

Updating Ethnic Group Designation

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Employees self-identify their ethnic group(s) on the **Ethnic Groups** page.

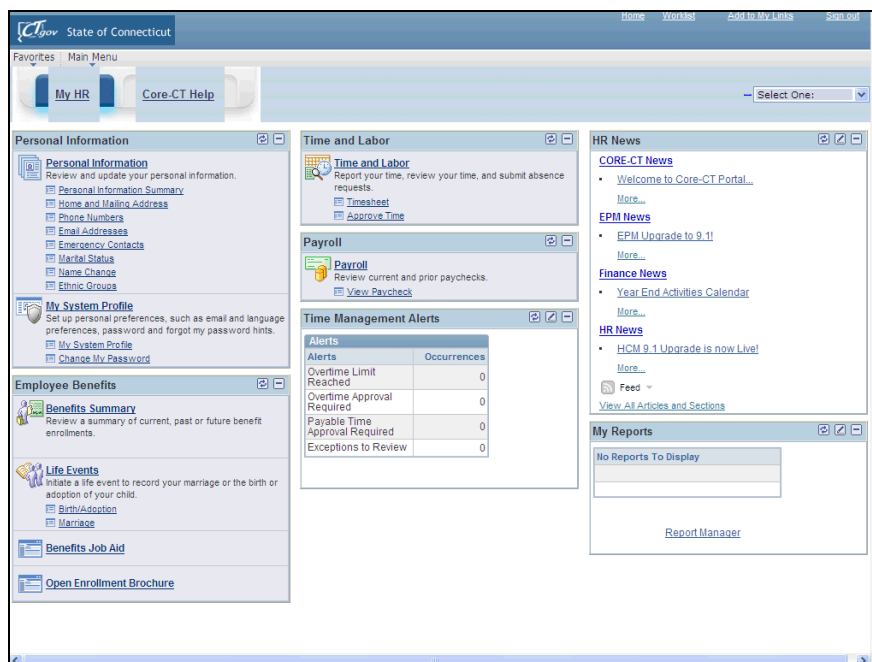
Procedure

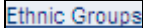
Navigation:

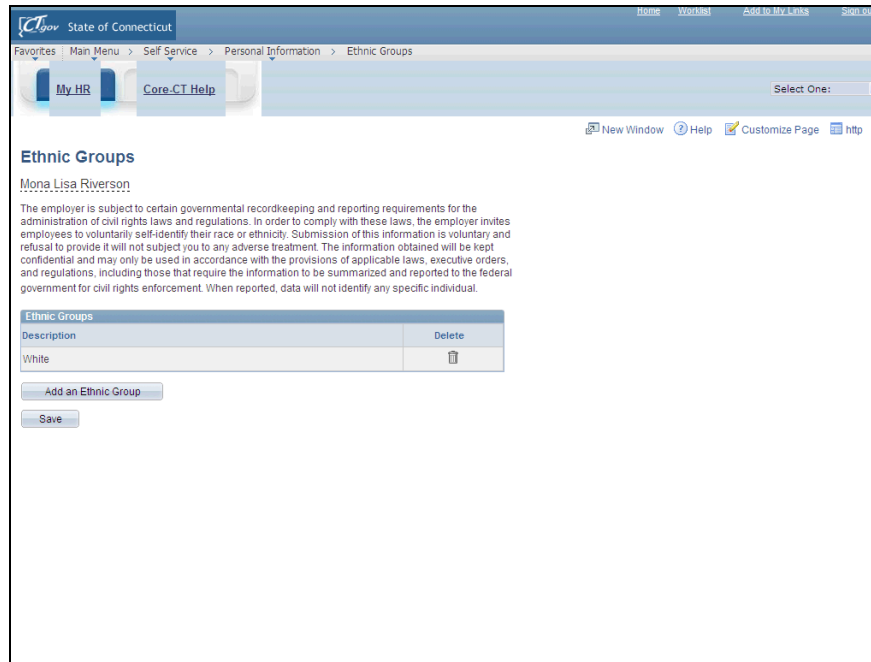
My HR tab > Personal Information > Ethnic Group

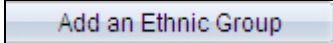
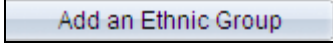

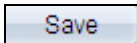
Select the Personal information Summary link > Select the Ethnic Group button.

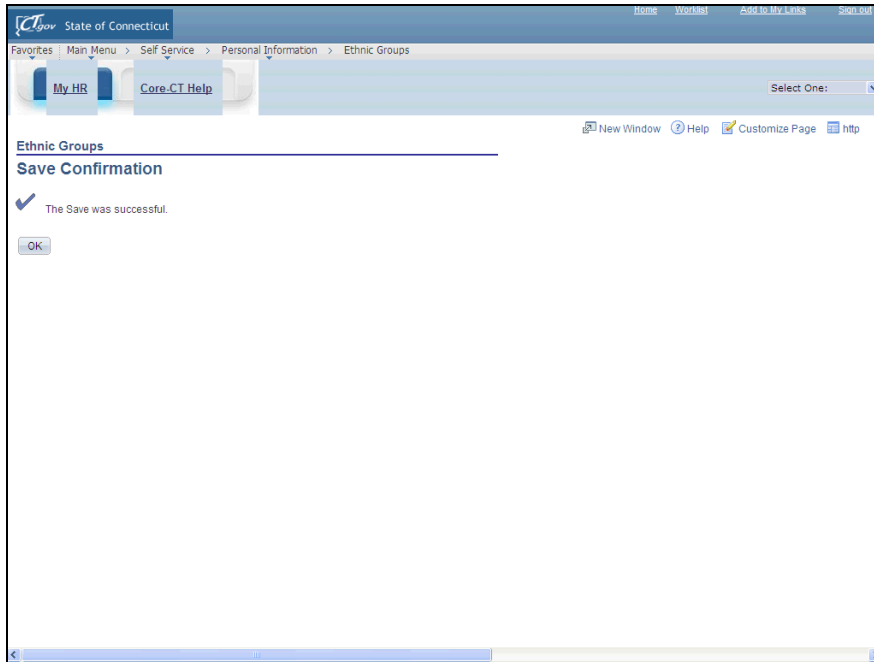
Main Menu > Self Service > Personal Information > Ethnic Group




Step	Action
1.	Click the Ethnic Groups link in the Personal Information section of the My HR tab to update ethnic groups. 



Step	Action
2.	Click the Add an Ethnic Group button. 
3.	Click the Description list.
4.	Click the American Indian/Alaska Native list item.
5.	Click the Add an Ethnic Group button. 
6.	Click the Description list.
7.	Click the Hispanic/Latino list item.
8.	Click the Delete button to delete an ethnicity. 
9.	Click the Save button. 



Step	Action
10.	Click the OK button. 
11.	End of Procedure.