

University of California
Implementation Guidelines and Web New Hire Procedures
New Race and Ethnicity Categories
Effective August 1, 2010

Human Resources
Staff Diversity

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Background Information:

The University of California is required to provide race and ethnicity of employees to the US Department of Education through the Integrated Post Secondary Education Data System (IPEDS) on a regular, recurring basis, in a specified format and using specified codes.

In October 2007, the U.S. Department of Education provided final guidance on how postsecondary education institutions will collect and maintain race and ethnicity data on students and employees, and how those data will be aggregated for reporting to IPEDS. The standards for the classification of race and ethnicity data are the same as those issued by the Office of Management and Budget in 1997.

The IPEDS changes to the standards have introduced new codes, increased the number of data elements to be collected, changed the manner in which responses on demographic forms are to be recorded, and modified the categories in which aggregated data is to be submitted.

The IPEDS data submission window for the human resources survey in which these changes are required opens in early December 2010 and closes mid January 2011. There are no data extensions available for IPEDS surveys. Data available as of November 1, 2010 is required for the submission of this survey.

The August 2010 race and ethnicity data restructuring in payroll is required to change the collection and reporting of employee demographics in compliance with the new IPEDS standards for race and ethnicity data collection and reporting. As a result, the Web New Hire application requires modifications.

The scope of the changes is limited to those activities that directly support meeting the IPEDS requirement.

Analysts in IR&C's Data Warehouse and Corporate Systems unit coordinate IPEDS survey responses for the ten campuses and the Office of the President.

New Collection and Reporting Process:

New employees hired after August 2010 complete the revised U5605 (R6/10) "Demographic Data Transmittal" on which they are asked to self-identify their ethnicity and race by completing Sections 1A and 1B of the form (See appendix A).

For Section 1A it is necessary to record all checkboxes (multiple selections) as required by IPEDS. For Section 1B it is necessary to record only one checkbox (single selection), for Affirmative Action Program reporting. Checking multiple selections in Section 1B checkboxes invalidates the section.

New employees are asked to:

- **Section 1A - Specify if they are of Hispanic, Latino, or Other Spanish origin**
 - **This is a single Yes/No response**
 - **Select one or more races from the following list of five choices**
 - **American Indian or Alaska Native**
 - **Asian**
 - **Black/African American**
 - **Native Hawaiian or Other Pacific Islander**
 - **White**
- **Section 1B - Select one primary race/ethnicity category with which they most closely identify from the following list.**
 - **American Indian or Alaska Native**
 - **Asian**
 - Chinese/Chinese American
 - Filipino/Pilipino
 - Japanese/Japanese American
 - Native Hawaiian or Other Pacific Islander
 - Pakistani/East Indian
 - Other Asian
 - **Black/African American (not of Hispanic origin)**
 - **Hispanic**
 - Mexican/Mexican American/Chicano
 - Latin American/Latino
 - Other Spanish/Spanish American
 - **White (not of Hispanic origin)**

All the elements of form U5605 are captured on the Web New Hire Personal Information screen. Ethnicity Sections 1 and 2 will be used to record the new and existing elements.

Six new fields have been added to Ethnicity Section 1 to record the responses from section 1A as follows:

- Hispanic Indicator
- American Indian or Alaska Native Indicator
- Asian Indicator
- Black/African American Indicator
- Native Hawaiian or Other Pacific Islander Indicator
- White Indicator

All fields are one character alphanumeric. 'Y' for yes, 'N' for No, or blank (default).

Ethnicity Section 2 lists the Primary Ethnicity/Race field which serves as the receptacle for the responses entered in Section 1B of the form. This field has the same choices as the old form U5605 plus a new code "Z" for "Native Hawaiian or Other Pacific Islander".

Code List

- F - White (not of Hispanic origin)
- A - Black/African-American (not of Hispanic origin)
- 2 - Chinese/Chinese-American
- B - Japanese/Japanese-American
- L - Filipino/Pilipino
- R - Pakistani/East Indian
- X - Other Asian
- C - American Indian or Alaska Native
- E - Mexican/Mexican-American/Chicano
- 5 - Latin American/Latino
- W - Other Spanish/Spanish-American
- Z - Native Hawaiian or Other Pacific Islander (new code)**
- U - Unknown

Application Overview

2 Personal Information

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

* Sex: Female Male

Ethnicity Section 1

Hispanic, Latino, or Other Spanish Origin: Y - Yes

American Indian or Alaska Native: --

Asian: --

Black/African American: --

Native Hawaiian or Other Pacific Islander: --

White: --

Ethnicity Section 2

Primary Ethnic/Race: U - Unknown

Disabled Status Disabled Not disabled

New Elements

Fields record responses from Section 1A of Form U5605

Field records responses from Section 1B of Form U5605

New Data Entry Guidelines and Scenarios:

Data entry in Web New Hire does not restrict the combination of responses that can be recorded even if it suggests that instructions on the Demographic Data Transmittal Form were not followed or the combination is self-contradictory.

Sample selections from Form U5605

1. ETHNICITY AND RACE

Please complete Sections 1A and 1B below. The information must be collected in both sections in order for the University to comply with U.S. Department of Education requirements for the collection and reporting of ethnicity and race data as well as Affirmative Action program reporting requirements. **The University of California will not be able to accurately report your information if both sections are not completed.**

A. Are you of Hispanic, Latino or Other Spanish origin? YES NO
 In addition, please select one or more of the racial categories that are applicable to you.
 American Indian or Alaska Native Asian Black/African American Native Hawaiian or Other Pacific Islander White

B. For Affirmative Action program reporting, the University of California is required to provide only ONE race/ethnicity description for its employees. Please place an "X" in the box that best identifies the single option from Section 1B that you want us to report for you.

<input type="checkbox"/> American Indian or Alaska Native	(C) – 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	
<input type="checkbox"/> Chinese/Chinese American	(2) – A person having origins in any of the original peoples of China.
<input type="checkbox"/> Filipino/Philippine	(L) – A person having origins in any of the original peoples of the Philippine Islands.
<input checked="" type="checkbox"/> Japanese/Japanese American	(B) – A person having origins in any of the original peoples of Japan.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	(Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.
<input type="checkbox"/> Pakistani/East Indian	(R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).
<input type="checkbox"/> Other Asian	(X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Korea, Malaysia, Thailand, and Vietnam).
<input type="checkbox"/> Black/African American (not of Hispanic origin)	(A) – A person having origins in any of the Black racial groups of Africa.
Hispanic/Latino	
<input type="checkbox"/> Mexican/Mexican American/Chicano	(E) – A person of Mexican culture or origin regardless of race.
<input type="checkbox"/> Latin American/Latino	(5) – A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.
<input type="checkbox"/> Other Spanish/Spanish American	(W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.
<input type="checkbox"/> White (not of Hispanic origin)	(F) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

2. DISABILITY STATUS

Corresponding sample Web New Hire Personal Information screen

The screenshot shows the 'Personal Information' screen for a new hire. On the left is a navigation menu with options: Pay Disposition, REVIEW AND SUBMIT (highlighted), Summary, Review Messages and Update, Post Authorization Notification (PAN), and IDOC. The main form area is titled 'ethnicity section 1' and contains several dropdown menus: 'Hispanic, Latino, or Other Spanish Origin:' (selected 'Y - Yes'), 'American Indian or Alaska Native:' (selected '--'), 'Asian:' (selected '--'), 'Black/African American:' (selected 'Y - Yes'), 'Native Hawaiian or Other Pacific Islander:' (selected '--'), and 'White:' (selected 'Y - Yes'). Below this is 'Ethnicity Section 2' with 'Primary Ethnic/Race:' (selected 'B - Japanese/Japanese American'). The 'Disabled Status' section has radio buttons for 'Disabled' and 'Not disabled', with 'Not disabled' selected. The question 'Is the Employee a US veteran?' has radio buttons for 'No' and 'Yes', with 'No' selected. A legend indicates '* = Required field'. At the bottom right are 'Prev' and 'Next' buttons. The footer contains the University of California address and copyright information.

When more than one race has been marked in Section 1A of the form and the new employee is not of Hispanic/Latino or Other Spanish origin then all choices marked on the form should be individually recorded in the Web New Hire application. The multiple entries are reported to IPEDS as "Two or more races".

Sample form U5605 selections

Section 2 and/or Section 3 of this form as applicable to you.

1. ETHNICITY AND RACE

Please complete Sections 1A and 1B below. The information must be collected in both sections in order for the University to comply with U.S. Department of Education requirements for the collection and reporting of ethnicity and race data as well as Affirmative Action program reporting requirements. **The University of California will not be able to accurately report your information if both sections are not completed.**

A. Are you of Hispanic, Latino or Other Spanish origin? YES NO

In addition, please select one or more of the racial categories that are applicable to you.

American Indian or Alaska Native Asian Black/African American Native Hawaiian or Other Pacific Islander White

B. For Affirmative Action program reporting, the University of California is required to provide only ONE race/ethnicity description for its employees. Please place an "X" in the box that best identifies the single option from Section 1B that you want us to report for you.

American Indian or Alaska Native (C) – 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

Chinese/Chinese American (2) – A person having origins in any of the original peoples of China.

Filipino/Pilipino (L) – A person having origins in any of the original peoples of the Philippine Islands.

Japanese/Japanese American (B) – A person having origins in any of the original peoples of Japan.

Native Hawaiian or Other Pacific Islander (Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.

Pakistani/East Indian (R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

Other Asian (X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Korea, Malaysia, Thailand, and Vietnam).

Black/African American (not of Hispanic origin) (A) – A person having origins in any of the Black racial groups of Africa.

Hispanic/Latino

Mexican/Mexican American/Chicano (E) – A person of Mexican culture or origin regardless of race.

Latin American/Latino (5) – A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

Other Spanish/Spanish American (W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.

White (not of Hispanic origin) (F) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

2. DISABILITY STATUS

Corresponding sample Web New Hire Personal Information screen

The screenshot shows the 'EDB Update System' interface for a 'New Hire' process. The employee name is 'DOLLY ANNA' and the ID is '027364540'. The current screen is '2. Personal Information', which includes a note about federal contractor requirements. The 'Ethnicity Section 1' has several dropdown menus: 'Hispanic, Latino, or Other Spanish Origin' is set to 'N - No', 'Black/African American' is set to 'Y - Yes', and 'White' is set to 'Y - Yes'. The 'Ethnicity Section 2' has a dropdown for 'Primary Ethnic/Race' set to 'A - Black/African American'. A sidebar on the left lists various application steps from 'Employee Identification' to 'IDOC'.

When a single response has been marked in Section 1A of the form and Section 1B is left blank, the system will automatically derive a code to auto-populate the Primary Ethnic/Race field. This field must be left blank in order for the system to generate the appropriate code. Below is a list of the new system derived codes.

Derived Codes

- O – Hispanic (derived from U5605 Section 1A)
- P – Black/African American (derived from U5605 Section 1A)
- Q – American Indian or Alaska Native (derived from U5605 Section 1A)
- S – Asian (derived from U5605 Section 1A)
- T – Native Hawaiian or Other Pacific Islander (derived from U5605 Section 1A)
- V – White (derived from U5605 Section 1A)

Sample form U5605 selections

Section 2 and/or Section 3 of this form as applicable to you.

1. ETHNICITY AND RACE

Please complete Sections 1A and 1B below. The information must be collected in both sections in order for the University to comply with U.S. Department of Education requirements for the collection and reporting of ethnicity and race data as well as Affirmative Action program reporting requirements. **The University of California will not be able to accurately report your information if both sections are not completed.**

A. Are you of Hispanic, Latino or Other Spanish origin? YES NO
 In addition, please select one or more of the racial categories that are applicable to you.
 American Indian or Alaska Native Asian Black/African American Native Hawaiian or Other Pacific Islander White

B. For Affirmative Action program reporting, the University of California is required to provide only ONE race/ethnicity description for its employees. Please place an "X" in the box that best identifies the single option from Section 1B that you want us to report for you.

<input type="checkbox"/> American Indian or Alaska Native	(C) – 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	
<input type="checkbox"/> Chinese/Chinese American	(2) – A person having origins in any of the original peoples of China.
<input type="checkbox"/> Filipino/Philipino	(L) – A person having origins in any of the original peoples of the Philippine Islands.
<input type="checkbox"/> Japanese/Japanese American	(B) – A person having origins in any of the original peoples of Japan.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	(Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.
<input type="checkbox"/> Pakistani/East Indian	(R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).
<input type="checkbox"/> Other Asian	(X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Korea, Malaysia, Thailand, and Vietnam).
<input type="checkbox"/> Black/African American (not of Hispanic origin)	(A) – A person having origins in any of the Black racial groups of Africa.
Hispanic/Latino	
<input type="checkbox"/> Mexican/Mexican American/Chicano	(E) – A person of Mexican culture or origin regardless of race.
<input type="checkbox"/> Latin American/Latino	(5) – A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.
<input type="checkbox"/> Other Spanish/Spanish American	(W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.
<input type="checkbox"/> White (not of Hispanic origin)	(F) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

2. DISABILITY STATUS

Corresponding sample Web New Hire Personal Information screen

When a single response has been marked in Section 1A of the form but multiple responses were marked for Section 1B, the multiple selections marked in Section 1B should not be entered in the system. The applicable 'Y' response will be recorded in Ethnicity Section 1 of the Personal Information screen to capture the category marked for Section 1A and code 'U' should be entered in the Primary Ethnic/Race field.

Sample form U5605 selections

1. ETHNICITY AND RACE

Please complete Sections 1A and 1B below. The information must be collected in both sections in order for the University to comply with U.S. Department of Education requirements for the collection and reporting of ethnicity and race data as well as Affirmative Action program reporting requirements. **The University of California will not be able to accurately report your information if both sections are not completed.**

A. Are you of Hispanic, Latino or Other Spanish origin? YES NO
 In addition, please select one or more of the racial categories that are applicable to you.
 American Indian or Alaska Native Asian Black/African American Native Hawaiian or Other Pacific Islander White

B. For Affirmative Action program reporting, the University of California is required to provide only ONE race/ethnicity description for its employees. Please place an "X" in the box that best identifies the single option from Section 1B that you want us to report for you.

- | | |
|--|---|
| <input type="checkbox"/> American Indian or Alaska Native | (C) - 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 | |
| <input type="checkbox"/> Chinese/Chinese American | (2) - A person having origins in any of the original peoples of China. |
| <input type="checkbox"/> Filipino/Filipino | (L) - A person having origins in any of the original peoples of the Philippine Islands. |
| <input checked="" type="checkbox"/> Japanese/Japanese American | (B) - A person having origins in any of the original peoples of Japan. |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | (Z) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island. |
| <input type="checkbox"/> Pakistani/East Indian | (R) - A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan). |
| <input type="checkbox"/> Other Asian | (X) - A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Korea, Malaysia, Thailand, and Vietnam). |
| <input type="checkbox"/> Black/African American (not of Hispanic origin) | (A) - A person having origins in any of the Black racial groups of Africa. |
| Hispanic/Latino | |
| <input type="checkbox"/> Mexican/Mexican American/Chicano | (E) - A person of Mexican culture or origin regardless of race. |
| <input type="checkbox"/> Latin American/Latino | (5) - A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race. |
| <input type="checkbox"/> Other Spanish/Spanish American | (W) - A person of Spanish culture or origin, not included in any of the Hispanic categories listed above. |
| <input checked="" type="checkbox"/> White (not of Hispanic origin) | (F) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

2. DISABILITY STATUS

Corresponding sample Web New Hire Personal Information screen

2. Personal Information

- ENTRY SCREENS
- 1 Employee Identification
- 2 **Personal Information**
- 3 Address & Disclosures
- 4 Citizenship & Taxes
- 5 Employment Information
- 6 Appointments & Distributions
- 7 Education
- 8 Pay Disposition

- REVIEW AND SUBMIT
- 9 Summary
- 10 Review Messages and Update
- 11 Post Authorization Notification (PAN)
- 12 IDOC

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.

Sex: Female Male

Ethnicity Section 1

Hispanic, Latino, or Other Spanish Origin: Y - Yes N - No

American Indian or Alaska Native: -- --

Asian: -- --

Black/African American: -- --

Native Hawaiian or Other Pacific Islander: -- --

White: -- --

Ethnicity Section 2

Primary Ethnic/Race:

Disabled Status: Disabled Not disabled

Corporate Personnel System (CPS) Interface

All new codes use to populate the Primary Ethnic/Race field were incorporated in the translation that currently occurs for this element onto the CPS file. The new codes and their corresponding translations are:

'Z'	16
'O'	17
'P'	18
'Q'	19
'S'	20
'T'	21
'V'	22

The CPS interface process copies and converts data from existing and new fields to corresponding elements in CPS. The interface continues to identify a single ethnic code for ETHNIC_ORIGIN_GROUP_CODE which continues to be used for Affirmative Action program reporting.

For IPEDS reporting, the CPS interface process evaluates both the new and current codes to determine the appropriate rollup for multiple race and ethnicity categories for an employee.

APPENDIX A- New Demographic Data Transmittal Form (U5605 R6/10) June 2010 Revision

Identifies month and year when the form was last revised

DEMOGRAPHIC DATA TRANSMITTAL
U5605 (R6/10) University of California Human Resources

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)	CAMPUS	DEPARTMENT/ORGANIZATIONAL UNIT	BIRTHDATE		
			MO	DF	YY

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees (see reverse for Privacy Notification Statement). Please self-identify your ethnicity and race by completing Sections 1A and 1B of this form.

Additionally, to comply with Federal recordkeeping mandates, the University of California is required to monitor the number of its employees who have a disability or are protected veterans. Please self-identify your status as disabled individual and/or protected veteran by completing Section 2 and/or Section 3 of this form as applicable to you.

1. ETHNICITY AND RACE

Please complete Sections 1A and 1B below. The information must be collected in both sections in order for the University to comply with U.S. Department of Education requirements for the collection and reporting of ethnicity and race data as well as Affirmative Action program reporting requirements. **The University of California will not be able to accurately report your information if both sections are not completed.**

A. Are you of Hispanic, Latino or Other Spanish origin? YES NO
In addition, please select one or more of the racial categories that are applicable to you.

American Indian or Alaska Native Asian Black/African American Native Hawaiian or Other Pacific Islander White

B. For Affirmative Action program reporting, the University of California is required to provide only ONE race/ethnicity description for its employees. Please place an "X" in the box that best identifies the single option from Section 1B that you want us to report for you.

American Indian or Alaska Native (C) - 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

Chinese/Chinese American (2) - A person having origins in any of the original peoples of China.
 Filipino/Philipino (L) - A person having origins in any of the original peoples of the Philippine Islands.
 Japanese/Japanese American (B) - A person having origins in any of the original peoples of Japan.
 Native Hawaiian or Other Pacific Islander (Z) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Pakistani/East Indian (R) - A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).
 Other Asian (X) - A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Korea, Malaysia, Thailand, and Vietnam).

Black/African American (not of Hispanic origin) (A) - A person having origins in any of the Black racial groups of Africa.

Hispanic/Latino

Mexican/Mexican American/Chicano (E) - A person of Mexican culture or origin regardless of race.
 Latin American/Latino (S) - A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.
 Other Spanish/Spanish American (W) - A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.
 White (not of Hispanic origin) (F) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

2. DISABILITY STATUS

Please place an "X" in the box below if you are an individual with a disability, otherwise please leave blank.

INDIVIDUAL WITH A DISABILITY (H)
An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or who has a record of such impairment.

All questions regarding ethnic, veterans, or disabled identification should be directed to the campus Equal Employment Opportunity/Affirmative Action Office.

NOTE: Destroy after data entry pursuant to local procedures

SEE REVERSE FOR PRIVACY NOTIFICATIONS OVER ➔

3. VETERAN STATUS

Please place an "X" in each of the boxes below that apply to you (more than one)

VIETNAM ERA VETERAN (V)
Vietnam Era Veteran means a person who:
 1. Served on active duty for a period of more than 180 days, and was discharged or released from active duty because of a service-connected disability; or
 2. Was discharged or released from active duty because of a service-connected disability; or
 3. In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or other cases.

WAR/CAMPAIGN/EXPEDITION VETERAN (E)
War/Campaign/Expedition Veteran means: A veteran who served on active duty in a campaign or expedition for which a campaign badge has been authorized by the U.S. Office of Personnel Management website at <http://opm.gov/stat>

DISABLED VETERAN (S)
Disabled Veteran means:
 1. A veteran of the U.S. military, ground, naval or air service who is entitled to or who has received a disability rating from the Department of Veterans Affairs; or
 2. A person who was discharged or released from active duty because of a service-connected disability.

ARMED FORCES SERVICE MEDAL VETERAN (M)
Armed Forces Service Medal Veteran means: A veteran who, while serving on active duty in a United States military operation for which an Armed Forces Service Medal was authorized, received that medal or other military award for similar valorous action.

RECENTLY SEPARATED VETERAN (MM,YY)
Any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty. Separation date: ____/____/____ (Month/Year)

FOR INTERNAL USE

NOTE TO ACCOUNTING OFFICE: DO NOT COPY

(1)		EMPLOYEE ID (4-10)										
ETHNIC CODE (1B)	VET STAT (2)	DIS VET (3)	DIS LE (3)	VET WAR (3)	HOW VET SEP DATE (24-27)	VET I					VET I	
					MM YY							
ED												

PRIVACY NOTIFICATION STATEMENT (Reverse)

The State of California Information Practices Act of 1977 requires the University to supply personal information about themselves.

- The principal purpose for requesting the information on this form is to comply with the Federal Equal Employment Opportunity Act of 1964, as amended; (b) Executive Order 11246, as amended; (c) the Rehabilitation Act of 1973, as amended; (d) Section 503 of the Rehabilitation Act of 1973, as amended; (e) 1094 (a) (17); and (f) Section 490 of the Higher Education Act of 1965, as amended.
- The information supplied on this form is kept confidential. It is used for recruitment and for internal workforce statistical analysis, reporting, and outreach. It is not to be disclosed to the public or other personnel of the University, except as otherwise required by law. The aggregate campus equal employment opportunity/affirmative action and human resource data is used only as described.
- Furnishing the information requested on this form is voluntary. There is no penalty for not furnishing the information.
- Individuals have the right to review their own records in accordance with University policies and agreements can be obtained from campus personnel offices.
- The University offices responsible for maintaining the information supplied on this form are the Academic Advancement Office, and campus Equal Employment Opportunity Office.