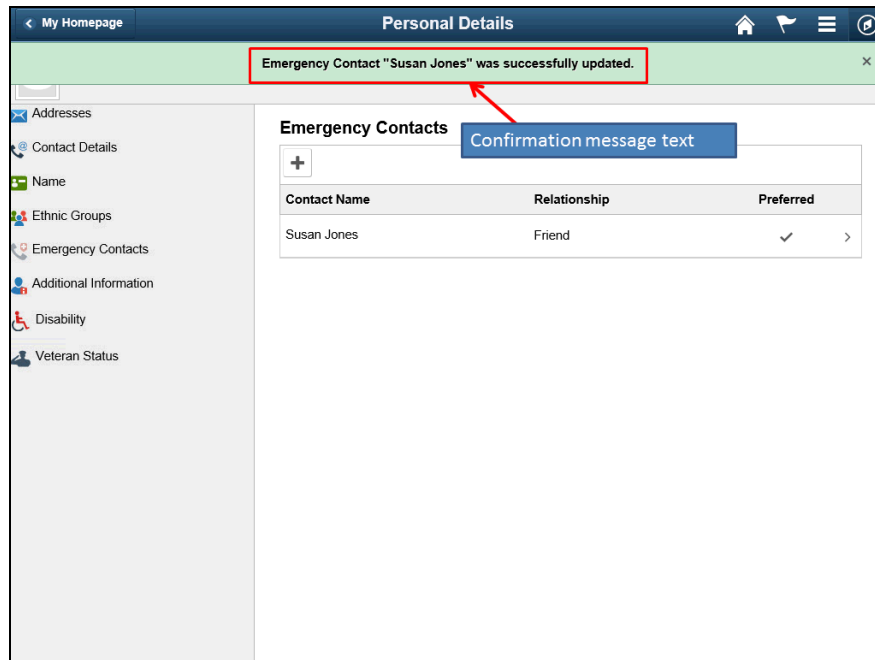



Step	Action
10.	Click in the <b>Number</b> field. 
11.	Enter the desired information into the <b>Number</b> field. Enter " <b>925/558-5555</b> ". 
12.	Click the <b>Done</b> button. 





Step	Action
13.	Click the <b>Save</b> button. 



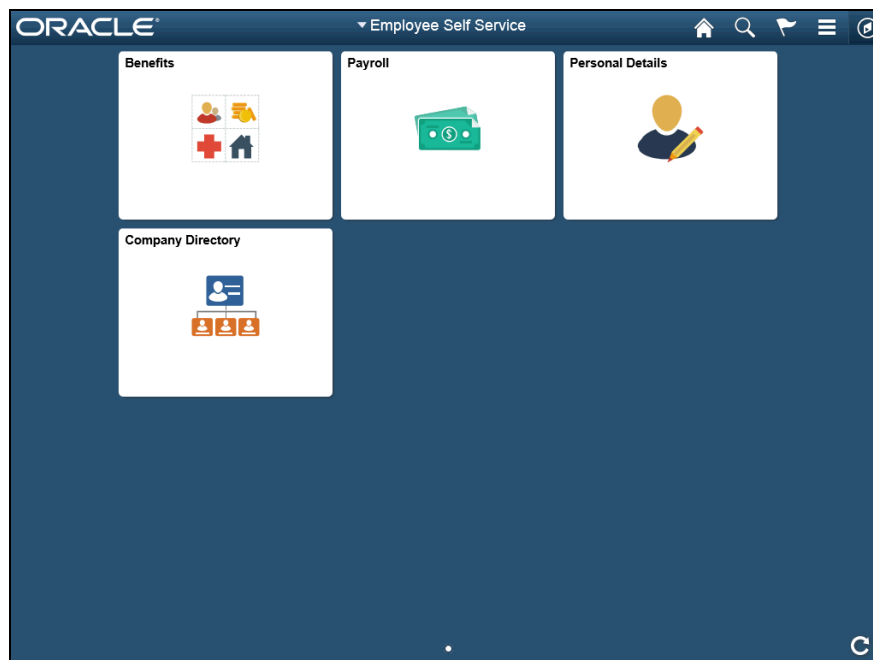
Step	Action
14.	The system displays a confirmation message indicating that the contact's information was successfully updated.
15.	Click the <b>My Homepage</b> button. 
16.	<b>End of Procedure.</b>

### Adding an Additional Emergency Contact

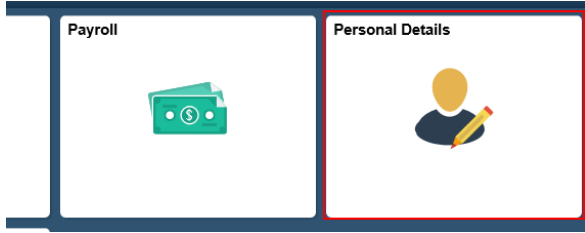
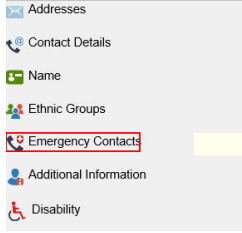
The basic steps to adding an emergency contact are:

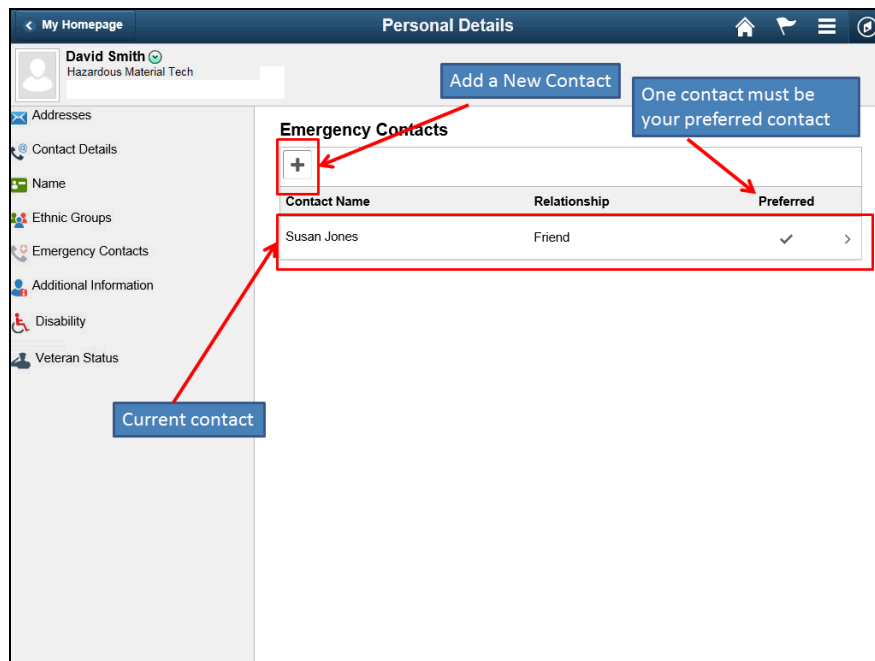
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Emergency Contacts** link in the **Actions** panel.
3. Click the **Add Emergency Contact** button (**Plus** sign) in the **Emergency Contacts** grid.
4. Enter the contact's name (first and last name) in the **Contact Name** field on the **Emergency Contact** dialog page.
5. Select a value in the Relationship field.
6. Select the Preferred checkbox (optional if another contact is the preferred contact)
7. Click the **Add Address** button.
8. Enter the contact's address information on the **Address** dialog page or select the **Same as mine** checkbox (and then click the **Done** button).
9. Click the **Done** button.
10. Click the **Add Phone Number** button on the **Emergency Contact** dialog page.
11. Select a value in the **Type** field on the **Phone Number** dialog page or select the **Same as mine** check box (and then click the **Done** button).
12. Enter the contact's phone number in the **Number** field.
13. Enter the extension, if any, in the **Extension** field.
14. Click the **Done** button
15. Click the **Save** button.

### Procedure



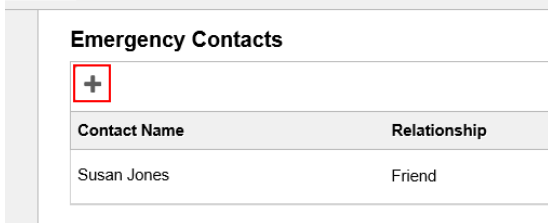


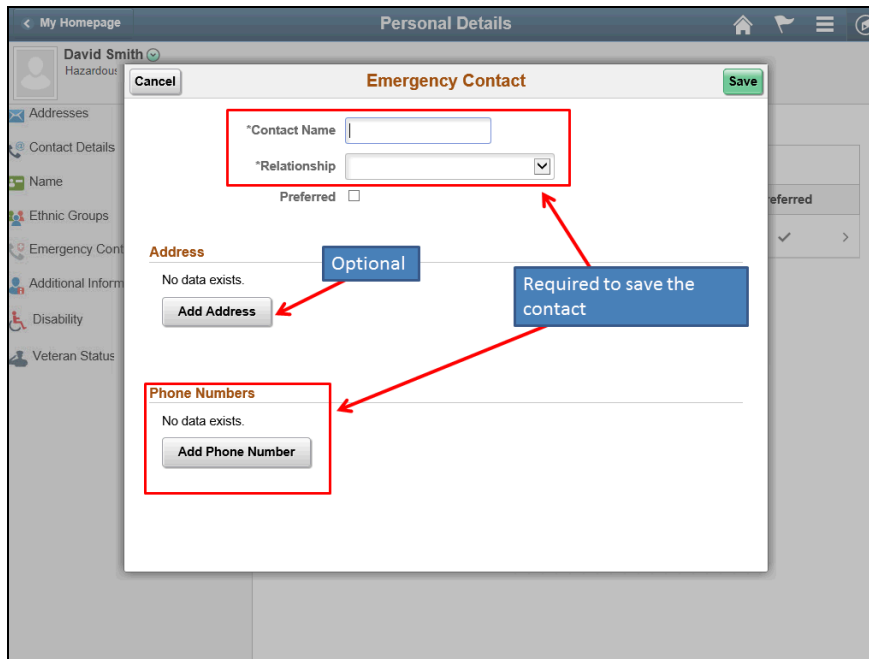
Step	Action
1.	Click the <b>Personal Details</b> button. 
2.	Click the <b>Emergency Contacts</b> link. 



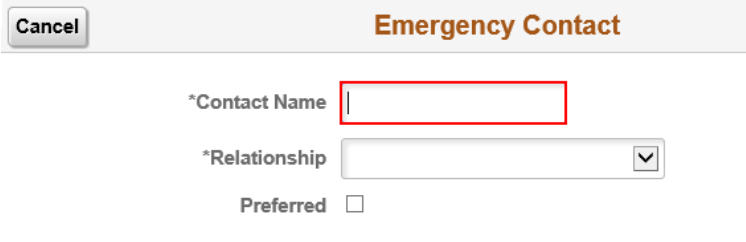
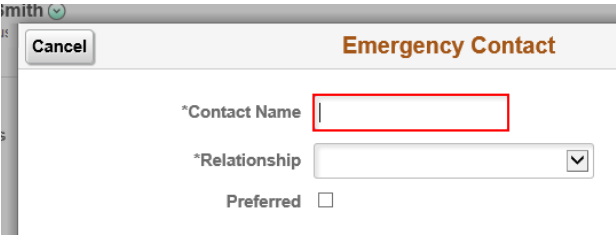
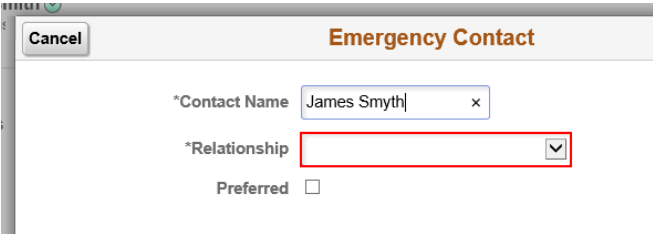
**Emergency Contacts**

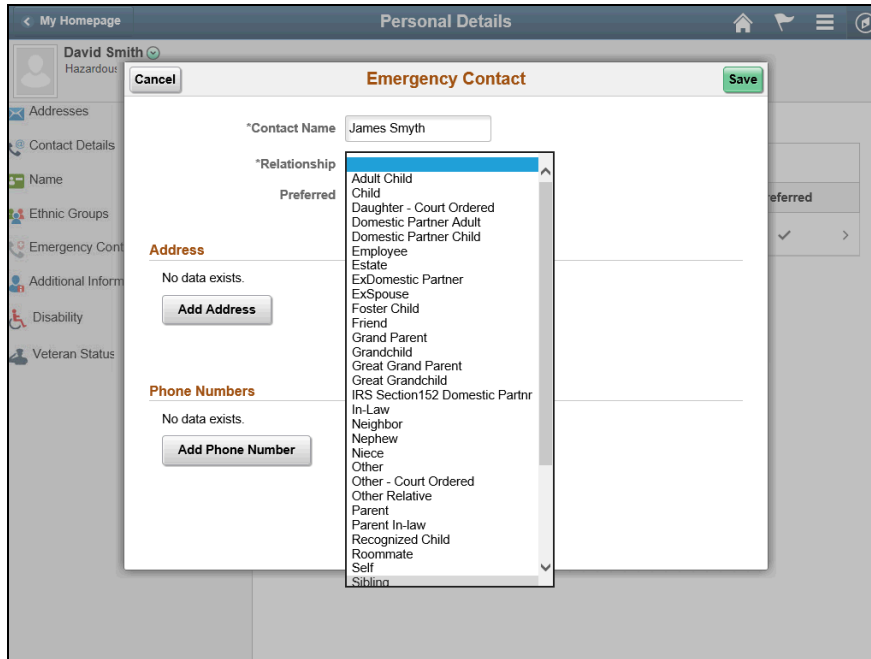
Contact Name	Relationship	Preferred
Susan Jones	Friend	✓


Step	Action
3.	<p>The <b>Information</b> panel displays your emergency contact information.</p> <p>Currently you have listed a single emergency contact, Susan Jones.</p> <p>For this example you will add an additional emergency contact, your brother James. James shares your home address and your home phone number.</p> <p>Use the <b>Plus (Add Emergency Contact</b> button) to add another contact.</p>
4.	<p>Click the <b>Add Emergency Contact</b> button.</p> 





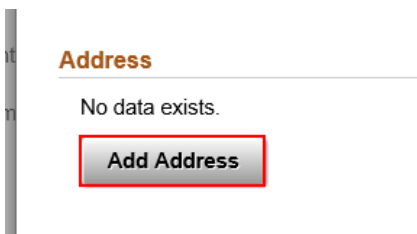
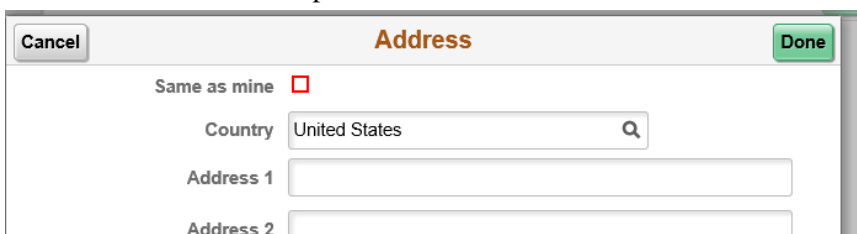
Step	Action
5.	<p>The <b>Emergency Contact</b> dialog page displays. Use this page to add information about your emergency contact.</p> <p>The <b>Contact Name</b> and <b>Relationship</b> fields are required. You must enter/select values in these fields.</p> <p>Address information is optional. Phone information is not optional. In order to save the contact, you must enter at least one phone number for the contact.</p> <p>For this example, you will add James Smyth, your brother as an emergency contact. James shares your home address and home phone number.</p>
6.	<p>Click in the <b>Contact Name</b> field.</p>  <p>The screenshot shows the 'Emergency Contact' dialog box with a 'Cancel' button on the left. The title bar says 'Emergency Contact'. There are three main fields: '*Contact Name' with a red box around the input field, '*Relationship' with a dropdown arrow, and 'Preferred' with an unchecked checkbox.</p>
7.	<p>Enter the desired information into the <b>Contact Name</b> field. Enter "<b>James Smyth</b>".</p>  <p>The screenshot shows the 'Emergency Contact' dialog box. The '*Contact Name' field now contains the text 'James Smyth' and is highlighted with a red box. The '*Relationship' dropdown and 'Preferred' checkbox are still visible.</p>
8.	<p>Click the <b>Relationship</b> list.</p>  <p>The screenshot shows the 'Emergency Contact' dialog box. The '*Contact Name' field contains 'James Smyth'. The '*Relationship' dropdown menu is highlighted with a red box, indicating it is the next step to click.</p>

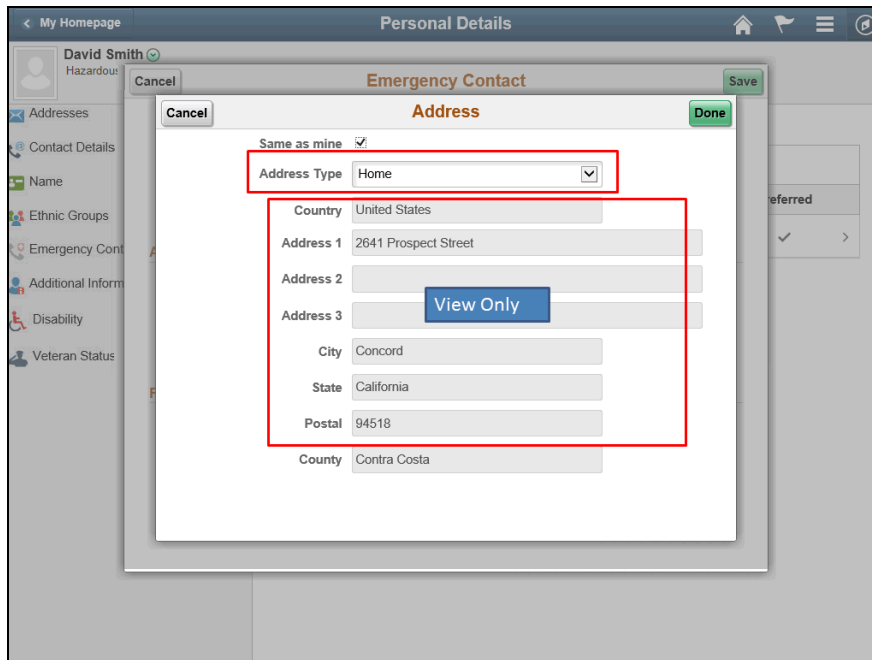


Step	Action
9.	<p>Click the <b>Sibling</b> list item.</p> 





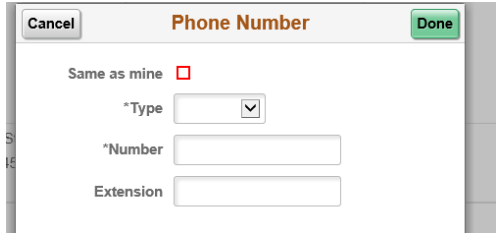
Step	Action
10.	Note, one contact must be marked as preferred contact. Currently, Susan Jones is your preferred contact.  For this example, you will leave her as your preferred contact. You can have only one preferred contact.

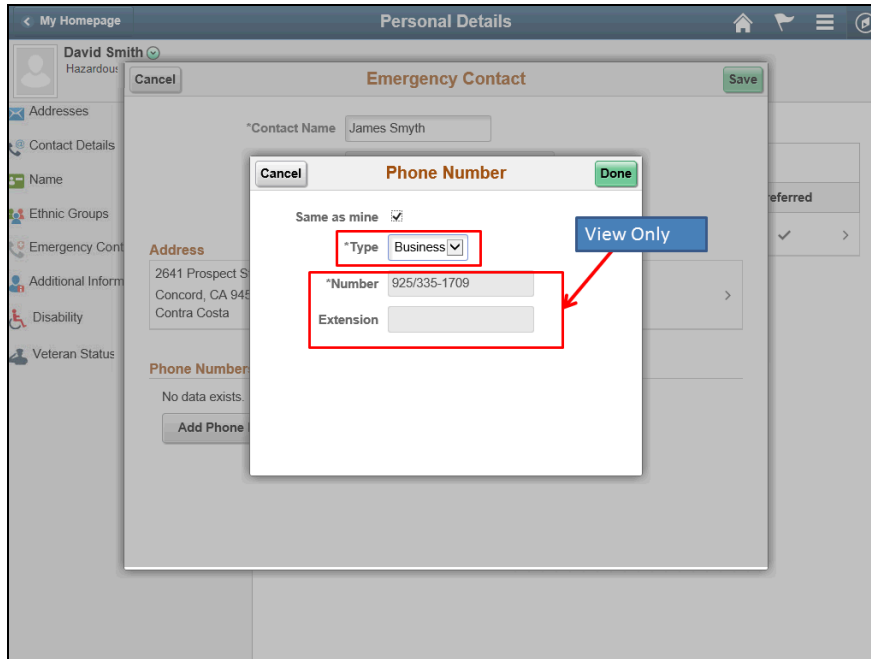
Step	Action
11.	<p>Click the <b>Add Address</b> button.</p> 
12.	<p>Your new contact shares your home address.</p> <p>Click the <b>Same as mine</b> option.</p> 

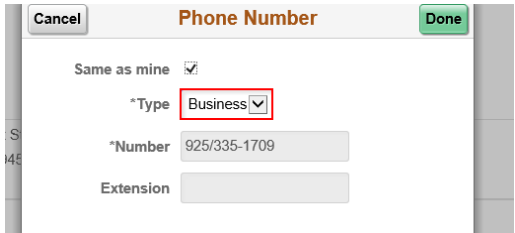


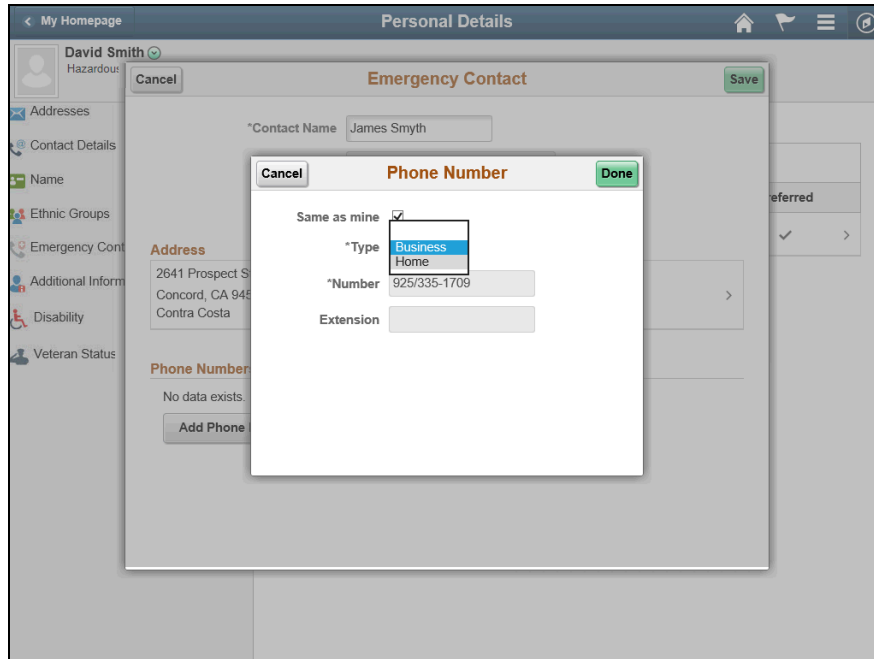




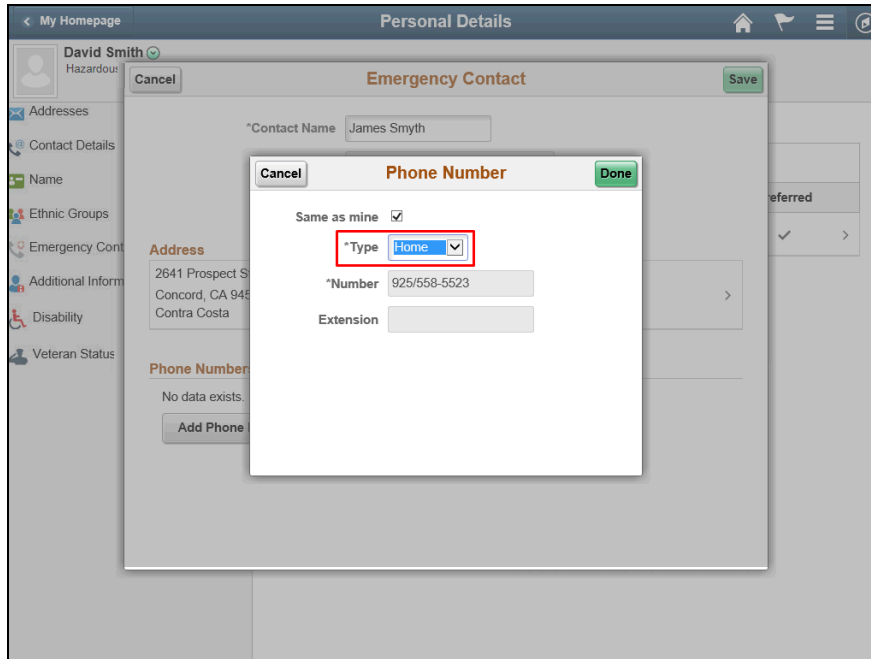
Step	Action
13.	<p>Notice the system populated the fields on the <b>Address</b> page with your home address information.</p> <p>If you want to list the contact with your mailing address, you can use the <b>Address Type</b> field to select your mailing address. The other address fields are presented in view only mode. You cannot edit the values in these fields.</p> <p>If you deselect the <b>Same as mine</b> check box, the system will clear the address information and you will be able to enter the contact's address information. The <b>Address Type</b> field will not display.</p>
14.	<p>Click the <b>Done</b> button.</p>  <p>The screenshot shows a dialog box titled "Emergency Contact" with a sub-tab "Address". It contains a "Cancel" button on the left and a "Done" button on the right. Below the buttons, there is a "Same as mine" checkbox which is checked. Underneath, there is an "Address Type" dropdown menu set to "Home", a "Country" dropdown menu set to "United States", and an "Address 1" text field containing "2641 Prospect Street".</p>
15.	<p>Next you will add phone information for the contact. The contact shares your home phone.</p> <p>Phone information is required in order to save the contact.</p> <p>Click the <b>Add Phone Number</b> button.</p>  <p>The screenshot shows a section titled "Phone Numbers" with the text "No data exists." below it. A button labeled "Add Phone Number" is highlighted with a red box. A red arrow points from above to the top-right corner of this box.</p>
16.	<p>Click the <b>Same as mine</b> option.</p>  <p>The screenshot shows a dialog box titled "Phone Number" with "Cancel" and "Done" buttons. Below the buttons, there is a "Same as mine" checkbox which is highlighted with a red box. Underneath, there is a "*Type" dropdown menu, a "*Number" text field, and an "Extension" text field.</p>



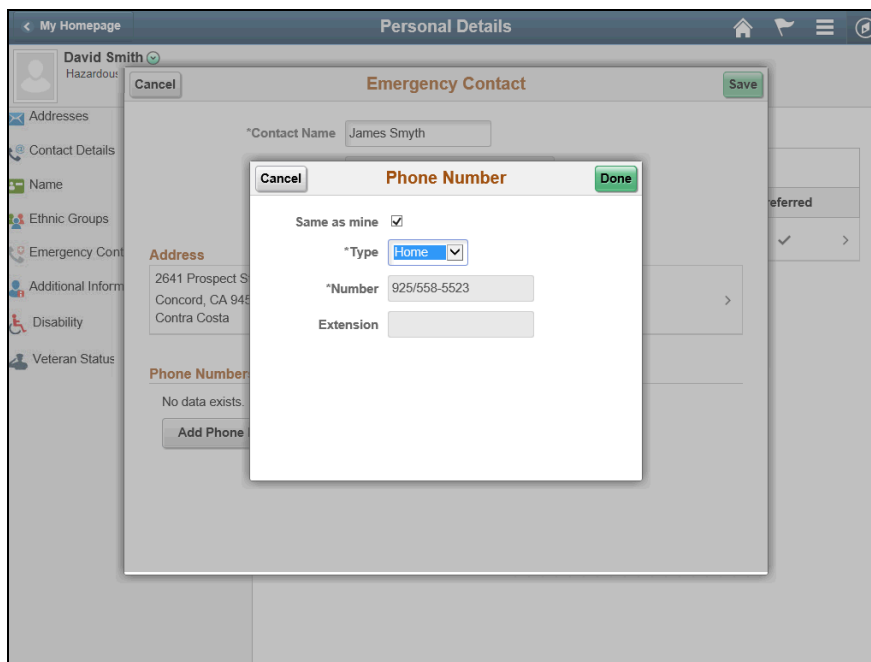
Step	Action
17.	<p>Notice the system populated the fields on the <b>Phone Number</b> page with your Business phone information.</p> <p>If you want to list the contact with your home phone, you can use the <b>Type</b> field to select your home phone. The other address fields are presented in view only mode. You cannot edit the values in these fields.</p> <p>For this example, young will change the phone information from your business to your home phone.</p> <p>If you deselect the <b>Same as mine</b> check box, the system will clear the phone information and you will be able to enter the contact's phone information. The <b>Type</b> field will display.</p>
18.	<p>Click the <b>Type</b> list.</p> 



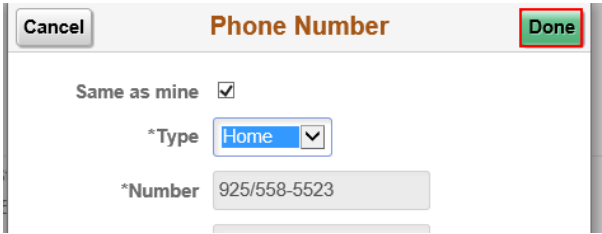
Step	Action
19.	Click the <b>Home</b> list item.  Same as mine <input checked="" type="checkbox"/> *Type <b>Business</b> <b>Home</b> *Number 925/335-1709 Extension

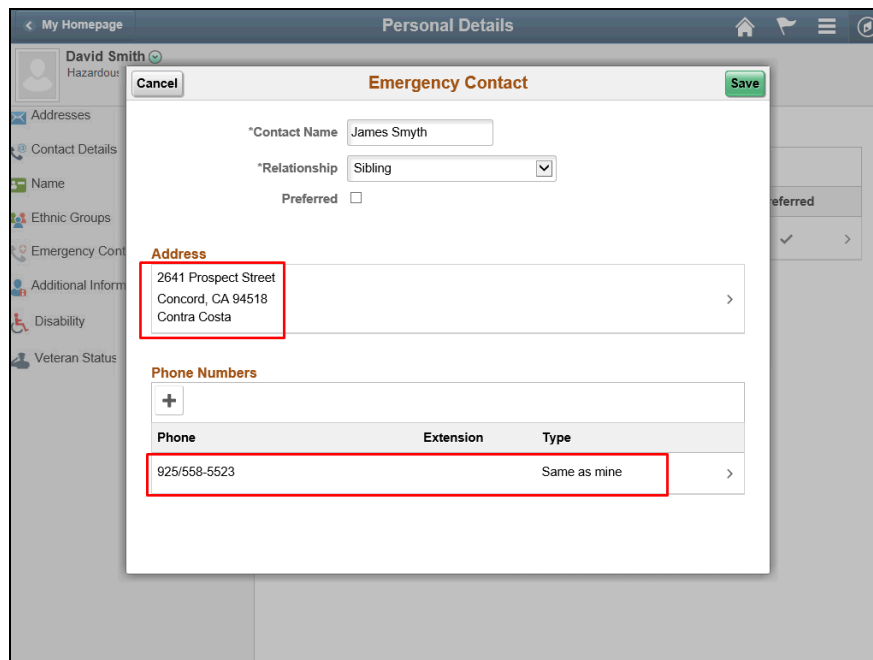


Step	Action
20.	Notice, the <b>Phone Number</b> page now displays your home phone number. You cannot edit this information on this page.

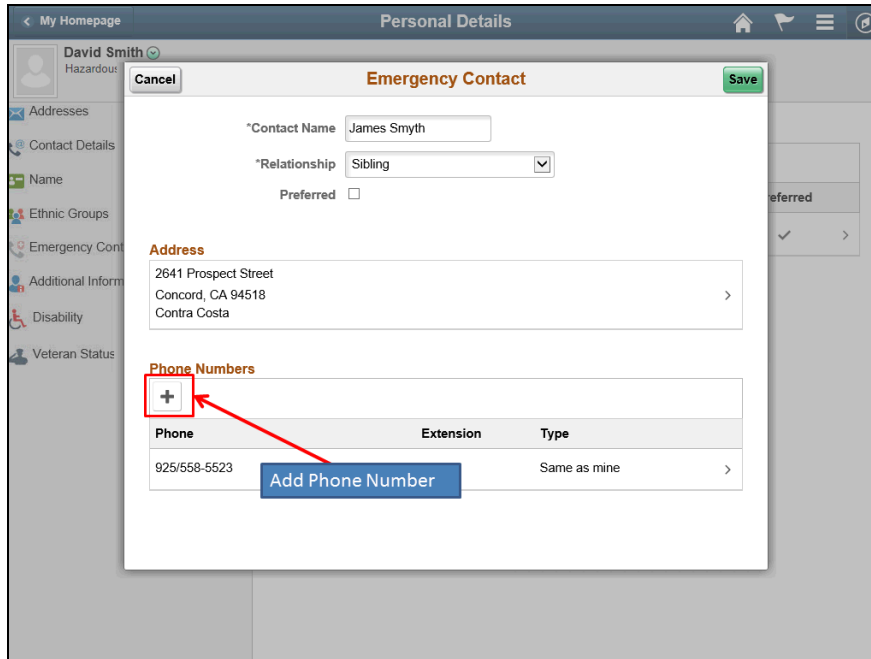




Step	Action
21.	Click the <b>Done</b> button. 



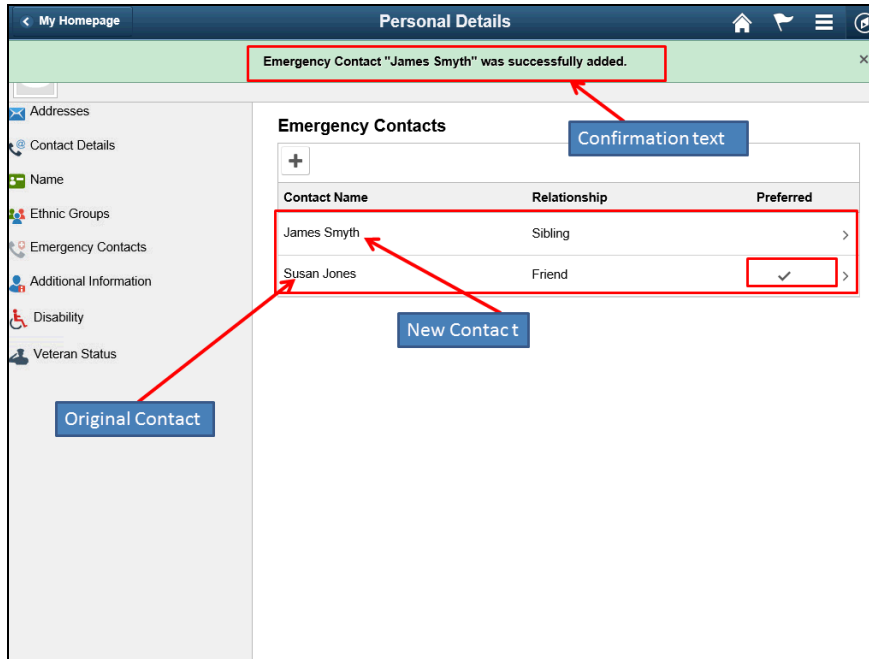
Step	Action
22.	The <b>Emergency Contact Page</b> now displays the contact information you just entered for the contact.

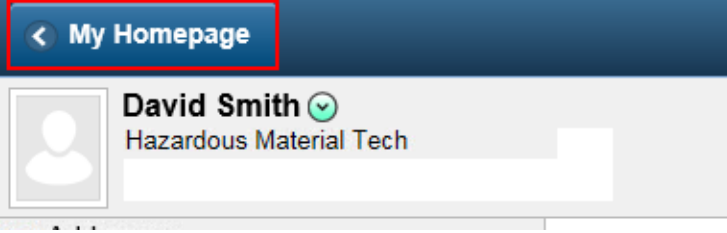


Step	Action
23.	<p>You can use the <b>Add a Phone Number</b> button to add another phone number for the contact. You can store up to 5 phone numbers for a contact:</p> <ul style="list-style-type: none"> <li>-- Same as mine</li> <li>-- Home</li> <li>-- Business</li> <li>-- Mobile</li> <li>-- Pager 1</li> </ul> <p>For this example you will not add additional phone numbers.</p>



Step	Action
24.	<p>Click on the address information and/or one of the listed phone numbers to edit and/or delete the information. If only one phone is listed, you cannot delete it.</p> <p>For this example you will not edit/delete the address or phone information.</p>
25.	<p>Click the <b>Save</b> button.</p>



Step	Action
26.	<p>The <b>Information</b> panel now displays a confirmation message indicating that you have successfully added an emergency contact.</p> <p>You now have two contacts, James Smyth and Susan Jones. Susan remains your preferred contact.</p>
27.	<p>Click the <b>My Homepage</b> button.</p> 
28.	<p><b>End of Procedure.</b></p>

### Deleting Emergency Contact Information

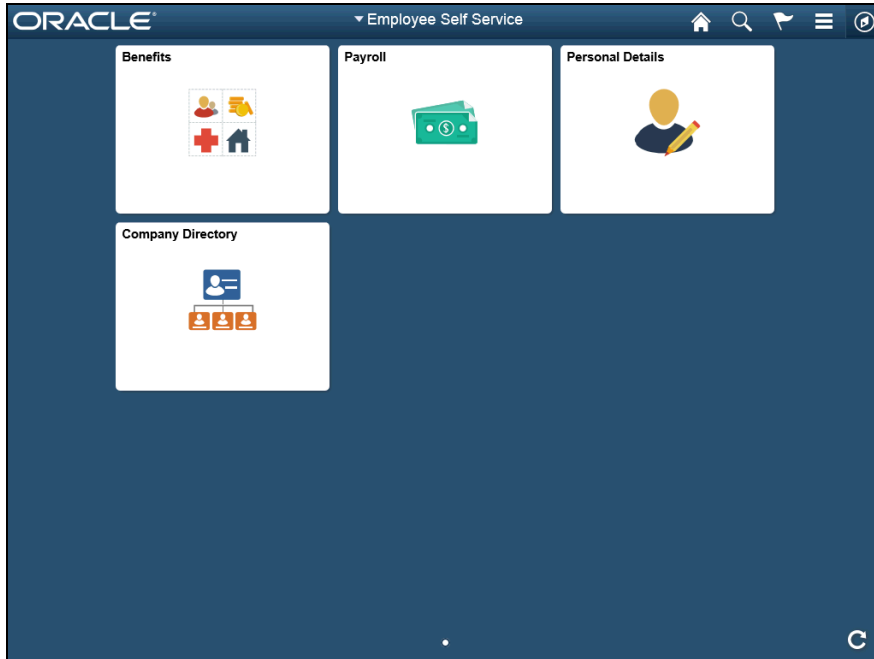
The basic steps to deleting an emergency contact are:

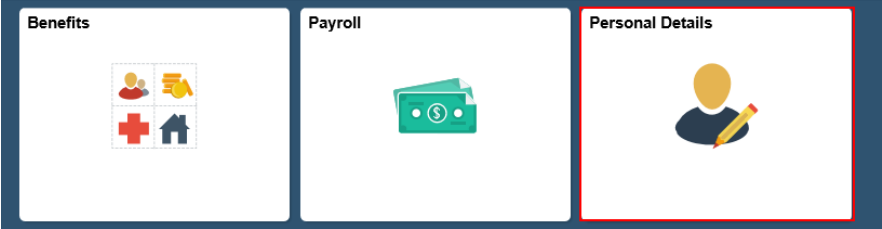
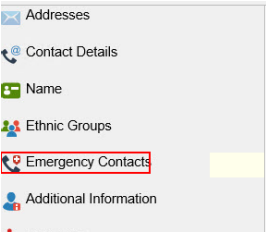
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Emergency Contacts** link in the **Actions** panel.
3. Click on the row on the **Emergency Contacts** grid for the contact you want to delete.
4. Click the **Delete** button on the **Emergency Contact** dialog page.
5. Click the **Yes** button on the **Delete Confirmation** page.

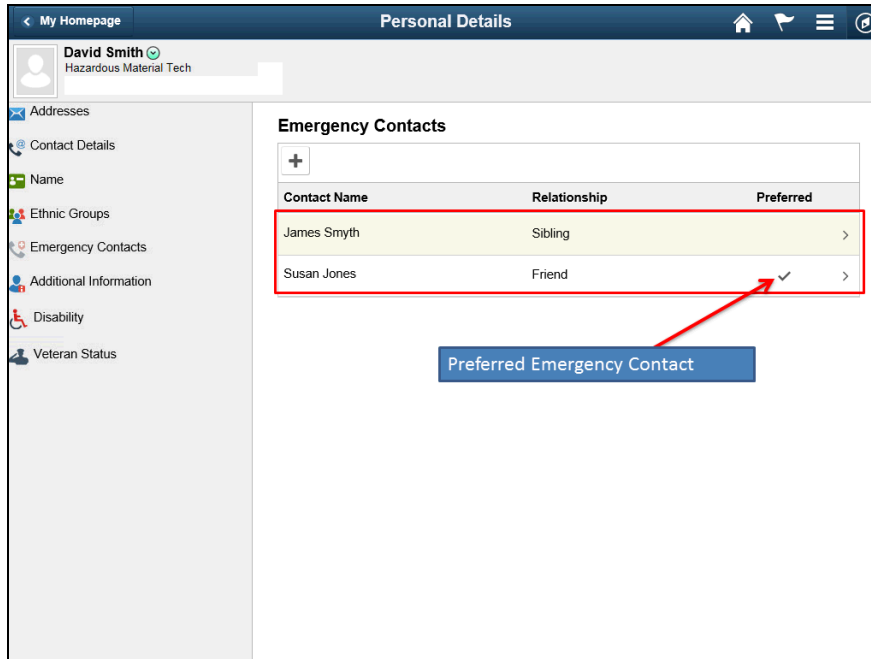




Procedure



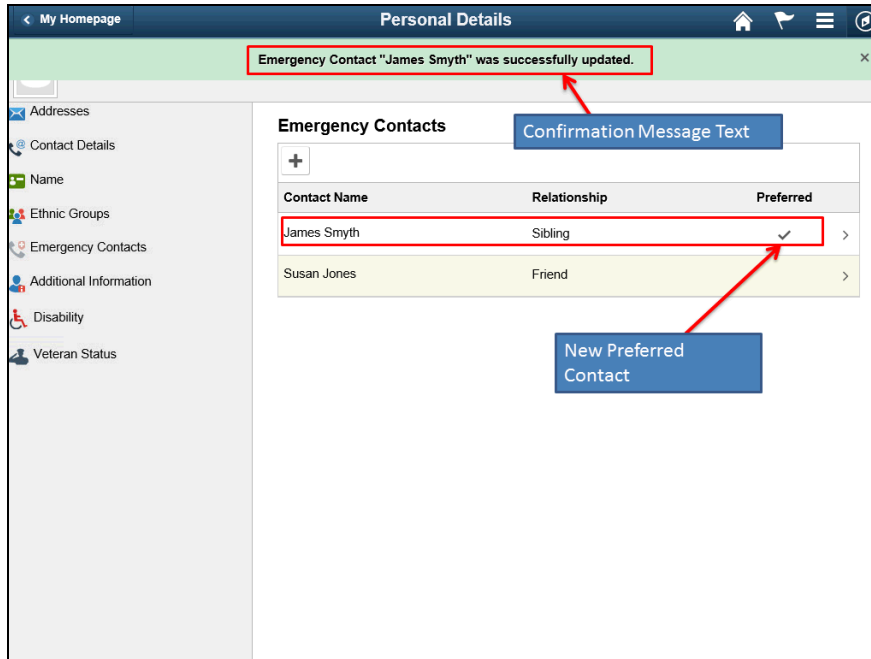
Step	Action
1.	<p>Click the <b>Personal Details</b> button.</p> 
2.	<p>Click the <b>Emergency Contacts</b> link.</p> 



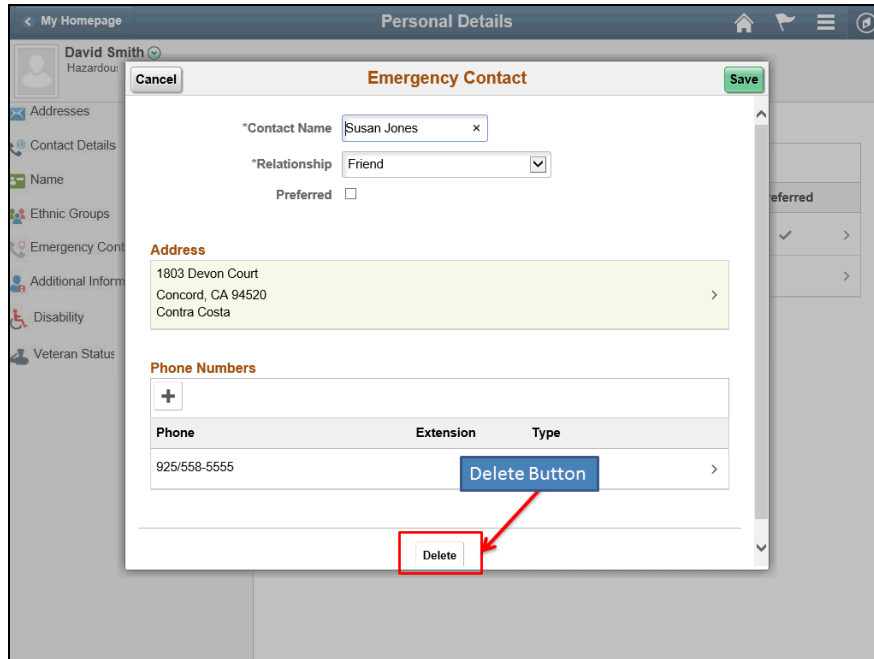
Step	Action									
3.	<p>The <b>Information</b> panel displays your <b>Emergency Contact</b> information.</p> <p>You currently have two contacts: James Smyth and Susan Jones. Susan is designated as your <b>Preferred</b> contact.</p> <p>For this example, you will delete Susan as an emergency contact. Prior to doing so, you will make James your <b>Preferred</b> contact.</p>									
4.	<p>Click the row for <b>James Smyth</b> in the Emergency Contacts grid.</p> <p><b>Emergency Contacts</b></p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>James Smyth</td> <td>Sibling</td> <td></td> </tr> <tr> <td>Susan Jones</td> <td>Friend</td> <td>✓</td> </tr> </tbody> </table>	Contact Name	Relationship	Preferred	James Smyth	Sibling		Susan Jones	Friend	✓
Contact Name	Relationship	Preferred								
James Smyth	Sibling									
Susan Jones	Friend	✓								

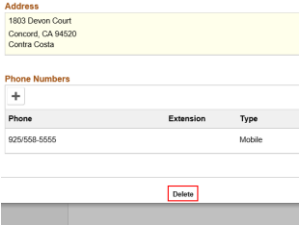
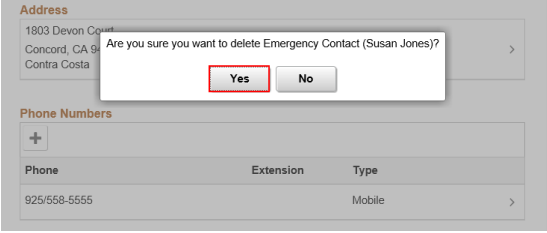


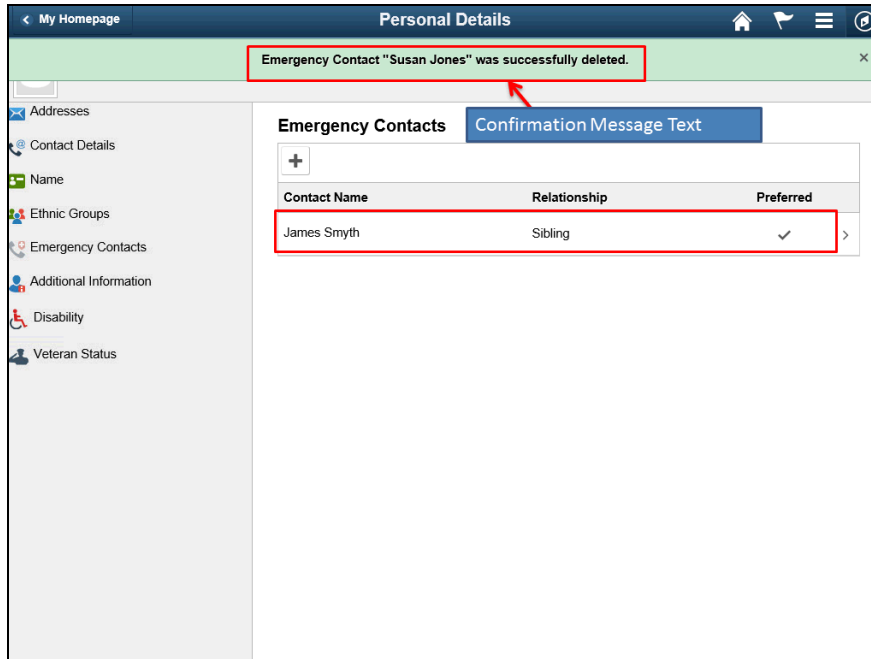
Step	Action
5.	<p>The <b>Emergency Contact</b> dialog page displays with information for James Smyth.</p> <p>Currently James is not your preferred contact. For this example you will mark him as your preferred contact. When you do so, the system will automatically deselect the <b>Preferred</b> check box for Susan Jones--your current preferred contact.</p> <p>You can designate only one contact as your preferred contact. If you have multiple contacts, one must be marked as <b>Preferred</b>.</p>
6.	<p>Click the <b>Preferred</b> option.</p>
7.	<p>Click the <b>Save</b> button.</p>

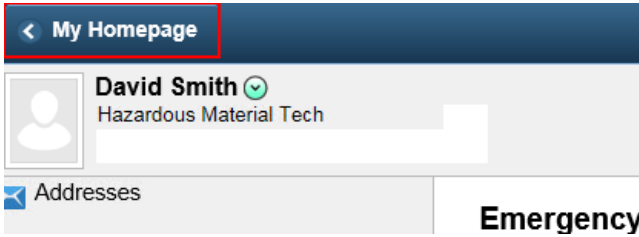


Step	Action			
8.	<p>Notice the system displays a confirmation message indicating that you successfully updated James Smyth.</p> <p>Also notice that James, not Susan Jones, is now your preferred contact.</p> <p>Next, you will delete Susan Jones as an emergency contact.</p>			
9.	<p>Click the row for <b>Susan Jones</b> in the <b>Emergency Contacts</b> grid.</p> <table border="1" data-bbox="344 1220 1252 1293"> <tr> <td>Susan Jones</td> <td>Friend</td> <td>&gt;</td> </tr> </table>	Susan Jones	Friend	>
Susan Jones	Friend	>		



Step	Action
10.	The <b>Emergency Contact</b> dialog page displays with information for Susan Jones. Use the <b>Delete</b> button to delete Susan as a contact.
11.	Click the <b>Delete</b> button. 
12.	Click the <b>Yes</b> button. 



Step	Action
13.	<p>Notice, the system displays a confirmation message indicating that Susan Jones has been successfully deleted as an emergency contact.</p> <p>The <b>Emergency Contacts</b> grid now lists a single contact, James Smyth. James is marked as your <b>Preferred</b> contact.</p>
14.	<p>Click the <b>My Homepage</b> button.</p>  <p>The screenshot shows the 'My Homepage' button highlighted with a red box. Below it is the user profile for David Smith, Hazardous Material Tech, with a 'My Homepage' button. The 'Emergency' section is also visible.</p>
15.	<p><b>End of Procedure.</b></p>

## Maintaining Ethnicity Self-Identifications

### Maintaining Ethnicity Self-Identifications

The Employee Self Service feature of PeopleSoft 9.2 allows you to review and update your ethnicity self-identification information that are stored in the system.

The steps involved in managing your ethnicity self-identification information are covered in a three topics in this lesson:

- Entering an Ethnicity Self-Identification
- Editing an Ethnicity Self-Identification



- Deleting an Ethnicity Self-Identification

This topic is available for play-back through the UPK player in

- See-It! Mode—allows you to attach a “video” demonstration of the topic
- Try-It! Mode—allows you to use your mouse and keyboard to complete transactions in a simulated environment

Both See-It! And Try-It! provide guided instructions and explanations of important features of PeopleSoft transactions. The full text of the instructions and explanations included in the UPK Payer are also available in two printed documents—a Training Guide and a Job Aid.

Here are some key points to keep in mind about maintaining your ethnicity self-identification information:

- Ethnicity information may not exist for you in the system
- Providing this information is voluntary
- You can self-identify with multiple ethnic groups
- One Ethnic self-identification must be marked as your primary self-identification
- The first group you enter is automatically marked as your primary self dedication
- You cannot self-identify as Hispanic/Latino and White or as Hispanic/Latino and Black

## Entering an Ethnic Group Self- Identification

### Entering an Ethnicity Self-Identification

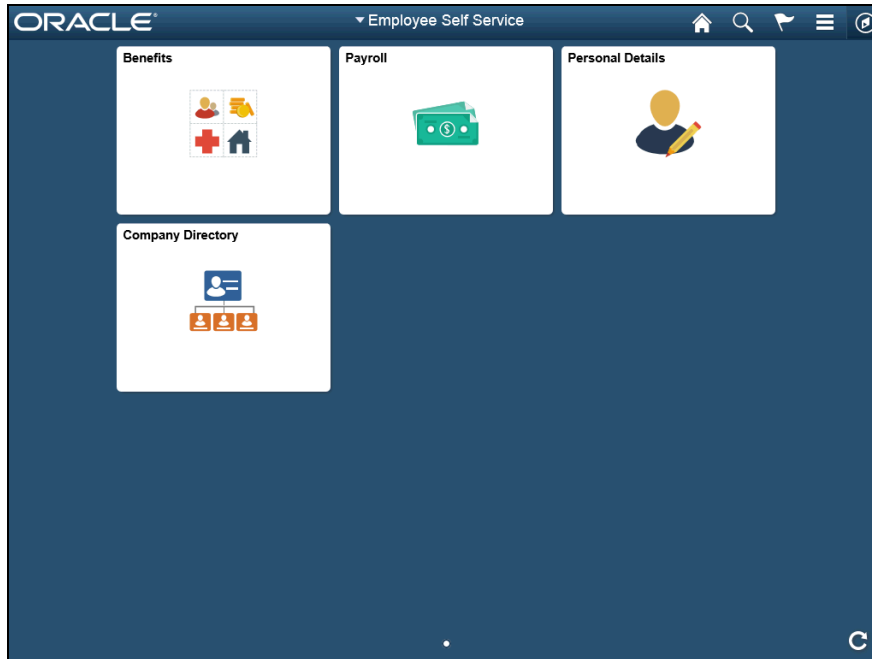
The basic steps to entering/adding an ethnicity self-identification are,

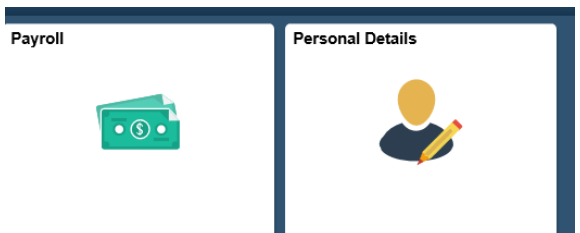
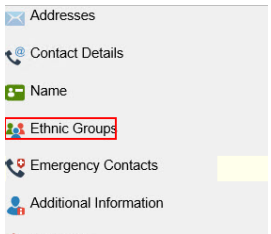
1. Navigate to the **Ethnic Groups** page
2. Click the **Add an Ethnic Group** button
3. Select a value from the **Description** field drop down list
4. Click the **Save** button on the **Ethnic Groups** page
5. The **Save Confirmation** page displays
6. Click the **OK** button

### Procedure

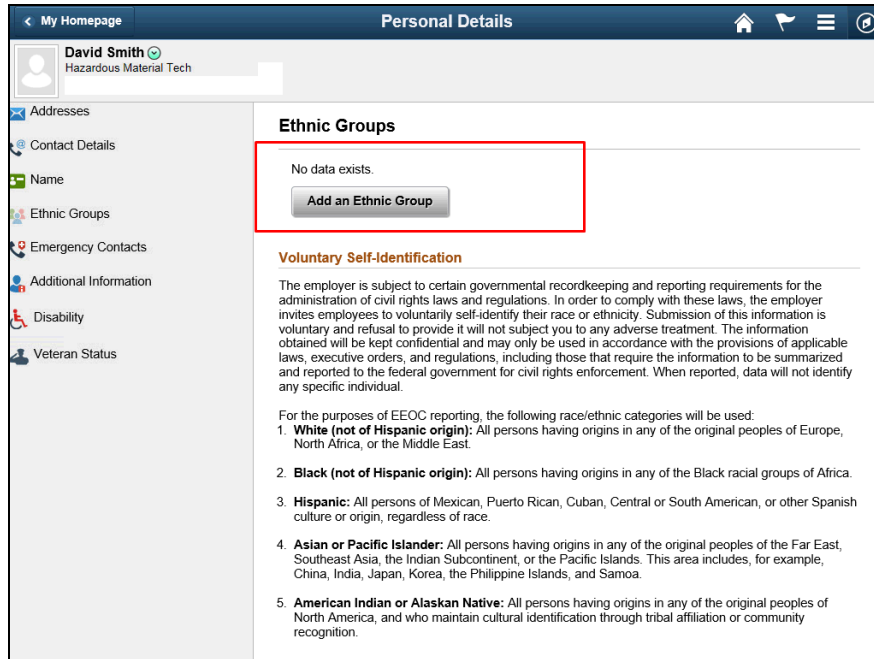
# Training Guide

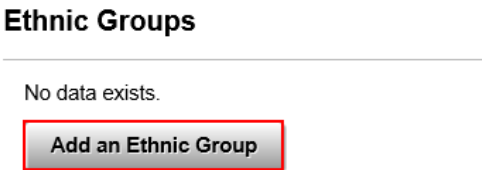
## Employee Self Service--eProfile

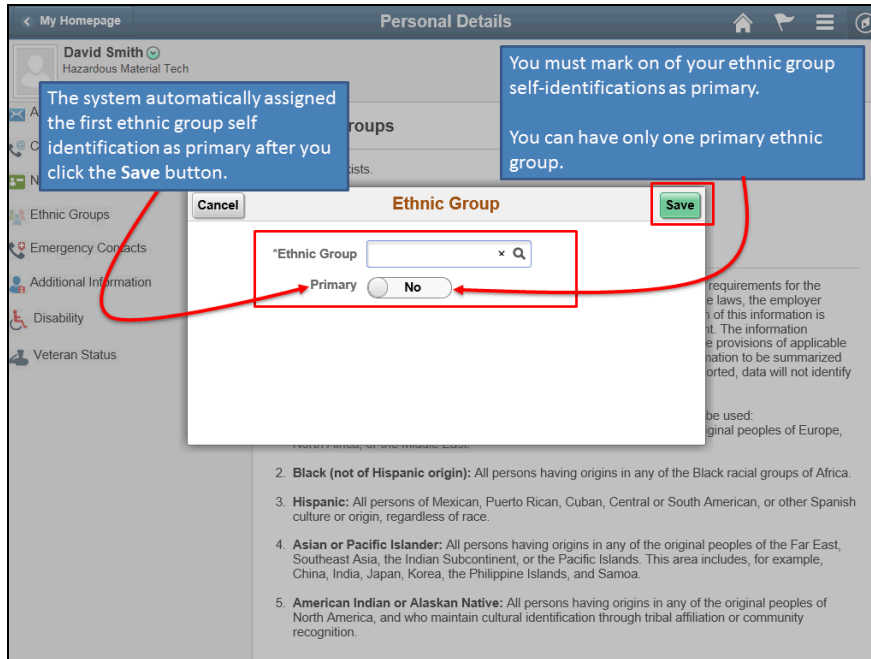


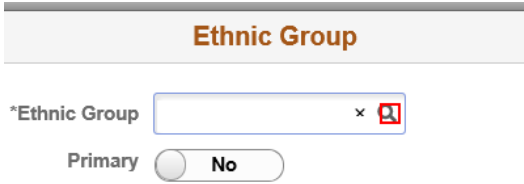
Step	Action
1.	<p>Click the <b>Personal Details</b> button.</p> 
2.	<p>Click the <b>Ethnic Groups</b> link.</p> 



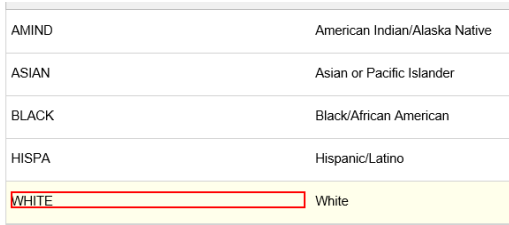
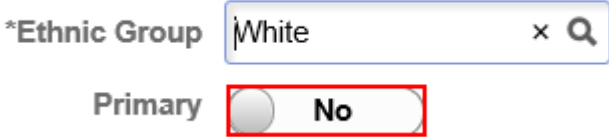



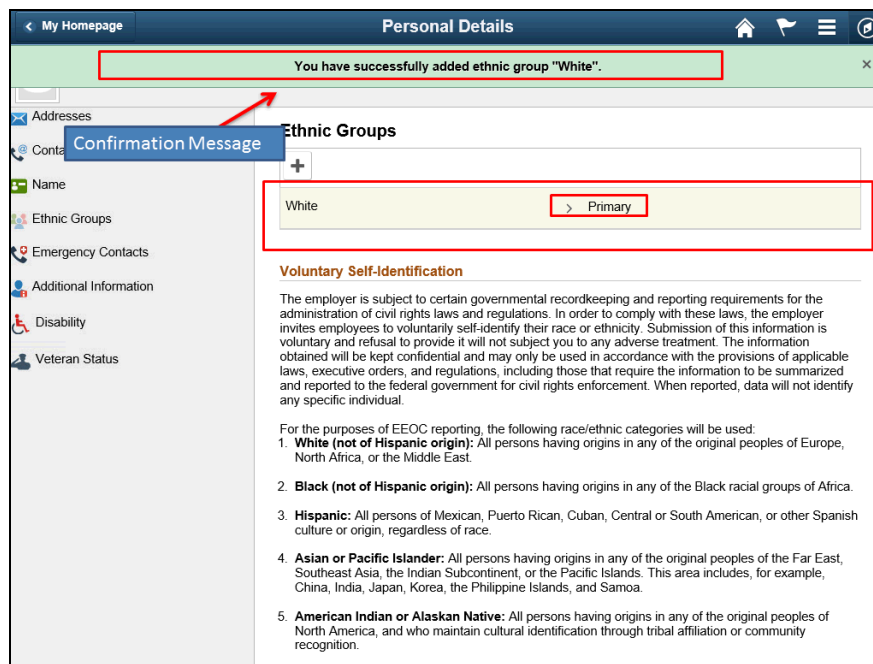
Step	Action
3.	<p>The <b>Ethnic Groups</b> page displays. The <b>Ethnic Groups</b> grid displays the ethnic group that you self identified as.</p> <p>You can use this page to add an ethnic group self-identification.</p> <p>For this example, have no ethnic group self-identifications in the system.</p> <p>Use the <b>Add an Ethnic Group</b> button to add a self identification.</p> <p>For this example, you will attempt to add two self-identifications--one as White and the other as Hispanic/Latino.</p>
4.	<p>Click the <b>Add an Ethnic Group</b> button.</p> 



Step	Action
5.	<p>The <b>Ethnic Group</b> dialog page displays. Use the lookup button for the <b>Ethnic Group</b> field to select an ethnic group.</p> <p>Use the <b>Ethnic Group</b> field to select an Ethnic Group. Use the <b>Primary</b> option slider to mark an Ethnic Group as your primary ethnic group.</p> <p>One group must be marked as primary. The system automatically assigns the first ethnic group you enter as Primary on <b>Save</b>. You can also select this option manually. If you have self-identified with multiple ethnic groups and you delete a primary ethnic group, the system automatically marks one of the remaining self-identifications as primary.</p> <p>For this example, you will select White and indicate that this is your primary group.</p>
6.	<p>Click the <b>Look up Ethnic Group</b> button.</p> 



Step	Action
7.	<p>Click the <b>WHITE</b> object.</p> 
8.	<p>Click the <b>Primary</b> option.</p> 
9.	<p>Click the <b>Save</b> button.</p> 



**Confirmation Message**

You have successfully added ethnic group "White".

**Ethnic Groups**



White  Primary

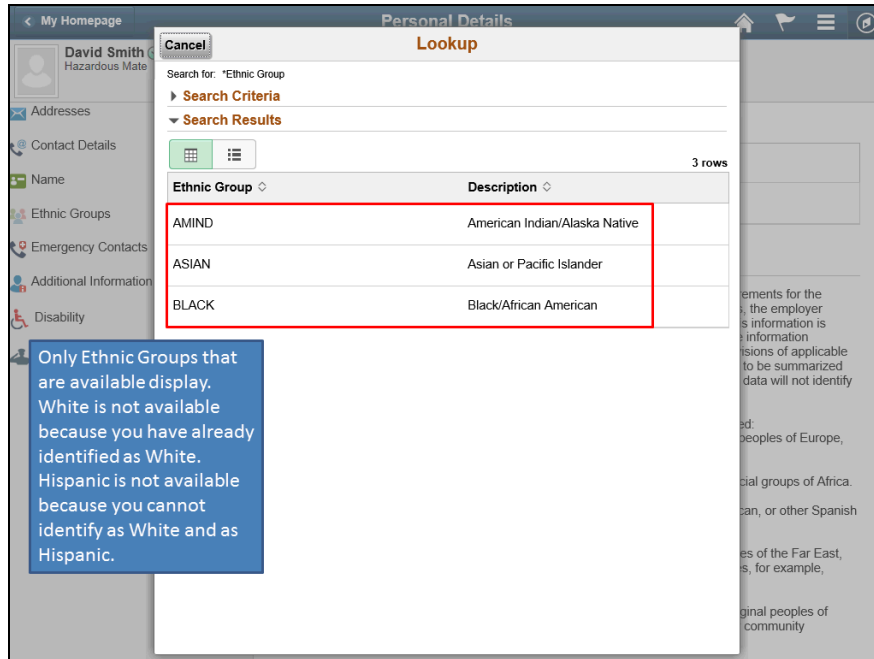
**Voluntary Self-Identification**


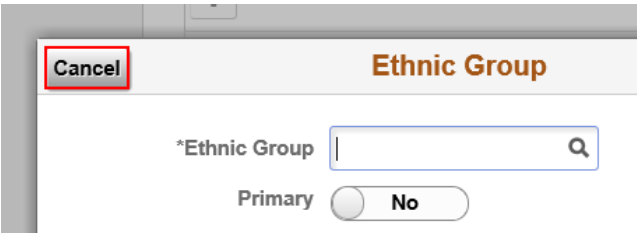
The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.


For the purposes of EEOC reporting, the following race/ethnic categories will be used:

- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Step	Action
10.	<p>The <b>Ethnic Groups</b> page displays.</p> <p>A confirmation message displays indicating that you have successfully added an ethnic group self identification.</p> <p>The <b>Ethnic Groups</b> grid now has one row:</p> <p>-- White</p> <p>This group is marked as your primary group.</p> <p>Next, you will attempt to add a second self-identification as Hispanic/Latino.</p>
11.	<p>Click the <b>Add an Ethnic Group</b> button.</p> <div data-bbox="358 743 1154 940"> <p><b>Ethnic Groups</b></p>  </div>
12.	<p>Click the <b>Look up Ethnic Group</b> button.</p> <div data-bbox="342 1020 1089 1203">  </div>



Step	Action
13.	<p>Notice, Hispanic/Latino is not listed among the Ethnic Groups.</p> <p>If you have self-identified as White you can not also identify as Hispanic/Latino. In like manner if you have self-identified as Black you cannot also self-identify as Hispanic/Latino.</p> <p>If you have self-identified as Hispanic/Latino, you cannot add a self-identification as White or Black.</p>
14.	<p>Click the <b>Cancel</b> button.</p> 
15.	<p>Click the <b>Cancel</b> button.</p> 

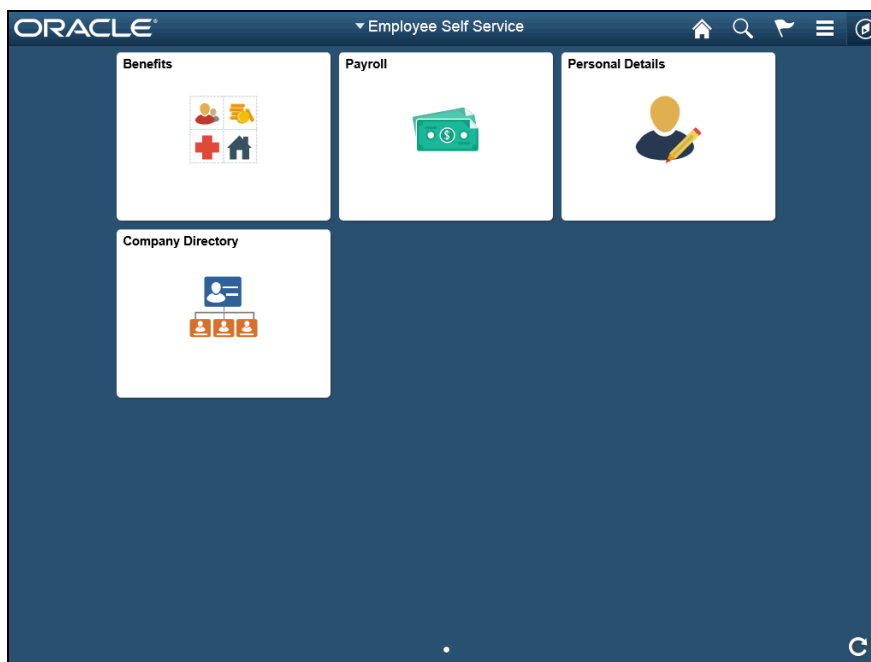
Step	Action
16.	<p>Click the <b>My Homepage</b> button.</p> 
17.	<p><b>End of Procedure.</b></p>

### Editing an Existing Ethnic Group Self-Identification

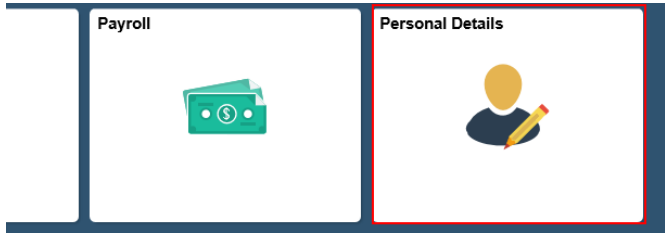
The basic steps to editing an existing ethnic group self-identification are:

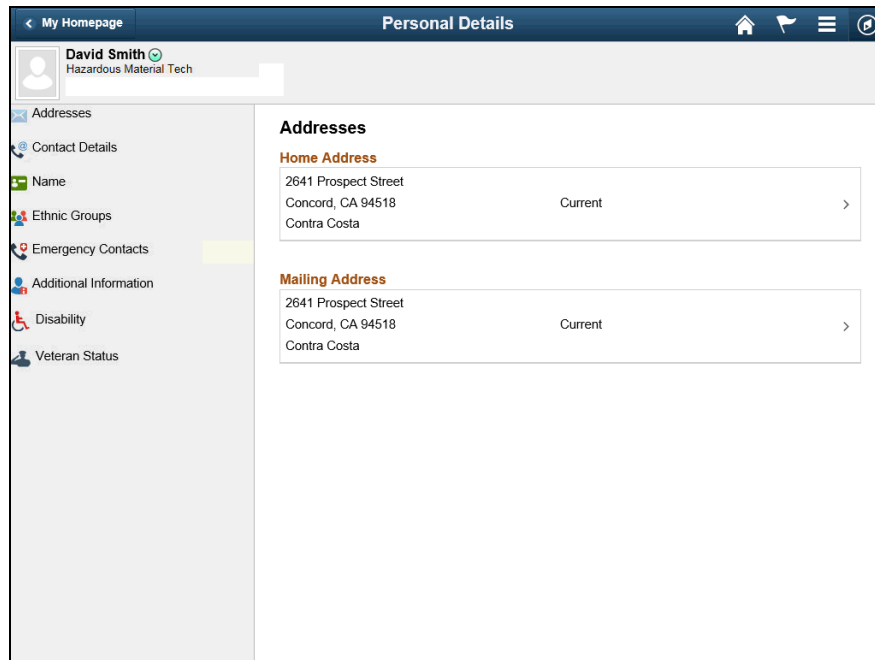
1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click **Ethnic Groups** link in the **Actions** panel.
3. Click the row to edit in the **Ethnic Groups** grid.
4. Click the **Look Up** button for the **Ethnic Group** field on the **Ethnic Group** dialog page.
5. Select the new ethnic group from the **Search Results**.
6. Click the **Save** button

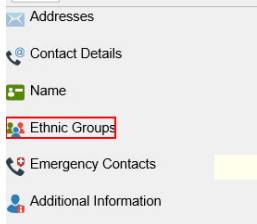
### Procedure

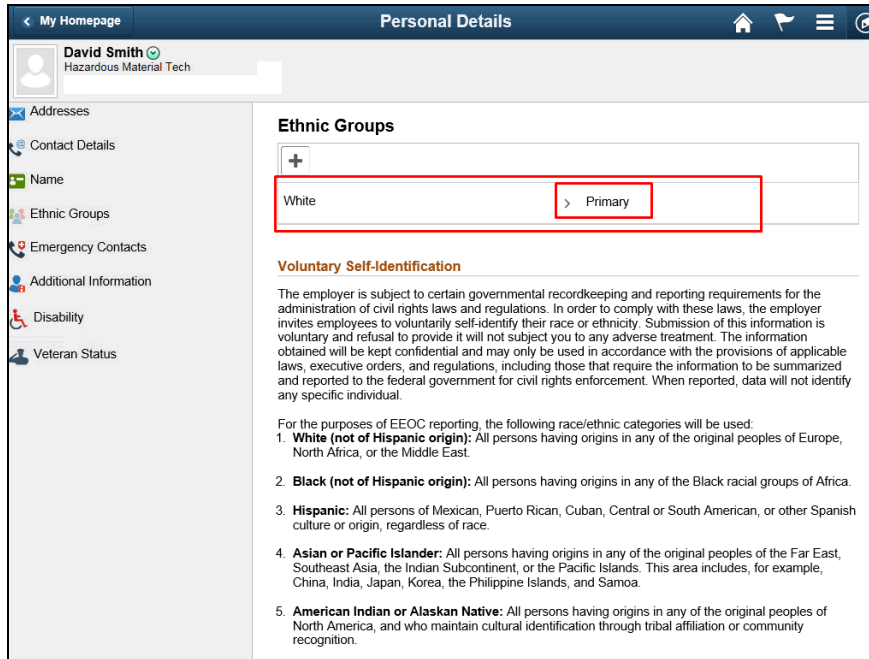






Step	Action
1.	Click the <b>Personal Details</b> tile. 

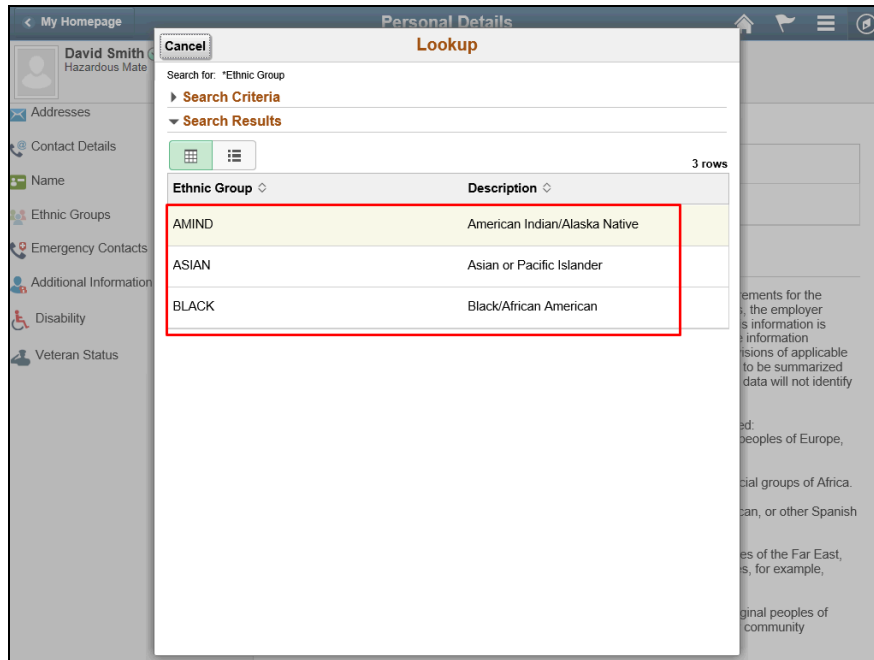


Step	Action
2.	Click the <b>Ethnic Groups</b> link. 

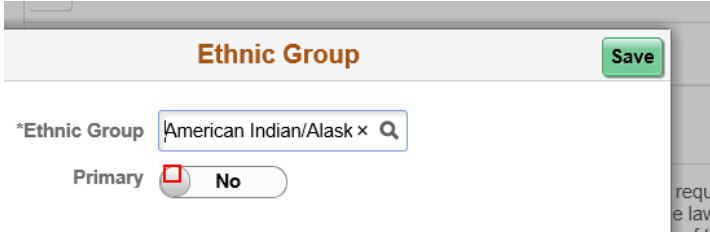
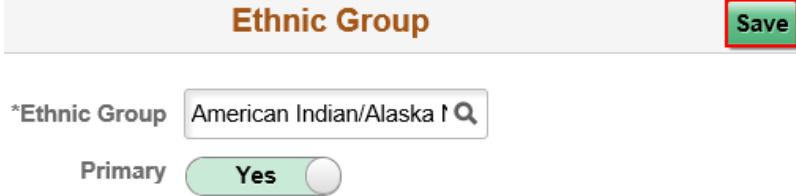


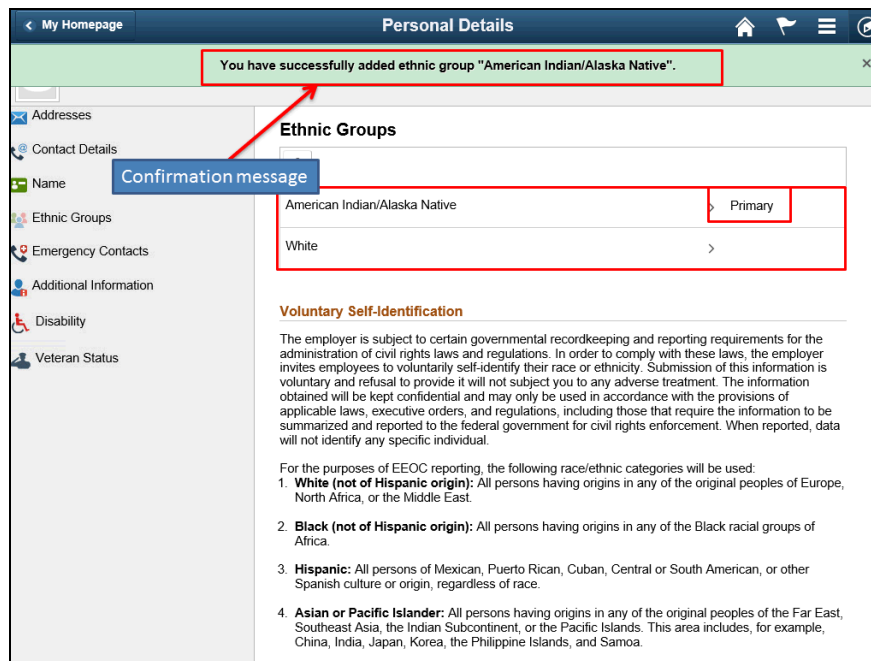
Step	Action
3.	<p>The <b>Ethnic Group</b> page displays.</p> <p>Currently you have one ethnic group self-identification: White. This is marked as your primary Ethnic Group.</p> <p>For this example, you will add another Ethnic Group self-identification as American Indian/Alaska native and mark this as Primary.</p> <p>Then you will edit the existing self-identification of White to change it to Hispanic/Latino.</p>
4.	<p>Click the <b>Add an Ethnic Group</b> button.</p> 
5.	<p>Click the <b>Look up Ethnic Group</b> link.</p> 





Step	Action								
6.	<p>Notice White and Hispanic/Latino are not available to select.</p> <p>You have already selected White. With White selected, you cannot also self-identify as Hispanic/Latino.</p> <p>The system does not permit self-identification as</p> <ul style="list-style-type: none"> <li>-- Hispanic/ Latino and White</li> <li>-- Hispanic/Latino and Black</li> </ul>								
7.	<p>Click the <b>AMIND</b> object.</p> <table border="1"> <thead> <tr> <th>Ethnic Group</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>AMIND</td> <td>American Indian/Alaska Native</td> </tr> <tr> <td>ASIAN</td> <td>Asian or Pacific Islander</td> </tr> <tr> <td>BLACK</td> <td>Black/African American</td> </tr> </tbody> </table>	Ethnic Group	Description	AMIND	American Indian/Alaska Native	ASIAN	Asian or Pacific Islander	BLACK	Black/African American
Ethnic Group	Description								
AMIND	American Indian/Alaska Native								
ASIAN	Asian or Pacific Islander								
BLACK	Black/African American								

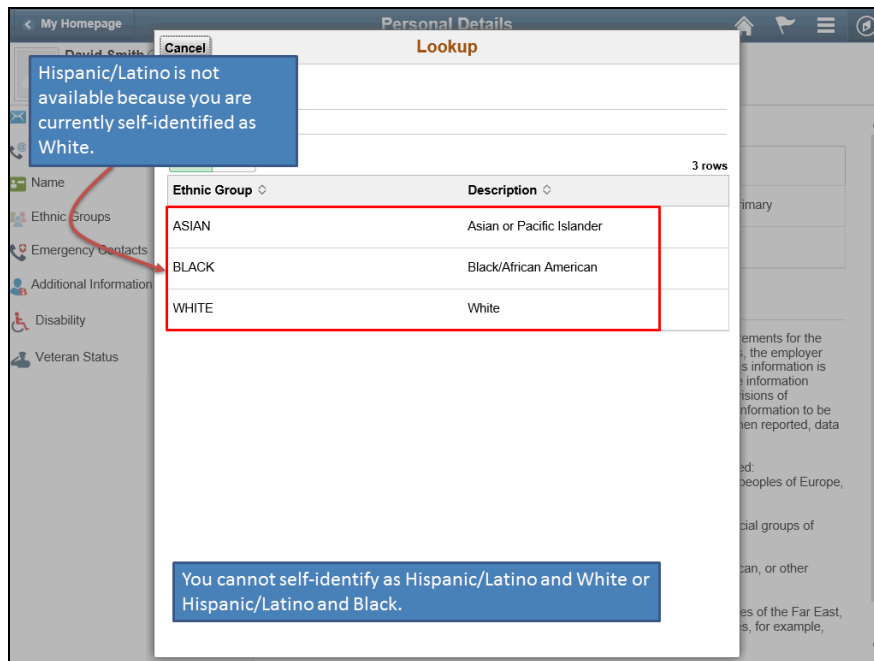
Step	Action
8.	<p>Click the <b>Primary</b> option.</p> 
9.	<p>Click the <b>Save</b> button.</p> 



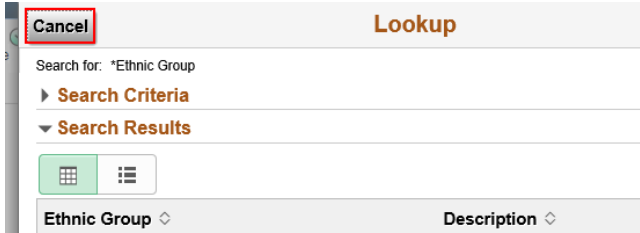

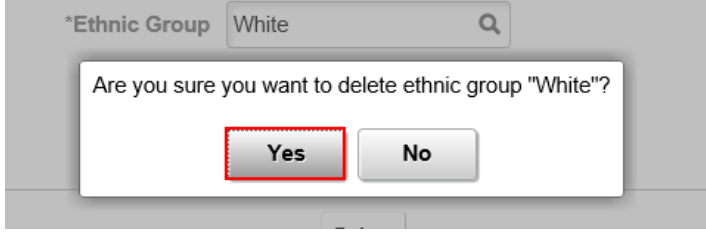
Step	Action
10.	<p>The Ethnic Group page displays a confirmation message indicating that you have added an ethnic group.</p> <p>The Ethnic Group grid now displays two rows--one for American Indian/Alaska Native (marked as Primary) and one for White.</p> <p>Next you will edit the self-identification of White to change it to Hispanic/Latino.</p>

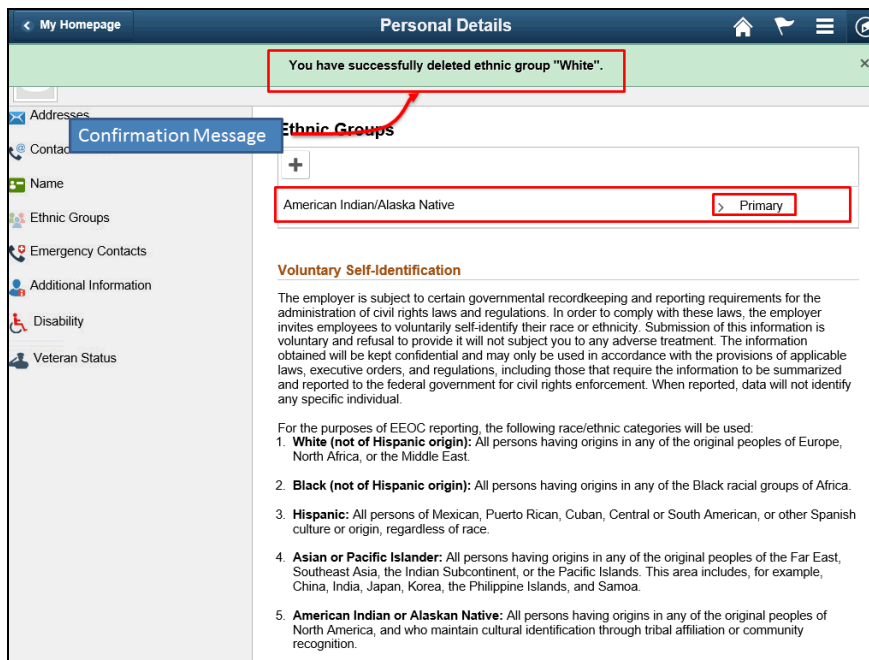


Step	Action
11.	<p>Click the <b>White</b> link.</p> 
12.	<p>Click the <b>Look up Ethnic Group</b> button.</p> 



Step	Action
13.	<p>Notice, Hispanic/Latino is not available as an option.</p> <p>You cannot select Hispanic/Latino, because you have self-identified as white.</p> <p>In order to change your self-identification from White to Hispanic/Latino, you must first delete the identification as White and then add a new identification as Hispanic/Latino.</p>

Step	Action
14.	<p>Click the <b>Cancel</b> button.</p> 
15.	<p>Click the <b>Delete</b> button.</p> 
16.	<p>Click the <b>Yes</b> button.</p> 



**Confirmation Message**  
You have successfully deleted ethnic group "White".

**Ethnic Groups**

- American Indian/Alaska Native  Primary


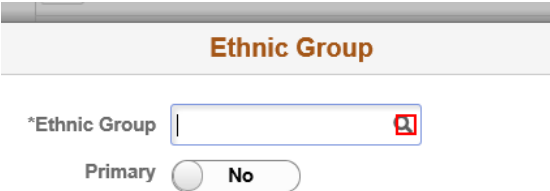
**Voluntary Self-Identification**

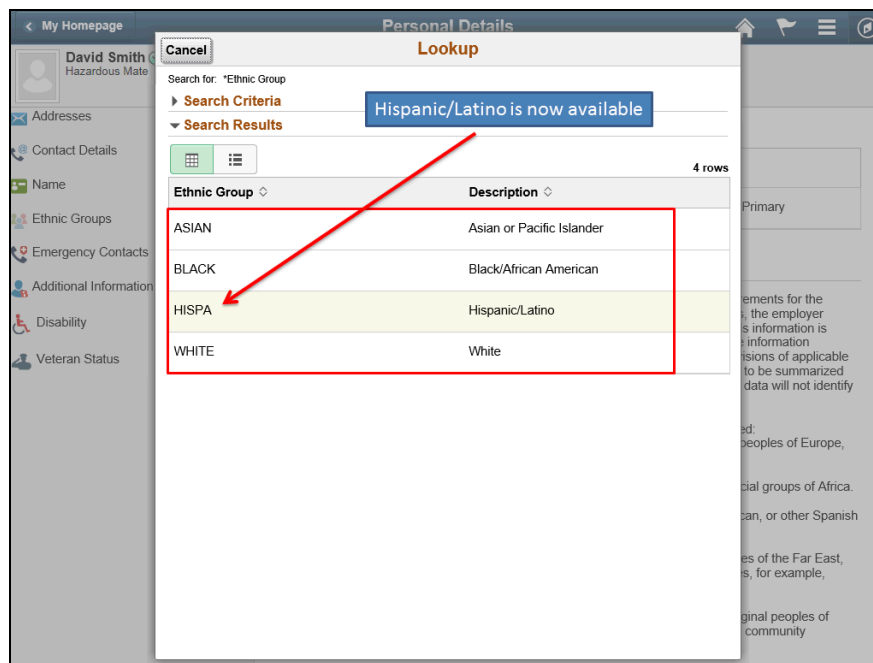
The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

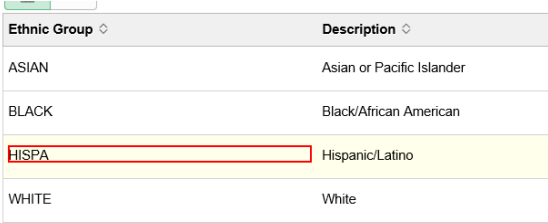
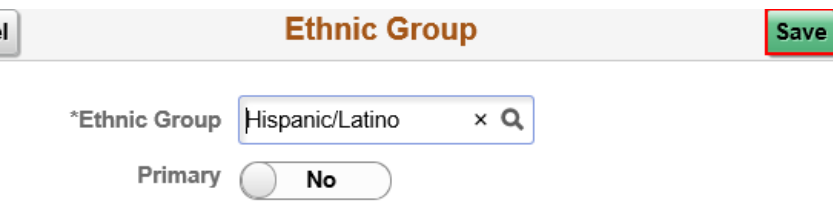
For the purposes of EEOC reporting, the following race/ethnic categories will be used:

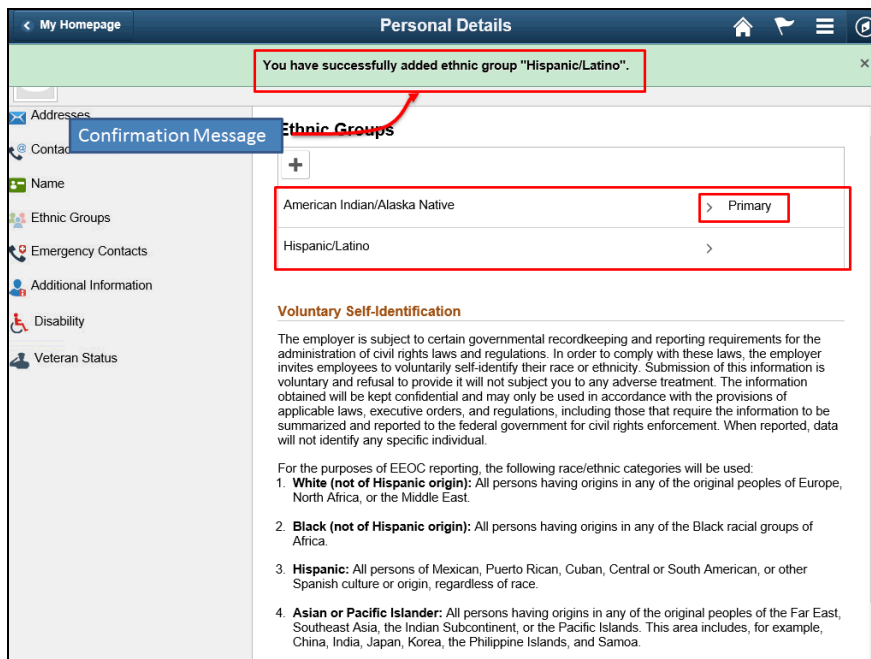
- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.



Step	Action
17.	<p>Notice the <b>Ethnic Groups</b> page displays a confirmation message indicating that you have deleted your self-identification as White.</p> <p>Your self-identification as American Indian/Alaska native remains. It is still your primary ethnic group.</p> <p>Next you will add an additional self-identification as Hispanic/Latino. You will maintain American Indian/Alaska Native as your primary ethnic group.</p>
18.	<p>Click the <b>Add an Ethnic Group</b> button.</p> 
19.	<p>Click the <b>Look up Ethnic Group</b> button.</p> 



Step	Action
20.	<p>Notice Hispanic/Latino is now available, because you do not have an existing self-identification as White or as Black.</p> <p>You can not self-identify as Hispanic/Latino and White or Hispanic/Latino and Black.</p>
21.	<p>Click the <b>HISPA</b> object.</p> 
22.	<p>Click the <b>Save</b> button.</p> 



**Confirmation Message** You have successfully added ethnic group "Hispanic/Latino".

**Ethnic Groups**

- American Indian/Alaska Native > Primary
- Hispanic/Latino >

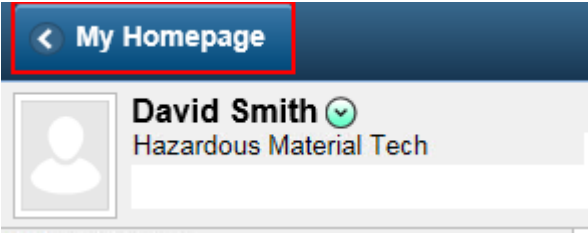
**Voluntary Self-Identification**

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

For the purposes of EEOC reporting, the following race/ethnic categories will be used:

- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.



Step	Action
23.	<p>Notice the <b>Ethnic Groups</b> page displays a confirmation message indicating that you have added an ethnic group of Hispanic/Latino.</p> <p>The <b>Ethnic Group</b> grid now lists two ethnic groups</p> <ul style="list-style-type: none"> <li>-- American Indian/Alaska Native (Primary)</li> <li>-- Hispanic/Latino</li> </ul> <p>These are listed in alphabetical order.</p>
24.	<p>Click the <b>My Homepage</b> button.</p> 
25.	<p><b>End of Procedure.</b></p>

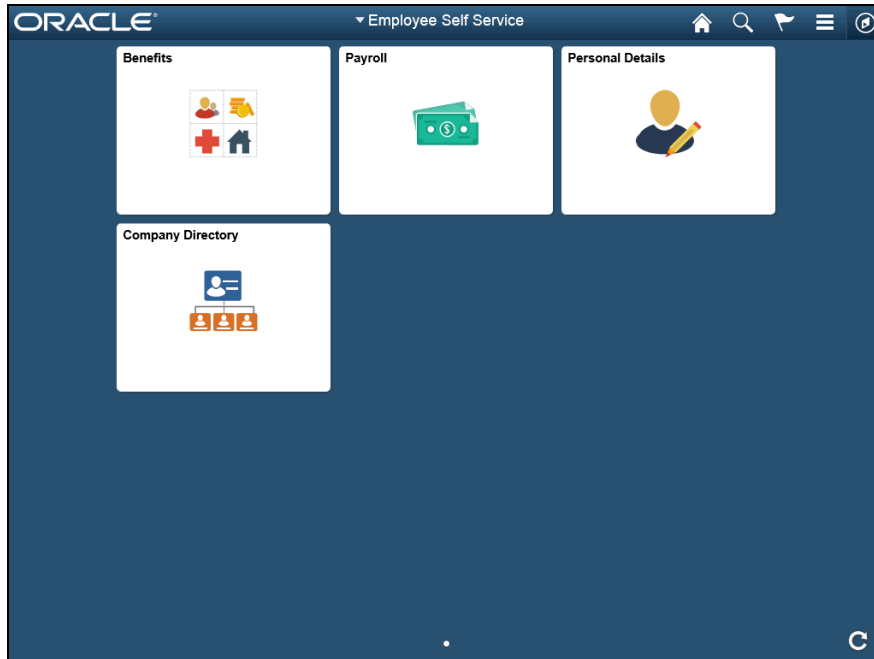
## Deleting an Ethnic Group Self-Identification

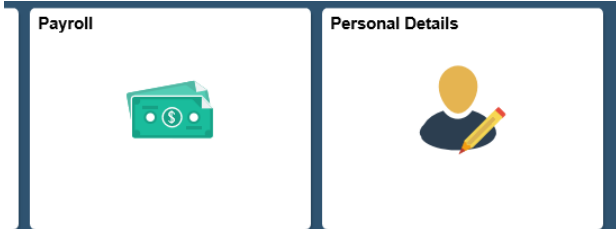
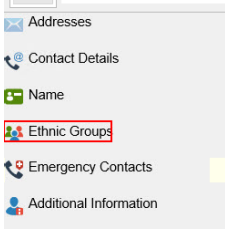
### Deleting an Ethnicity Self-Identification

The basic steps to deleting an ethnicity self-identification are,

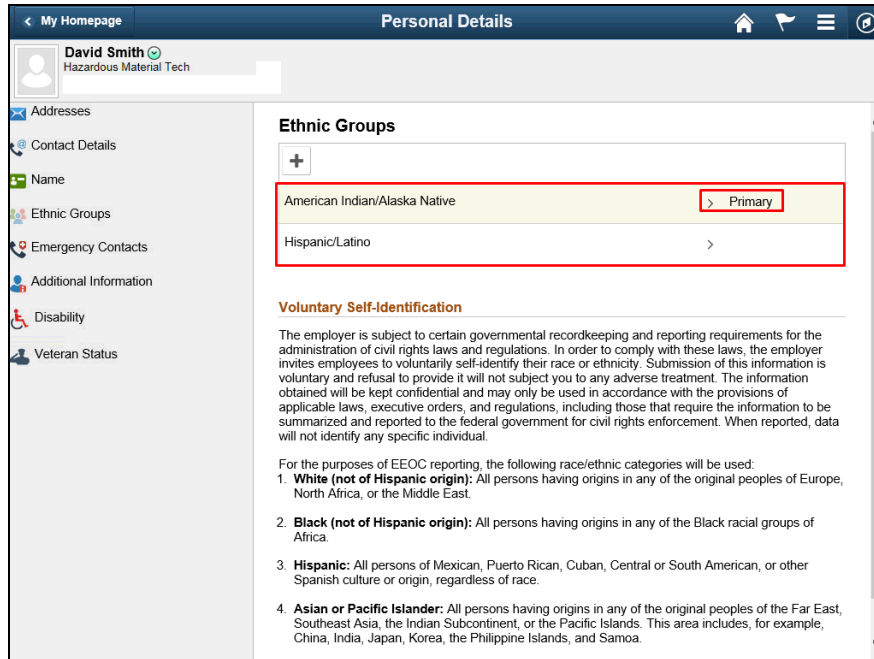
1. Navigate to the **Ethnic Groups** page
2. Click the **Delete** button for the designation you want to delete
3. The **Delete Confirmation** page displays
4. Click the **OK** button
5. Click the **Save** button on the **Ethnic Groups** page
6. The **Save Confirmation** page displays
7. Click the **Ok** button


### Procedure

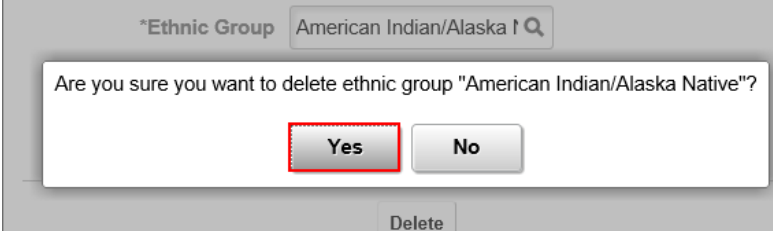


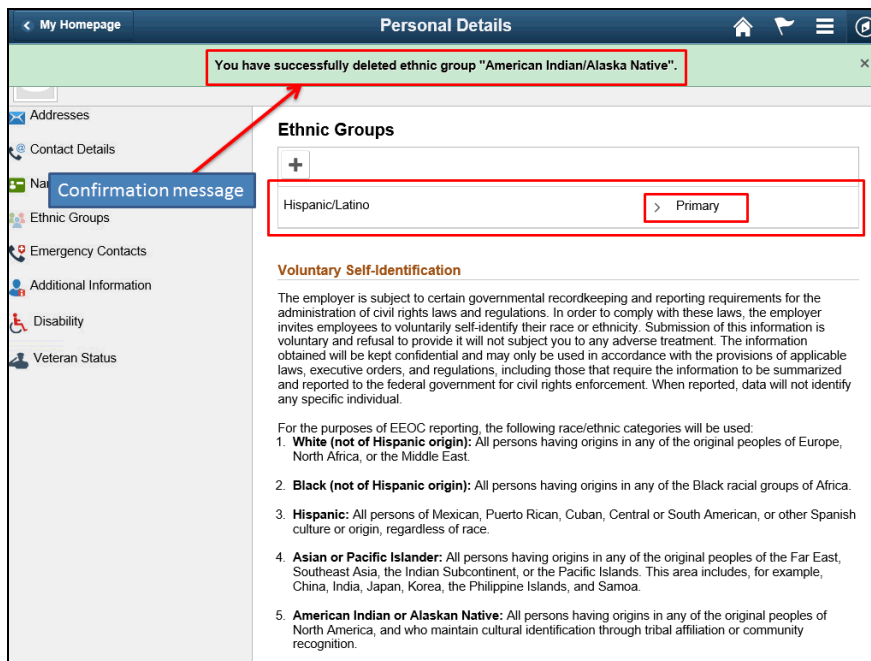
Step	Action
1.	Click the <b>Personal Details</b> button. 
2.	Click the <b>Ethnic Groups</b> link. 





Step	Action
3.	<p>The <b>Ethnic Group</b> page displays.</p> <p>The <b>Ethnic Group</b> grid lists two ethnic groups:</p> <ul style="list-style-type: none"> <li>-- American Indian/Alaska (primary)</li> <li>-- Hispanic/Latino</li> </ul> <p>For this example you will delete your primary ethnic group, American Indian/Alaska Native.</p> <p>The system will automatically mark the remaining ethnic group, Hispanic/Latino as your primary group.</p>
4.	<p>Click the <b>American Indian/Alaska Native</b> link.</p> 

Step	Action
5.	<p>Click the <b>Delete</b> button.</p> 
6.	<p>Click the <b>Yes</b> button.</p> 



**Confirmation message**

You have successfully deleted ethnic group "American Indian/Alaska Native".

**Ethnic Groups**

Hispanic/Latino > Primary

**Voluntary Self-Identification**

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

For the purposes of EEOC reporting, the following race/ethnic categories will be used:

- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Step	Action
7.	<p>The <b>Ethnic Groups</b> page displays a message indicating that you have deleted an ethnic group.</p> <p>The system has automatically assigned the Hispanic/Latino ethnic Group as your primary group.</p>



Step	Action
8.	<p>Click the <b>My Homepage</b> button.</p> 
9.	<p><b>End of Procedure.</b></p>

## Maintaining Disability and Veteran Self- Identifications

### Maintaining Disability and Veteran Self- Identifications

The Employee Self Service feature of PeopleSoft 9.2 allows you to review and update your Disability and Military self-identification information that are stored in the system.

The steps involved in managing your disability and military self-identification information are covered in a two topics in this lesson:

- Updating Disability Self- Identification
- Updating Veteran Self- Identification

This topic is available for play-back through the UPK player in

- See-It! Mode—allows you to attach a “video” demonstration of the topic
- Try-It! Mode—allows you to use your mouse and keyboard to complete transactions in a simulated environment

Both See-It! And Try-It! provide guided instructions and explanations of important features of PeopleSoft transactions. The full text of the instructions and explanations included in the UPK Payer are also available in two printed documents—a Training Guide and a Job Aid.

Here are some key points to keep in mind about maintaining your disability and military status self-identifications:

- Providing this information is voluntary
- You must update your disability self-identification every five years
- If you are disabled and/or a disabled veteran, you are entitled to reasonable accommodations
- Reasonable accommodations 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.

### Updating Disability Self-Identification

#### Updating Disability Self- Identification

The basic steps to your disability self-identification are,

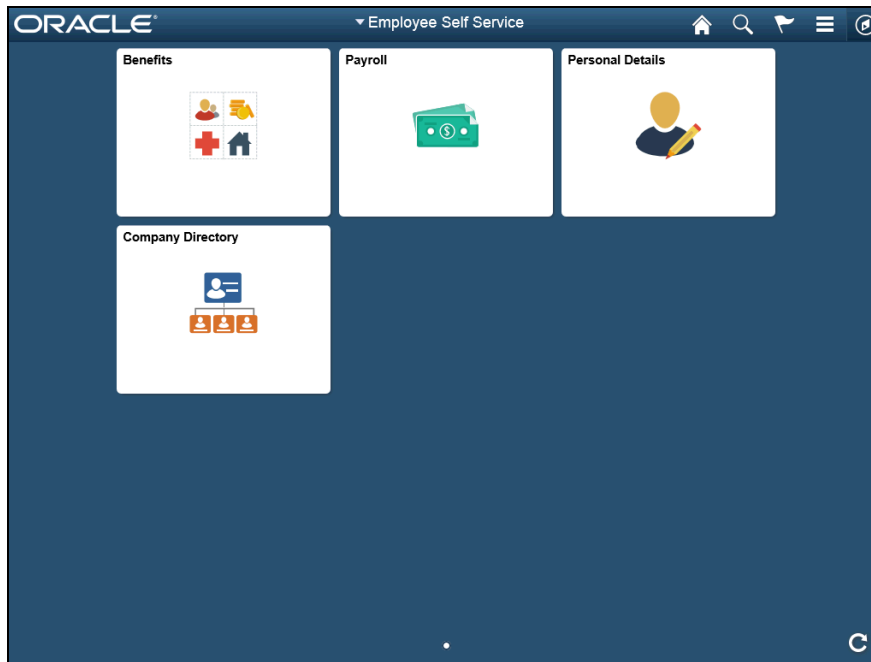
# Training Guide

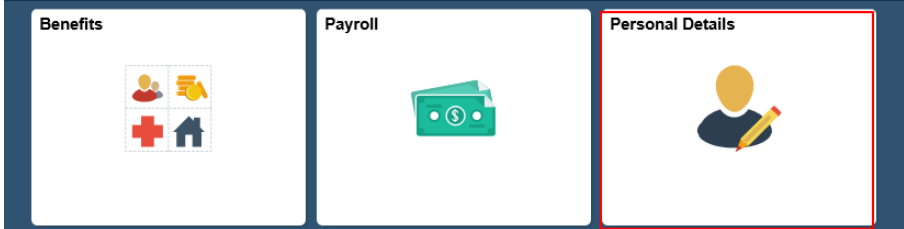
## Employee Self Service--eProfile

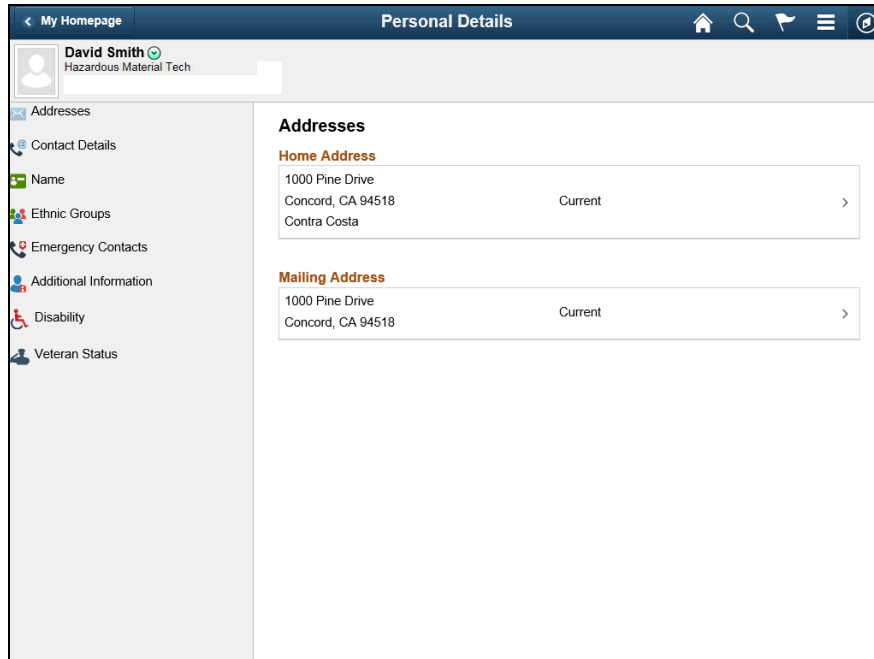
1. Navigate to the **Voluntary Self- Identification of Disability** page
2. Review information on the page
3. Select one of the options to indicate if you have a disability, do not have a disability, or chose not to provide this information
4. Click the **Submit** button
5. Click the **OK** button on the **Submit Confirmation** page

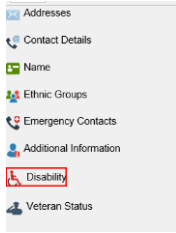
### Procedure

**Navigation:** Employee Self Service Home page > Personal Details tile



Step	Action
1.	Click the <b>Personal Details</b> tile. 



Step	Action
2.	Click the <b>Disability</b> link. 



My Homepage Personal Details

David Smith  
Hazardous Material Tech

Addresses

Contact Details

Name

Ethnic Groups

Emergency Contacts

Additional Information

Disability

Veteran Status

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

**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

Step	Action
3.	The <b>Voluntary Self- Identification of Disability</b> page displays.  The text in the <b>Why are you being asked to complete this form?</b> and the <b>How do I know if I have a disability?</b> sections.

My Homepage Personal Details

David Smith  
Hazardous Material Tech

Addresses

Contact Details

Name

Ethnic Groups

Emergency Contacts

Additional Information

Disability

Veteran Status

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

**Please select one of the options below:**

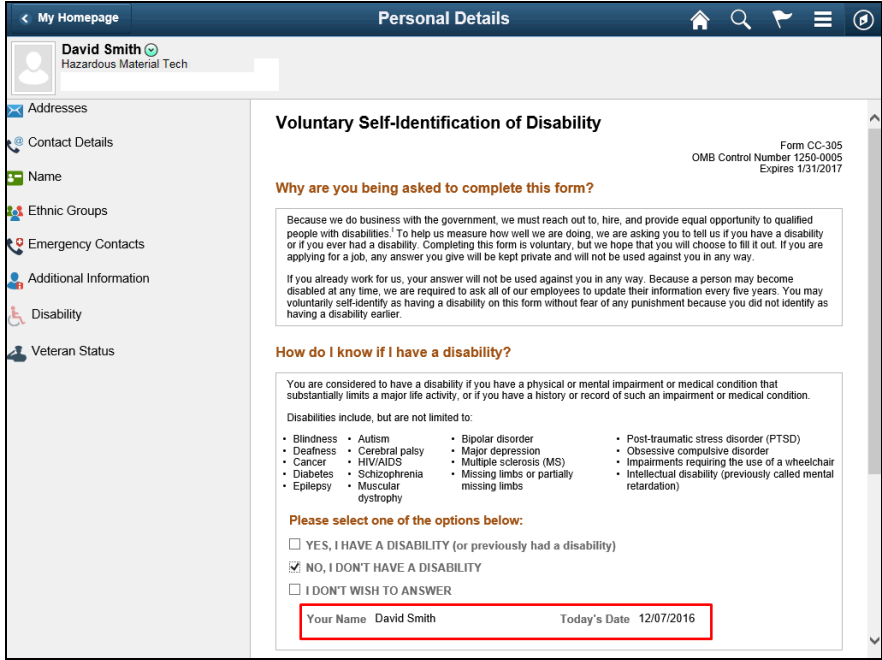
YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name Today's Date



Step	Action
4.	Select one of the options in the <b>Please select one of the options below</b> section.
5.	Click the <b>No, I DON'T HAVE A DISABILITY</b> option.  

My Homepage Personal Details

David Smith  
Hazardous Material Tech

Addresses  
Contact Details  
Name  
Ethnic Groups  
Emergency Contacts  
Additional Information  
Disability  
Veteran Status

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0095  
Expires 11/31/2017

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deathness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

**Please select one of the options below:**

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

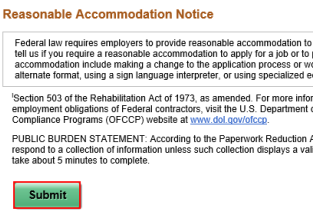
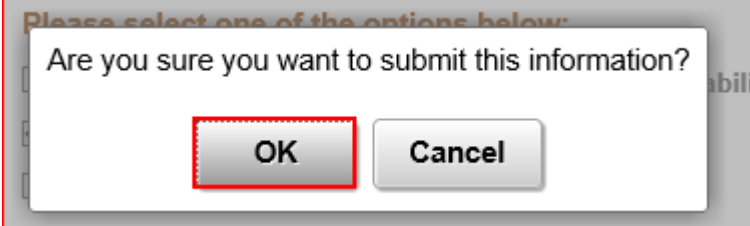
NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name David Smith Today's Date 12/07/2016

Step	Action
6.	Notice the system populates the <b>Your Name</b> field with you name as it is stored in the system and the <b>Today's Date</b> field with the current date.  You cannot edit the values in these fields.
7.	Click the scrollbar.



Step	Action
8.	Review the text in the <b>Reasonable Accommodation Notice</b> section.
9.	Click the <b>Submit</b> button.  
10.	A confirmation page displays.  Click the <b>OK</b> button.  
11.	Note the system displays a message indicating that your submission was successful.





Step	Action
12.	<p>Click the <b>My Homepage</b> button.</p> 
13.	<p><b>End of Procedure.</b></p>

## Updating Veteran Self-Identification

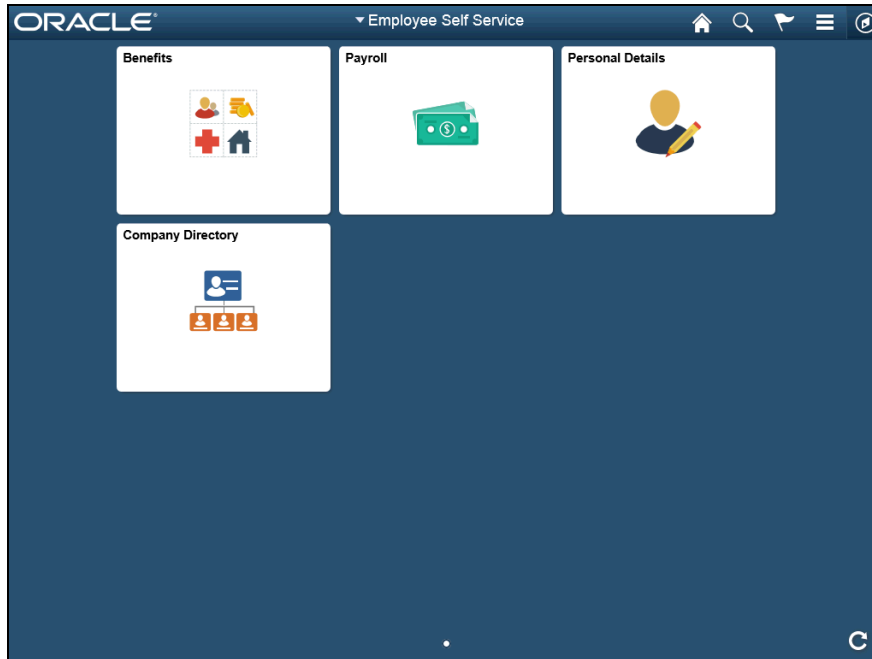
### Updating Veteran Self- Identification


The basic steps to your Veteran self-identification are,

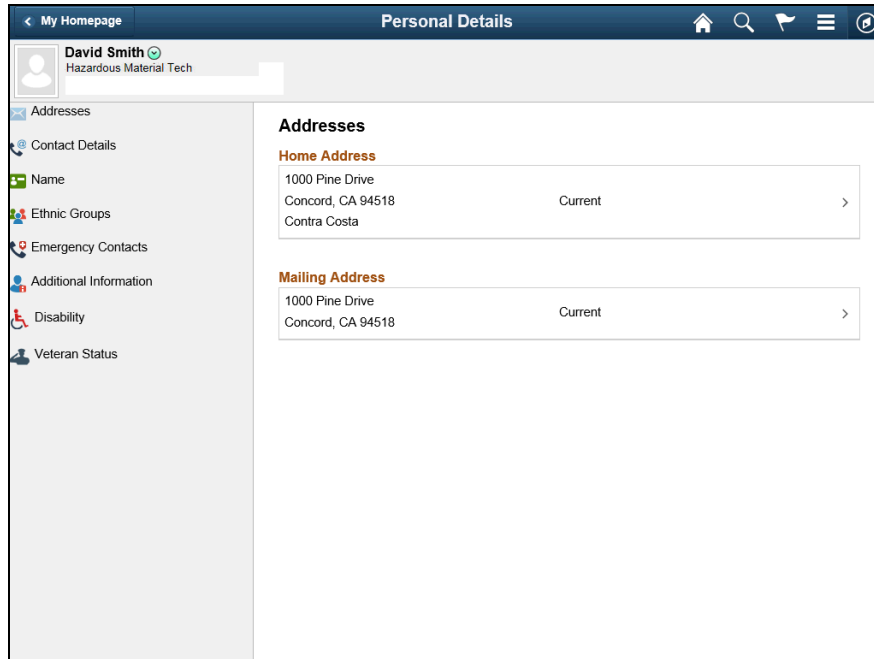
1. Navigate to the **Veteran** page
2. Review information on the page
3. Select one of the options to indicate your veteran status
  1. A Protected Veteran (and class)
  2. A Protected Veteran but choose not to identify the class
  3. A veteran, but not a protected Veteran
  4. Not a veteran
4. If you indicated that you are a veteran, enter your discharge date in the **Military Discharge Date** field
5. Click the **Submit** button
6. Click the **OK** button on the **Submit Confirmation** page

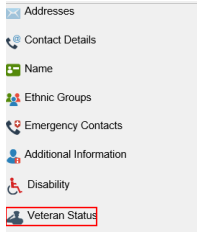
### Procedure

**Navigation:** Employee Self Service Home page > Personal Details tile



Step	Action
1.	<p>Click the <b>Personal Details</b> tile.</p> 



Step	Action
2.	<p>Click the <b>Veteran Status</b> link.</p> 



**Personal Details**

David Smith  
Hazardous Material Tech

**Veteran Status**

**Definitions**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

**Self-Identification**

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

Step	Action
3.	The <b>Veteran Status</b> page displays.  Review the text in the <b>Definitions</b> and <b>Self- Identification</b> sections.
4.	Click the scrollbar.

**Personal Details**

David Smith  
Hazardous Material Tech

AS a government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date

**Reasonable Accommodation Notice**

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans; and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.



Step	Action
5.	Select one of the options in the <b>Self- Identification</b> section.
6.	Click the <b>I am NOT a veteran.</b> option. <input type="checkbox"/> I am NOT a veteran.

Step	Action
7.	If you select the <b>I am NOT a veteran.</b> option, the <b>Military Discharge Date</b> field becomes inactive.



Selecting one of these options activates the Military Discharge Date field.

**Self-Identification**

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date

The Military Discharge Date field is active

Step	Action
8.	If you select one of the other options, you must enter or select a value in the <b>Military Discharge Date</b> field. The field will be active.

My Homepage Personal Details

David Smith  
Hazardous Material Tech

Addresses  
Contact Details  
Name  
Ethnic Groups  
Emergency Contacts  
Additional Information  
Disability  
Veteran Status

AS a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date

**Reasonable Accommodation Notice**



If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

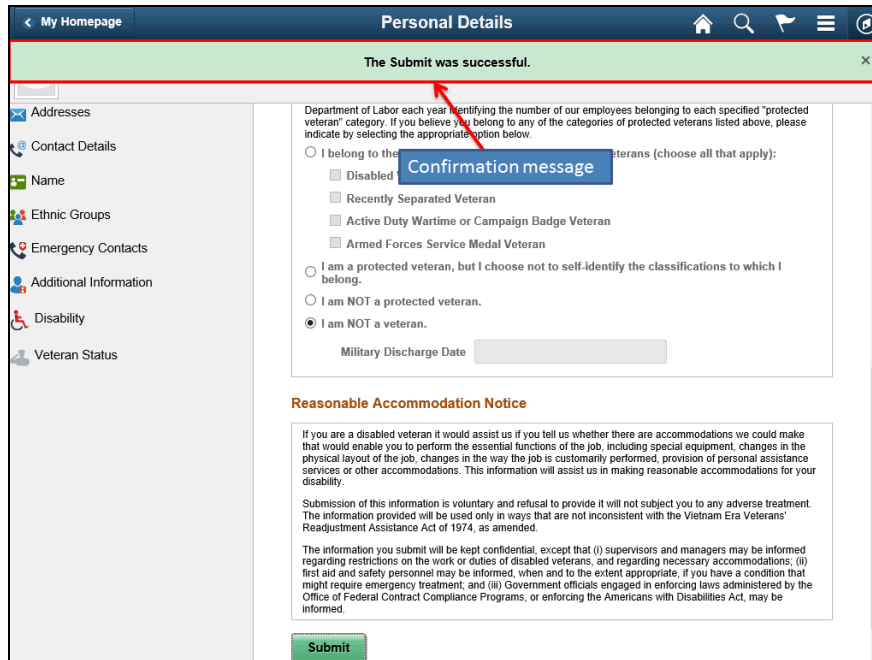
Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.


The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Step	Action
9.	Review the text in the <b>Reasonable Accommodation Notice</b> section.



Step	Action
10.	Click the <b>Submit</b> button. 
11.	Click the <b>OK</b> button. 



Step	Action
12.	The system displays a submit confirmation message indicating that your submission was successful.
13.	Click the <b>My Homepage</b> button. 
14.	<b>End of Procedure.</b>