



APPENDIX A2: Enter Government-Mandated Demographic Questions

Enter Voluntary Self-Identification Information:

Navigation: Employee Actions > Personal Information > **Personal Information Summary**

Remember, before you can change personal information, you must validate your identity. UCPATH randomly displays one of the security questions from our profile. Answer the questions as appropriate:

A screenshot of the UCPATH web application interface. The user is Jose Perez, a Director, with employee ID 10004721 and service date 07/01/2013. The page title is 'SECURITY QUESTION' and it asks the user to confirm their identity by answering a security question: 'Who is your childhood best friend?'. A text input field is provided for the answer, and a blue 'Submit' button is at the bottom. A yellow callout box points to the input field with the text: 'Enter the answer to the security question then click the Submit button.' The page also features a search bar, a 'Bookmark' icon, and a 'Log out' link. A navigation menu on the left lists various options like 'Personal Information', 'Employee Disclosure', etc.



Once your security questions have been validated you can update your personal information. If any information is not complete you will see that reflected in the screen **Update Your Personal Profile**.

Click **Begin** to continue to the **Personal Information Summary** page.

Scroll down to the **Ethnic Groups** section.



Enter Ethnic Group:

Expand the **Ethnic Groups** section and update the information.

A screenshot of a user profile page for Jose Perez. The page has a blue header with the user's name and details: Primary Title: DIRECTOR, Employee ID: 10004721, Service Date: 07/01/2013. A navigation menu on the left includes options like Personal Information, Employee Disclosure, Patent Acknowledgment, Disability Status, Veteran Status, and My Current Profile. The main content area shows several expandable sections: Home/Mailing Addresses, Phone Numbers, Emergency Contacts, and Email Addresses, each with a downward arrow icon. The 'Ethnic Groups' section is expanded, showing a text input field and a pink button labeled 'Change Ethnic Groups'.

Click the **Change Ethnic Groups** button.



Complete the **Voluntary Self Identification of Race and Ethnicity** page, then click the **Submit** button when done.

UCPath Search [] [] Bookmark [] Log out []

Ask UCPath Center

VOLUNTARY SELF IDENTIFICATION OF RACE AND ETHNICITY

Jose Perez

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.

Are you Hispanic or Latino? A Person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Yes

Mexican/Mexican American

Latin American/Latino

Other Spanish/Spanish American

No

In addition, select one or more of the following racial categories that best describe you, if applicable.

AMERICAN INDIAN OR ALASKA NATIVE A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

ASIAN A person having origin in any of the original peoples of the Far East, Southeast Asia,

ASIAN A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Chinese/Chinese American

Filipino/Filipino American/Pilipino/Pilipino American

Japanese/Japanese American

Korean/Korean American

Pakistani/Pakistani American/Indian/Indian American

Vietnamese/Vietnamese American

Other Asian/Asian American

BLACK OR AFRICAN AMERICAN A person having origins in any of the black racial groups of Africa.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

WHITE A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

European

Middle Eastern

North African

White (Not Specified)

Submit

Return to Personal Information

Click the **Return to personal Information** button.



Enter Disability Status:

Complete the **Voluntary Self-Identification of Disability** page, then click the **Submit** button when done.

The screenshot shows the UCPATH interface for Jose Perez. On the left is a navigation menu with options like 'Personal Information', 'Employee Disclosure', and 'Disability Status' (which is highlighted). The main content area is titled 'VOLUNTARY SELF-IDENTIFICATION OF DISABILITY' and includes the following text:

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
- Diabetes
- Cerebral palsy
- Muscular dystrophy
- Multiple sclerosis (MS)
- Deafness
- Epilepsy
- HIV/AIDS
- Bipolar disorder
- Missing limbs or partially missing limbs
- Cancer
- Autism
- Schizophrenia
- Major depression
- Post-traumatic stress disorder (PTSD)

Form CC-30
 OMB Control Number 1250-000
 Expires 1/31/2020



Enter Veteran Status:

Complete the **Voluntary Self-Identification of Veteran Status** page, then click the **Submit** button when done.

Update Your Veteran Status

50% COMPLETE

- Race and Ethnicity
- Veteran Status**
- Disability Status
- Gender Identity and Sexual Orientation

1. Disclaimer
 2. Veteran Classifications

The University of California invites all employees to voluntarily self-identify their veteran status. As a federal contractor the University is 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; (4) Armed Forces service medal veterans; and (5) Vietnam Era Veterans. These classifications are defined below and are hereafter referred to all together as "protected veterans". If you believe you belong to any of the categories of protected veterans, please self-identify your status as a protected veteran by checking the appropriate box(es) below.

Next

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 the 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.

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 checking the appropriate box above.

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 American with Disabilities Act, may be informed.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

PRIVACY NOTIFICATION STATEMENT (Revised February 22, 2010 for US605)

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves.

- The principal purpose for requesting the information on this form is to comply with the following Federal requirements: (i) Title VII of the Civil Rights Act of 1964, as amended; (ii) Executive Order 11246, as amended; (iii) Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; (iv) Section 503 of the Rehabilitation Act of 1973, as amended; (v) Title IV of the Higher Education Act of 1965, as amended (20usc 1094 (a) (17)); and (vi) section 490 of the Higher Education Amendments of 1992 (P.L. 102-325), as well as relevant implementing regulations.
- The information supplied on this form is kept confidential. It is used for required aggregated workforce data reporting to the federal government and for internal workforce statistical analysis, reporting, and outreach. It will be given to government agencies responsible for civil rights laws only when requested, or as otherwise required by law. The aggregated workforce data serves as a tool to the administration of campus equal employment opportunity/affirmative action and human resources programs. The information supplied on this form will be used only as described.
- Furnishing the information requested on this form is voluntary. There is no penalty for not completing the form.
- Individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President human resources and academic personnel offices.
- The University offices responsible for maintaining the information supplied on this form are the UC Human Resources Office and UC Academic Advancement Office, and campus Equal Employment Opportunity and Affirmative Action Offices.





Enter Gender Identity and Sexual Orientation:

Complete the **Gender Identity and Sexual Orientation – Self Identification Survey** page, then click the **Save** button when done.

UCPath Log out

Update Your Gender Identity and Sexual Orientation 75% COMPLETE

[Race and Ethnicity](#) | [Veteran Status](#) | [Disability Status](#) | **[Gender Identity and Sexual Orientation](#)**

1. Disclaimer
2. Gender Identity
3. Sexual Orientation

The University of California strives to create an inclusive environment for all constituents. As part of this effort, it is important to understand the demographic profile of the entire UC Community. Towards that end, the next questions are voluntary, but sharing this information will provide important and meaningful data regarding the diversity of our employees. For additional questions you may have, please see our [FAQ here](#). Your responses will be kept confidential.

[Next](#)

[Privacy Statement](#) [Terms of Use](#) [University of](#) [Help](#)



You have set up security questions and answers. UCPATH will randomly select and display one of your security questions when you view/update the following UCPATH information:

- Direct deposit
- Paycheck
- W-2
- W-4
- Benefits summary
- Dependent coverage
- Life Events/ Benefits changes
- Enroll in benefits
- Personal information