

ESS - Personal Information – Ethnicity/Race Information

1. **Ethnicity/Race Information** – Employees have the ability to confirm or update their *Ethnicity/Race Information* data using ESS by following the steps below.

1.1. Select the *Ethnicity/Race Information* link from the *Personal Information* menu in ESS.

1.1.1. If the system status of your record shows *Incomplete or Missing Information* upon entering the screen, the *Confirm Information* button at the bottom of the screen will be deactivated. (NOTE: If the system status of your record shows *Not Confirmed by Employee*, [click here for further instructions.](#))

1.1.2. Simply complete the information as requested on the screen and click *Update Information* when finished.


Current Ethnicity / Race Information

Ethnicity/Race categories have changed to reflect more specific choices. Please review the information that is on file for you. Please either confirm the values displayed below or select new values and update your record. If the information displayed below is correct and confirmed, then no action is required.

The status of your record in the system is: **Incomplete or Missing Information**

The system currently has your ethnicity as: **Unknown**

The system currently has your race as: **Unknown**

 The system does not have complete Ethnicity/Race information on file for you. Please update your records.

1. What is your Ethnicity? (Select One Option)

Hispanic or Latino
Persons of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

Not Hispanic or Latino

2. What is your Race? (Select One or More)

American Indian or Alaska Native
Persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

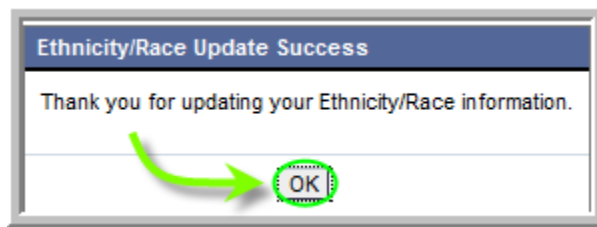
Asian
Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American
Persons having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander
Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

White / Caucasian
Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- 1.1.3. The following confirmation pop up window will appear to confirm the information has been saved. Click *OK*.



- 1.1.4. The *Current Ethnicity/Race Information* page will indicate “*The status of your record in the system is: Confirmed by Employee.*” The update process is now complete.

Employee Number: 00135868

Current Ethnicity / Race Information

Ethnicity/Race categories have changed to reflect more specific choices. Please review the information that is on file for you. Please either confirm the values displayed below or select new values and update your record. If the information displayed below is correct and confirmed, then no action is required.

The status of your record in the system is: **Confirmed By Employee**

The system currently has your ethnicity as: **Not Hispanic or Latino**

The system currently has your race as: **White/Caucasian**

1. What is your Ethnicity? (Select One Option)

Hispanic or Latino

Persons of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of

- 1.1.5. NOTE: If upon entering the *Ethnicity/Race Information* screen the system status of your record shows *Not Confirmed by Employee*, this means there is preexisting ethnicity/race information in SAP for you.

Ethnicity / Race Information

Employee Name: Test, Web

Employee Number: 00135868

Current Ethnicity / Race Information

Ethnicity/Race categories have changed to reflect more specific choices. Please review the information that is on file for you. Please either confirm the values displayed below or select new values and update your record. If the information displayed below is correct and confirmed, then no action is required.

The status of your record in the system is: **Not Confirmed By Employee**

The system currently has your ethnicity as: **Not Hispanic or Latino**

The system currently has your race as: **White/Caucasian**

- 1.1.6. NOTE (cont.): Simply review the ethnicity/race information presented. If no changes to your information are necessary, click *Confirm Information*. If any changes are made to the data, click *Update Information*.

1. What is your Ethnicity? (Select One Option)

Hispanic or Latino
Persons of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

Not Hispanic or Latino

2. What is your Race? (Select One or More)

American Indian or Alaska Native
Persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian
Persons having origins 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.

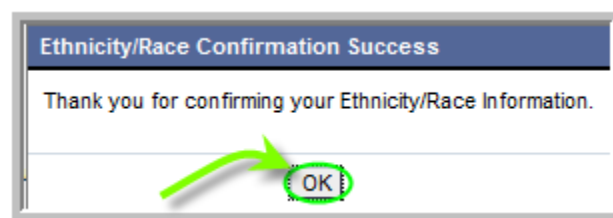
Black or African American
Persons having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander
Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

White / Caucasian
Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

[Confirm Information](#) [Update Information](#)

NOTE (cont.): If *Confirm Information* is chosen, the following pop up window will appear. Click *OK*.



NOTE (cont.): If *Update Information* is chosen, the following pop up window will appear. Click *OK*.



- 1.1.6.1.** NOTE (cont.): Whether *Confirm Information* or *Update Information* is chosen, the status of your *Ethnicity/Race Information* will now be set to *Confirmed by Employee* as shown in the screenshot below. The update/confirm process is now complete.

