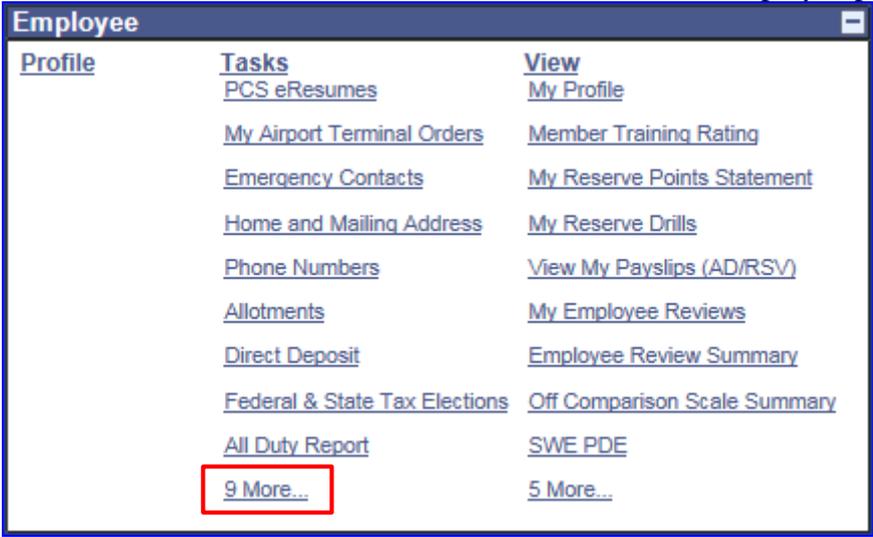


Self Service – Ethnic Groups

Introduction This transaction is used to edit a member’s Ethnic Group. A member’s ethnic group is designated at time of accession; however, situations may arise when an edit is necessary.

Procedures See below.

Step	Action
1	<p>Select the 9 more... link from the Tasks column in the Employee pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with a menu bar containing 'Profile', 'Tasks', and 'View'. Under 'Tasks', there are several links: PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, and 9 More... (highlighted with a red box). Under 'View', there are links: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, SWE PDE, and 5 More...</p>
2	<p>The Tasks page will display. Click the Ethnic Groups link.</p>  <p>The screenshot shows the 'Tasks' page with a breadcrumb trail 'Main Menu > CG AD Self Service: Employee >'. A folder icon labeled 'Tasks' is at the top. Below it are several task cards: PCS eResumes, Home and Mailing Address, Direct Deposit, Thrift Savings Plan, My Reserve Orders, My Member Info, My Airport Terminal Orders, Phone Numbers, Federal & State Tax Elections, Ethnic Groups (highlighted with a red box), My Assignments Endorsements, and My eResume.</p>

Continued on next page

Self Service – Ethnic Groups, Continued

Procedures,
continued

Step	Action								
3	<p>Current Ethnic Groups data will display. Ethnic Group data may be deleted or added. In this example, we will delete the Black or African-American designation. Select the Delete icon.</p> <div data-bbox="357 600 1390 1207" style="border: 1px solid blue; padding: 5px;"> <p>Ethnic Groups</p> <p>Floyd Mayweather</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p> <table border="1" data-bbox="365 907 1355 1086"> <thead> <tr> <th data-bbox="365 907 1147 943">Ethnic Groups</th> <th data-bbox="1147 907 1355 943"></th> </tr> <tr> <th data-bbox="365 943 1147 987">Description</th> <th data-bbox="1147 943 1355 987">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="365 987 1147 1032">Black or African American</td> <td data-bbox="1147 987 1355 1032" style="text-align: center;"></td> </tr> <tr> <td data-bbox="365 1032 1147 1077">Ethnic Category - Not Hispanic or Latino</td> <td data-bbox="1147 1032 1355 1077" style="text-align: center;"></td> </tr> </tbody> </table> <p data-bbox="365 1108 655 1144" style="border: 1px dashed gray; padding: 2px; display: inline-block;">Add an Ethnic Group</p> <p data-bbox="365 1167 485 1202" style="border: 1px solid gray; padding: 2px; display: inline-block;">Save</p> </div>	Ethnic Groups		Description	Delete	Black or African American		Ethnic Category - Not Hispanic or Latino	
Ethnic Groups									
Description	Delete								
Black or African American									
Ethnic Category - Not Hispanic or Latino									
4	<p>The Delete Confirmation screen will appear. Click the Yes-Delete and Save button.</p> <div data-bbox="357 1323 1123 1641" style="border: 1px solid blue; padding: 5px;"> <p>Ethnic Groups</p> <p>Delete Confirmation</p> <p> Are you sure you want to delete Ethnic Group (2)?</p> <p data-bbox="365 1585 636 1630" style="border: 1px solid red; padding: 2px; display: inline-block;">Yes - Delete and Save</p> <p data-bbox="687 1585 1117 1630" style="border: 1px solid gray; padding: 2px; display: inline-block;">No - Do Not Delete and Do Not Save</p> </div>								

Continued on next page

Self Service – Ethnic Groups, Continued

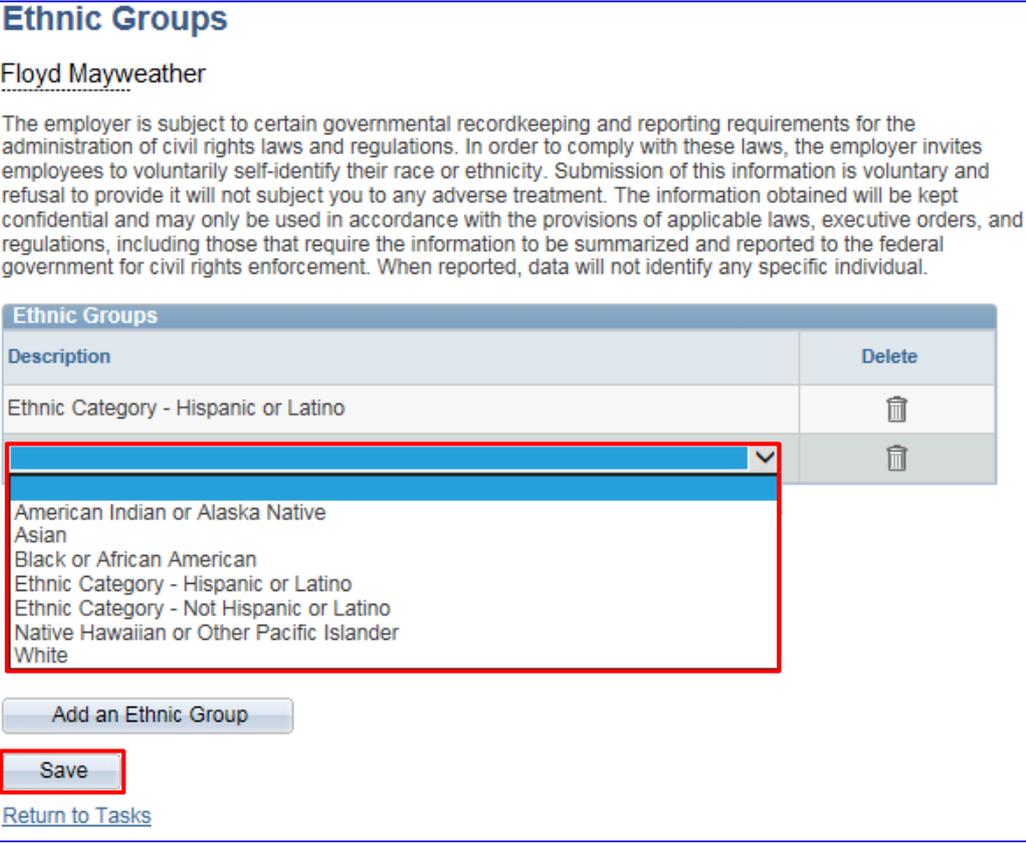
Procedures,
continued

Step	Action						
5	<p>The Ethnic Groups page will display minus the previous ethnic category. The member may now add a new or corrected category. Click the Add an Ethnic Group button.</p> <div data-bbox="352 600 1383 1151" style="border: 1px solid blue; padding: 5px;"><p>Ethnic Groups</p><p><u>Floyd Mayweather</u></p><p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p><table border="1" data-bbox="352 902 1335 1032"><thead><tr><th data-bbox="352 902 1129 936">Ethnic Groups</th><th data-bbox="1129 902 1335 936"></th></tr><tr><th data-bbox="352 936 1129 981">Description</th><th data-bbox="1129 936 1335 981">Delete</th></tr></thead><tbody><tr><td data-bbox="352 981 1129 1032">Ethnic Category - Not Hispanic or Latino</td><td data-bbox="1129 981 1335 1032"></td></tr></tbody></table><p data-bbox="352 1048 639 1093">Add an Ethnic Group</p><p data-bbox="352 1106 469 1151">Save</p></div>	Ethnic Groups		Description	Delete	Ethnic Category - Not Hispanic or Latino	
Ethnic Groups							
Description	Delete						
Ethnic Category - Not Hispanic or Latino							

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Self Service – Ethnic Groups, Continued

Procedures,
continued

Step	Action								
6	<p>Click the Description drop-down and make a selection. Then click the Save button.</p>  <p>Ethnic Groups Floyd Mayweather</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p> <table border="1"> <thead> <tr> <th data-bbox="359 864 1157 898">Ethnic Groups</th> <th data-bbox="1157 864 1353 898"></th> </tr> <tr> <th data-bbox="359 898 1157 943">Description</th> <th data-bbox="1157 898 1353 943">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 943 1157 987">Ethnic Category - Hispanic or Latino</td> <td data-bbox="1157 943 1353 987"></td> </tr> <tr> <td data-bbox="359 987 1157 1032"> <div style="border: 1px solid red; padding: 2px;"> American Indian or Alaska Native Asian Black or African American Ethnic Category - Hispanic or Latino Ethnic Category - Not Hispanic or Latino Native Hawaiian or Other Pacific Islander White </div> </td> <td data-bbox="1157 987 1353 1032"></td> </tr> </tbody> </table> <p><input type="button" value="Add an Ethnic Group"/></p> <p><input style="border: 1px solid red;" type="button" value="Save"/></p> <p>Return to Tasks</p>	Ethnic Groups		Description	Delete	Ethnic Category - Hispanic or Latino		<div style="border: 1px solid red; padding: 2px;"> American Indian or Alaska Native Asian Black or African American Ethnic Category - Hispanic or Latino Ethnic Category - Not Hispanic or Latino Native Hawaiian or Other Pacific Islander White </div>	
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7	<p>Once saved, the confirmation message will appear. Click the OK button.</p>  <p>Ethnic Groups Save Confirmation</p> <p> The Save was successful.</p> <p><input style="border: 1px solid red;" type="button" value="OK"/></p>								

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Self Service – Ethnic Groups, Continued

Procedures,
continued

Step	Action								
8	<p>The Ethnic Groups page will appear with the updated information.</p> <div data-bbox="352 526 1385 1108" style="border: 1px solid black; padding: 5px;"><p>Ethnic Groups</p><p>Floyd Mayweather</p><p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p><table border="1" data-bbox="352 824 1305 992"><thead><tr><th data-bbox="352 824 1104 853">Ethnic Groups</th><th data-bbox="1104 824 1305 853"></th></tr><tr><th data-bbox="352 853 1104 898">Description</th><th data-bbox="1104 853 1305 898">Delete</th></tr></thead><tbody><tr><td data-bbox="352 898 1104 943">Ethnic Category - Not Hispanic or Latino</td><td data-bbox="1104 898 1305 943"></td></tr><tr><td data-bbox="352 943 1104 992">American Indian or Alaska Native</td><td data-bbox="1104 943 1305 992"></td></tr></tbody></table><p data-bbox="352 1014 632 1048"><input type="button" value="Add an Ethnic Group"/></p><p data-bbox="352 1070 467 1104"><input type="button" value="Save"/></p></div>	Ethnic Groups		Description	Delete	Ethnic Category - Not Hispanic or Latino		American Indian or Alaska Native	
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Ethnic Category - Not Hispanic or Latino									
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