

CHRIS Self Service

Race or National Origin User Guide

Introduction

The Office of Personnel Management (OPM), in August 2005, issued a memorandum regarding the implementation of Office of Management and Budget (OMB) standards for reporting the ethnicity and race of Federal employees to OPM, the Central Personnel Data File (CPDF) and Enterprise Human Resources Integration (EHRI). This information will be collected in GSA's Comprehensive Human Resources Integrated System (CHRIS) and will be used to perform trend and historical analyses about GSA's workforce.

Associates can use CHRIS Personal Self-Service to update their Race and National Origin. **For new users** - After logging into CHRIS (click on the *New User Registration* link available on the CHRIS homepage to create a new account), associates can begin the process of reviewing and/or updating their Race and National Origin.

Glossary

Terms and Definitions	
National Origin (i.e., Ethnicity)	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, <i>regardless of race</i> (i.e., Hispanic or Latino).
Race Categories	American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, or White.

Category Definitions	
American Indian or Alaska Native	A person 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	A person 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	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.

Guide Contents

Information in this guide describes how associates can view and update Race and National Origin category or categories

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Reviewing Current Information

Through your agency *Personal Self-Service* you can view the race and/or national origin category or categories for which you are identified. After logging into CHRIS, begin the review process by proceeding with the steps below.

Step 1.

After selecting your agency *Personal Self-Service* from the menu, click on *Race or National Origin*.

The screenshot displays the Oracle Human Resources portal. The 'Navigator' section on the left lists various services, with 'GSA Personal Self-Service' expanded to show options like 'Personal View', 'Saved for Later/Returned for Correction Actions', 'Training', 'Change Manager', 'Change Password and Accessibility', 'Contact CPC or IG HR Office', 'Race or National Origin', and 'Inbox'. The 'Race or National Origin' option is being selected. The 'Favorites' section on the right is empty. The footer includes copyright text and navigation links.

Caution: The Internet Explorer or Netscape Back  button **SHOULD NOT** be used in this system to navigate between pages. Using the button will cause the system to not function properly.

Step 2.


The **Race or National Origin: Extra Information** form opens and a “yes” value displays under the category or categories selected to identify you.

The screenshot shows the 'Race or National Origin: Extra Information' form. The employee name is 'GSA Associate' and the employee number is '20122'. The form includes a table for 'US Federal Ethnicity and Race Category' with the following data:

Select Object:	Hispanic or Latino	American Indian or Alaska Native	Black or African American	Native Hawaiian or Other Pacific Islander	White
Select Status	No	No	Yes	No	No

The form also features 'Cancel', 'Back', and 'Process' buttons and footer text including copyright information and a privacy statement link.

Step 3.

If no changes are required, click on the Back  button to return to the *CHRIS Navigator* menu. At this point you can exit the system

Updating Current Information

Through your agency *Personal Self-Service* you can update the race and/or national origin category or categories for which you are identified. After logging into CHRIS, begin the update process by proceeding with the steps below.

Step 1.

After selecting your agency *Personal Self-Service* from the menu, click on *Race or National Origin*.

ORACLE
Human Resources

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Navigator Edit Navigator


- GSA HR Professional Self-Service
- GSA Manager Performance Plan
- GSA Manager Self-Service
- GSA Personal Self-Service**
 - Personal View
 - Saved for Later/Returned for Correction Actions
 - Training
 - Change Manager
 - Change Password and Accessibility
 - Contact CPC or IG HR Office
 - Race or National Origin**
 - Inbox
- Oracle Federal Views
 - Benefits
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Favorites Edit Fav

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

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Caution: The Internet Explorer or Netscape Back  button **SHOULD NOT** be used in this system to navigate between pages. Using the button will cause the system to not function properly.

Step 2.

The **Race or National Origin: Extra Information** form opens and a "yes" value displays under the category or categories selected to identify you.

Race or National Origin: Extra Information

Employee Name **GSA Associate** Employee Number **20122** Cancel Back Process

Review value(s). Click on the Cancel button if no changes are required or on the Update button to change value(s). Click on the Process button to move to the next page to initiate or continue update process.

US Federal Ethnicity and Race Category

Select Object: Update

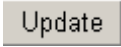
Select Status	Hispanic or Latino	American Indian or Alaska Native	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input checked="" type="radio"/>	No	No	Yes	No	No

Cancel Back Process


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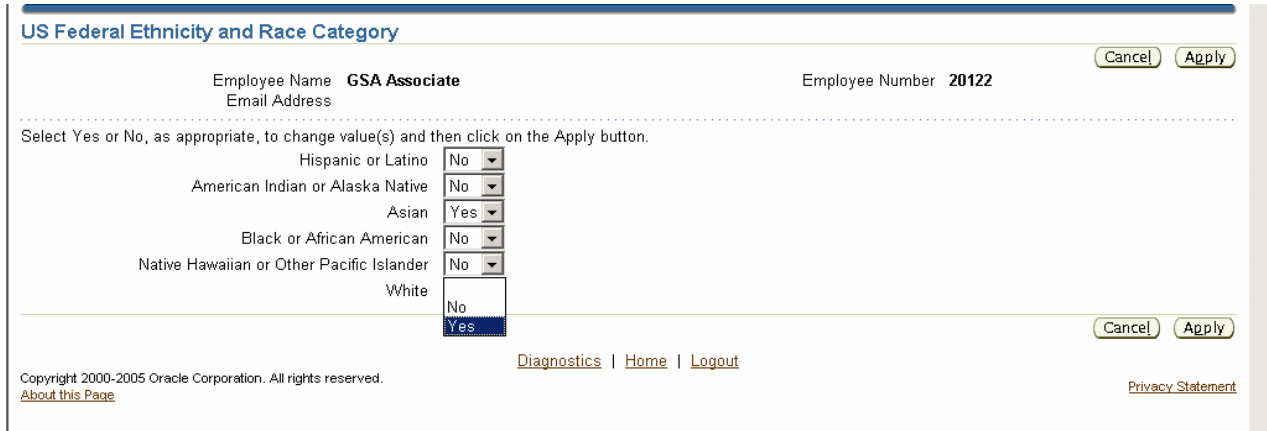
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Step 3.



To update your record, click on the Update  button.

Step 4.

The **US Federal Ethnicity and Race Category** form opens. Click on the Down Arrow  button that displays to the right of the category or categories you wish to update and select either “Yes”, which means it applies, or “No”, which means it doesn’t apply.



US Federal Ethnicity and Race Category

Employee Name **GSA Associate** Employee Number **20122**  

Select Yes or No, as appropriate, to change value(s) and then click on the Apply button.

Hispanic or Latino



American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

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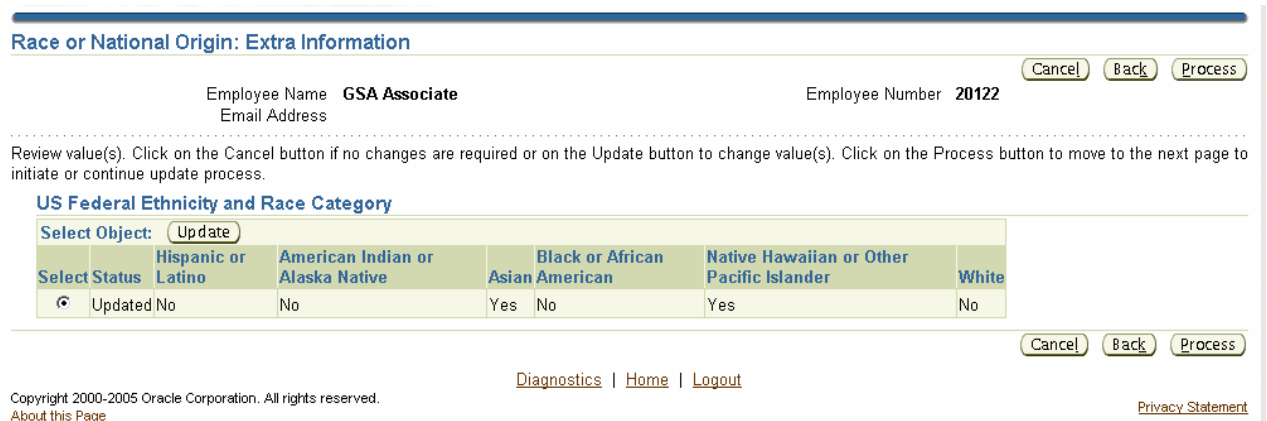
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Step 5.




Click on the Apply  button to initiate the update process.

Step 6.

The **Race or National Origin: Extra Information** form opens showing the changes you made.






Race or National Origin: Extra Information

Employee Name **GSA Associate** Employee Number **20122**   

Review value(s). Click on the Cancel button if no changes are required or on the Update button to change value(s). Click on the Process button to move to the next page to initiate or continue update process.



US Federal Ethnicity and Race Category


Select Object:	Hispanic or Latino	American Indian or Alaska Native	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input checked="" type="radio"/> Updated	No	No	Yes No	Yes	No


  

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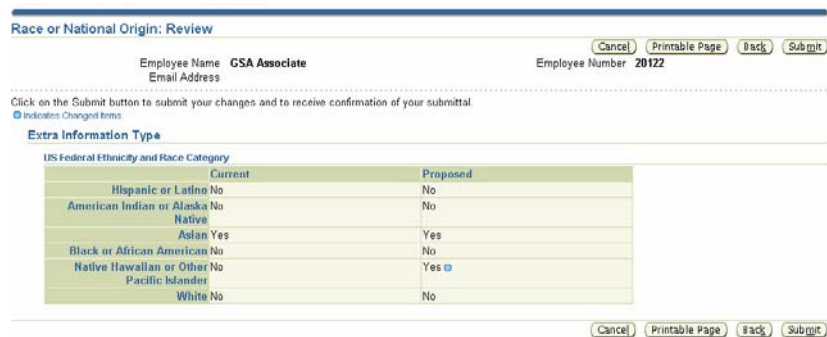
If the review of the **Race or National Origin: Extra Information** form shows an inappropriate input, click either the Back  button or the Update  button, which will return you to the **US Federal Ethnicity and Race Category** form from which you may once again update the “Yes” and “No” values for each of the categories (Step 4 above). Once your changes have


been made, click on the Apply  button to initiate the update process again (Step 5 above).


If you agree with the changes shown on the **Race or National Origin: Extra Information** form, continue the update process by clicking on the Process  button.

Step 7.

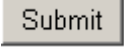
The **Race or National Origin: Review** form opens. The left column displays each of the six categories, the middle column displays the current values for each of the six categories, and the right column displays the proposed values for each of the six categories.

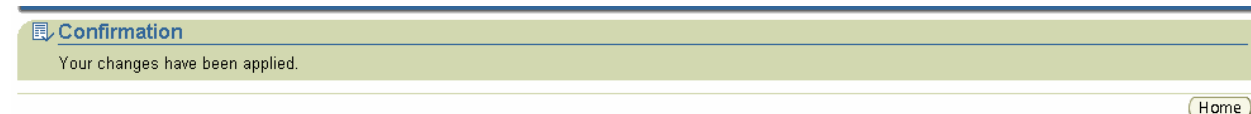


US Federal Ethnicity and Race Category	Current	Proposed
Hispanic or Latino	No	No
American Indian or Alaska Native	No	No
Asian	Yes	Yes
Black or African American	No	No
Native Hawaiian or Other Pacific Islander	No	Yes 
White	No	No

Note: A blue circle  displays to the right of the proposed value that differs from the current value.

Step 8.

To complete the update process, click on the Submit  button. After your record has been updated, a confirmation screen will display that reads “Your changes have been applied.”



Confirmation
Your changes have been applied.

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Step 9.

Click on the  button to return to the *CHRIS Navigator* menu. You have completed the update process and can now exit *CHRIS*.