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

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Favorites Main Menu				- Select One:
Personal Information	Time and Labor	ø –	HR News	¢ Z -
Personal Information Personal Information. Personal Information Summary Mone and Maline Address Point Unmerson Personal Unaline Address Point Unmerson More Addresses Pointe Groups More Addresses M	Time and Labor Report systeme, review your time, are requested. Immained Immained Accruss Time Payroll Parroll Review current and prior paychecks. Wave Paycheck Time Management Alerts Alerts Occurrences	ed submit absence	CORE_CT News · Welcome to Core-CT Ports More EPM Uborade to 9.11 More Finance News · Year End Activities Calend More HR News · HR News	ıl ar
Employee Benefits	Reached 0 Overtime Approval 0		Feed -	
Review a summary of current, past or future benefit enrollments.	Payable Time Approval Required 0 Exceptions to Review 0		My Reports	8 Z -
Life Events adoption of your child. Birth/Adoption Marriage Benefits Job Aid To Open Enrollment Brochure Concurrent			Report Manager	
s -				

Step	Action
1.	Click the Ethnic Groups link in the Personal Information section of the My HR
	Ethnic Groups

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Favorites Main Menu > Self Service > Personal Information > Ethnic Group	05				
				Select One	e: 💌
		🖉 New Window	Help	📝 Customize Page	📰 http
Ethnic Groups					
Mona Lisa Riverson					
The employer is subject to certain governmental recordkeeping and reporting requi administration of civil rights awa and regulations. In order to comply with these barries employees to voluntarily self-identify their race or ethnicity. Submission of this informa- fedusa to provide it will not subject you to any adverse treatment. The information to confidential and may only be used in accordance with the provisions of applicable i and regulations, including those that require the information to be summarized and government for civil rights enforcement. When reported, data will not identify any sp	rements for the is, the employer invite mation is voluntary an btained will be kept aws, executive orders I reported to the feder: ecific individual.	s d J			
Ethnic Groups					
Description	Delete				
White	Û				
Add an Ethnic Group Save					

Step	Action
2.	Click the Add an Ethnic Group button. Add an Ethnic Group
3.	Click the Description list.
4.	Click the American Indian/Alaska Native list item.
5.	Click the Add an Ethnic Group button. Add an Ethnic Group
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.

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Favorites Main Menu > Self Service > Personal Information > Ethnic Groups				
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Ethnic Groups	🖉 New Window	(?) Help	📝 Customize Page	📰 http
Save Confirmation				
✔ The Save was successful.				
ОК				
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Step	Action
10.	Click the OK button.
11.	End of Procedure.