

Additional Personal Data (0077)

The following is maintained on Infotype 0077
Additional Personal Data in HRMS:

- Ethnicity, Race, and Ethnic Origin
- Military Status
- EEO Exemption Status
- Veteran Status
- Disability

This information is gathered on the Employee Affirmative Action Profile form or similar agency employee questionnaire and is used for affirmative action reporting.

Additional Resources:

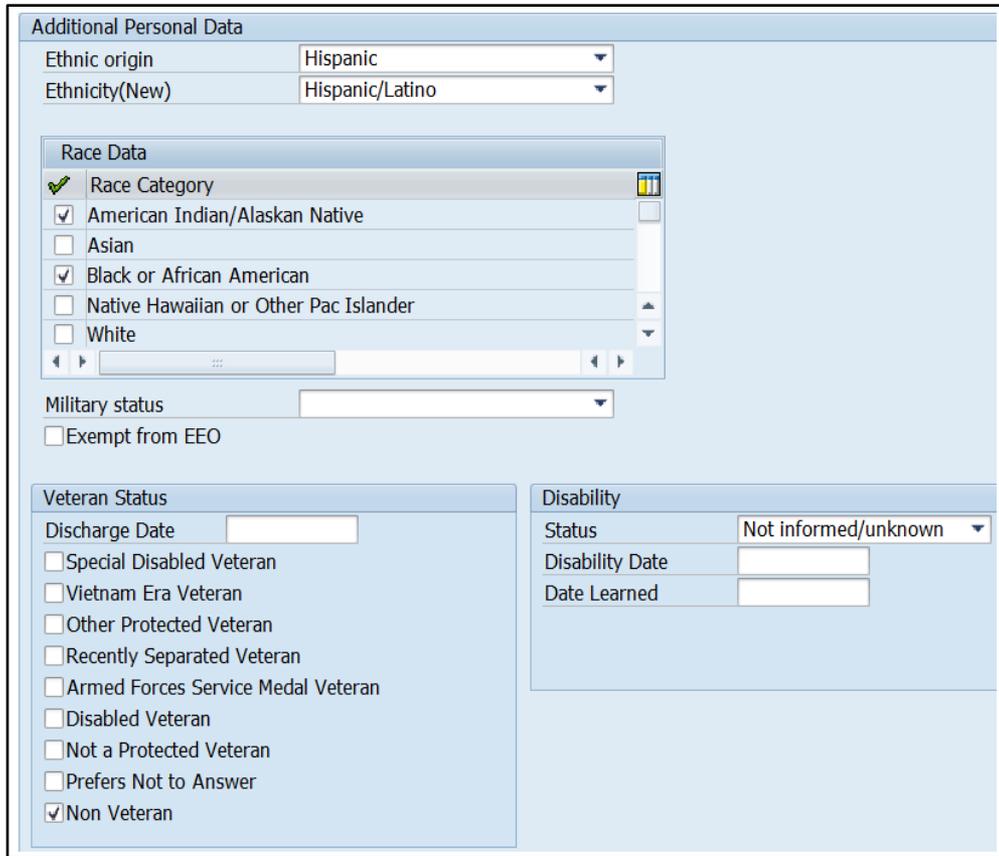
[Employee Affirmative Action Profile form](#)

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Additional Personal Data

Ethnic origin: Hispanic

Ethnicity(New): Hispanic/Latino

Race Data

Race Category

American Indian/Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pac Islander

White

Military status: [Dropdown]

Exempt from EEO

Veteran Status

Discharge Date: [Text]

Special Disabled Veteran

Vietnam Era Veteran

Other Protected Veteran

Recently Separated Veteran

Armed Forces Service Medal Veteran

Disabled Veteran

Not a Protected Veteran

Prefers Not to Answer

Non Veteran

Disability

Status: Not informed/unknown

Disability Date: [Text]

Date Learned: [Text]

Ethnicity, Race, Ethnic Origin

Employee ethnicity and race data is collected from the employee on the Employee Affirmative Action Profile form (or similar agency employee questionnaire) to help determine when particular affected groups are underutilized. This information helps agencies (and the enterprise) develop and implement affirmative action plans and strategies to increase the representation of those affected groups.

What race or culture do you consider yourself? Select all that apply.

<input checked="" type="checkbox"/> American Indian or Alaska Native	<input checked="" type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input checked="" type="checkbox"/> Black or African American	<input type="checkbox"/> White

Sample Race/Ethnicity options on the Employee Affirmative Action Profile form

Ethnicity(New)

- If **“Hispanic or Latino”** is selected on the employee profile form, enter Hispanic/Latino into the Ethnicity field in HRMS.
- If **“Hispanic or Latino”** is *not* selected on the employee profile form, enter Not Hispanic/Latino into the Ethnicity field in HRMS.

This example corresponds with the selections on the sample Employee Affirmative Action Profile form above

Note: When the Ethnic Origin and Ethnicity fields are both populated, HRMS will display a warning message “Ethnicity(New) field maintained thus Ethnic origin field is disregarded”. Ignore this message. This is a standard SAP warning message and does not apply to the State of Washington.

What race or culture do you consider yourself? Select all that apply.

- | | |
|--|--|
| <input checked="" type="checkbox"/> American Indian or Alaska Native | <input checked="" type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input checked="" type="checkbox"/> Black or African American | <input type="checkbox"/> White |

Sample Race/Ethnicity options on the Employee Affirmative Action Profile form

Race Data

- Enter all race categories selected on the employee profile form into HRMS by checking the corresponding boxes.
- If multiple races are selected, the system will prompt you to also check the Two or More Races box. **Do not check Two or More Races by itself.**

A screenshot of a 'Race Data' form. The form has a title bar 'Race Data' and a list of race categories. The 'Race Category' header is checked with a green checkmark. Below it, the following categories are listed with checkboxes: 'American Indian/Alaskan Native' (checked), 'Asian' (unchecked), 'Black or African American' (checked), 'Native Hawaiian or Other Pac Islander' (unchecked), and 'White' (unchecked). A red box highlights the checkboxes for 'American Indian/Alaskan Native' and 'Black or African American'.

A screenshot of the same 'Race Data' form. In addition to the categories checked in the previous screenshot, the 'Two or More Races' checkbox at the bottom is also checked. A red box highlights this checkbox.

Ethnicity, Race, Ethnic Origin, cont...

Ethnic Origin

- Use the Ethnic Origin Crosswalk below to determine the appropriate Ethnic Origin selection in HRMS.

In the example to the right, Ethnic Origin was set to Hispanic/Latino even though multiple races were selected. This is because the crosswalk indicates Hispanic/Latino always overrides any race combination.

Ethnic Origin Crosswalk

If Ethnicity is:	and Race is:	then Ethnic Origin should be:
Hispanic/Latino	(blank)	Hispanic
Hispanic/Latino	American Indian/Alaska Native	Hispanic
Hispanic/Latino	Asian	Hispanic
Hispanic/Latino	Black or African American	Hispanic
Hispanic/Latino	Native Hawaiian or Other Pac Islander	Hispanic
Hispanic/Latino	White	Hispanic
Hispanic/Latino	any race combination	Hispanic
Not Hispanic/Latino	(blank)	White/Not Hispanic origin
Not Hispanic/Latino	American Indian/Alaska Native	American Indian/Alaskan
Not Hispanic/Latino	American Indian/Alaska Native + any other race	American Indian/Alaskan
Not Hispanic/Latino	Asian	Asian or Pacific Islander
Not Hispanic/Latino	Asian + Native Hawaiian or Other Pac Islander or White	Asian or Pacific Islander
Not Hispanic/Latino	Black or African American	Black/Not Hispanic origin
Not Hispanic/Latino	Black or African American + Asian, Native Hawaiian or Other Pac Islander, or White	Black/Not Hispanic origin
Not Hispanic/Latino	Native Hawaiian or Other Pac Islander	Asian or Pacific Islander
Not Hispanic/Latino	Native Hawaiian or Other Pac Islander + White	Asian or Pacific Islander
Not Hispanic/Latino	White	White/Not Hispanic origin

Note: When the Ethnic Origin and Ethnicity fields are both populated, HRMS will display a warning message "Ethnicity(New) field maintained thus Ethnic origin field is disregarded". Ignore this message. This is a standard SAP warning message and does not apply to the State of Washington.

Military Status is collected to help determine an employee's eligibility for veteran's preference in a layoff. Prior to granting any veteran's preference, review the employee's DD Form 214 or alternate verification of military service to confirm they meet the requirements of the rule.

Military Status (select only one):

- Non Veteran or Unspecified Veteran Status
- Discharged with a duty-related disability and less than one year of service
- Honorably Discharged with more than one and less than 20 years of service
- Retired Veteran receiving more than \$500 per month retirement pay
- Retired Veteran receiving less than \$500 per month retirement pay
- Surviving spouse or surviving registered domestic partner of a veteran

Sample Military Status options on the Employee Affirmative Action Profile form

- Enter the military status selected on the employee profile form into HRMS by selecting the corresponding option in the Military Status drop down menu.

Notes:

Selecting an option under Military status will trigger completion of Infotype Military Service (0081). Refer to the OLQR procedures Military Service – Create and Military Service – Maintain for creating and maintaining Military Service Infotype (0081).

The following Military Status selections are no longer used: Rtrd Dis Vet > \$500, Rtrd Dis VtnmVet > \$500, Rtrd VtnmVet > \$500, Sep/Rtrd Dis VtnmVet<\$500, and Sep/Rtrd VtnmVet < \$500.

The screenshot shows a dropdown menu for 'Military status'. The selected option is 'Discharge w/dis<1yr Srvc', which is highlighted in yellow. Other visible options include 'Non/Unspec Vet's Status', 'Rtrd Dis Vet > \$500', 'Rtrd Dis VtnmVet > \$500', 'Rtrd Vet > \$500', 'Rtrd VtnmVet > \$500', 'Sep/Retired Vet < \$500', 'Sep/Rtrd Dis VtnmVet<\$500', 'Sep/Rtrd VtnmVet < \$500', and 'Unmrrd Spose of Dcsd Vet'. The 'Special disabled vetera' option is checked, and 'Vietnam-era veteran' and 'Other Protected Vete' are also visible.

- Check the “Exempt from EEO” box in HRMS if an employee is exempt from federal Equal Employment Opportunity (EEO) reporting.
- During a rehire or appointment change action, be sure to review the employee’s EEO Exemption status and update when necessary.

Notes: The EEO Exemption only applies to federal reports to the Equal Employment Opportunity Commission. Affirmative Action reports within the State of Washington include all employees – including those marked Exempt from EEO in HRMS.

Additional Personal Data

Ethnic origin: Hispanic

Ethnicity(New): Hispanic/Latino

Race Data

Race Category

American Indian/Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pac Islander

White

Military status: Non/Unspec Vet's Status

Exempt from EEO

The Equal Employment Opportunity Act of 1972, section 701(f) provides the definition of employees exempt from EEO reporting:

(f) The term “employee” means an individual employed by an employer, except that the term “employee” shall not include any person elected to public office in any State or political subdivision of any State by the qualified voters thereof, or any person chosen by such officer to be on such officer’s personal staff, or an appointee on the policy making level or an immediate adviser with respect to the exercise of the constitutional or legal powers of the office. The exemption set forth in the preceding sentence shall not include employees subject to the civil service laws of a State government, governmental agency or political subdivision.

Employee veteran data is collected to help determine when particular affected groups are underutilized. This helps agencies (or the enterprise) develop and implement affirmative action plans and strategies to increase the representation of those affected groups.

- Use the Veteran Status Crosswalk below to determine the appropriate Veteran Status selections in HRMS based on the employee's selections on the employee profile form.

Veteran Status (select all that apply):

Are you a US Veteran? Yes No Prefer not to answer If yes, discharge date 08/31/1981

Are you a Vietnam Era Veteran? Yes No

Are you a Special Disabled Veteran? Yes No

Sample Veteran Status options on the Employee Affirmative Action Profile form

Veteran Status Crosswalk

Question	Response	HRMS Veteran Status Selection
Are you a US Veteran?	Yes	Other Protected Veteran*
	No	Non-veteran
	Prefer not to answer	Prefers Not to Answer
Are you a Vietnam Era Veteran?	Yes	Vietnam-era Veteran Other Protected Veteran
	No or Blank	No selection
Are you a Special Disabled Veteran?	Yes	Special Disabled Veteran Other Protected Veteran
	No or Blank	No selection

*Enter the employee's most recent discharge date from active military service in the Discharge Date field in HRMS. Review the employee's DD214 or alternate verification of military service to confirm Veteran Status.

Veteran Status

Discharge Date 08/31/1981

Special Disabled Veteran

Vietnam Era Veteran

Other Protected Veteran

Recently Separated Veteran

Armed Forces Service Medal Veteran

Disabled Veteran

Not a Protected Veteran

Prefers Not to Answer

Non Veteran

Note: The following Veteran Status options are no longer used: Recently Separated Veteran, Armed Forces Service Medal Veteran, Disabled Veteran, Not a Protected Veteran.

Employee disability data is collected to help determine when a particular affected group is underutilized. This helps agencies (or the enterprise) develop and implement affirmative action plans and strategies to increase the representation of the affected group.

Disability information is often disclosed through other HR related processes; however, the employee must authorize any changes to their disability status for affirmative action purposes.

Notes:

Medical documentation is not required to confirm a disability for affirmative action purposes - the employee's attestation of the disability is sufficient. Data for persons with disabilities comes solely from the Disability check box and does not consider the Special Disabled Veteran box.

- Use the Disability Status Crosswalk below to determine the appropriate Disability Status selection in HRMS based on the employee's selection on the employee profile form.
- If the employee has not yet completed a profile form or other agency questionnaire or did not provide a response to "Are you a person with a disability?", enter Not informed/unknown in the Disability Status field in HRMS.

Are you a person with a disability?
 Yes No Prefer not to answer
 If yes, disability date 08/30/2007

Sample Disability Status on the Employee Affirmative Action Profile form

Disability Status Crosswalk

Question	Response	HRMS Disability Status Selection
Are you a person with a disability?	Yes	Has a disability (or previously had one)* • Enter the Disability Date provided • Enter the Date Learned (date employer learned of disability)
	No	Does not have a disability
	Prefer not to answer	Does not wish to answer

Disability
 Status Has a disability (or previ...
 Disability Date 08/30/2007
 Date Learned 10/01/2007

This example corresponds with the selections on the sample employee profile form above

*Do not include those who *previously* had a disability since they no longer meet the definition. Use Does not have a disability instead.



HRMS BI Affirmative Action Reports

Report Name	Transaction Code	Use
Affirmative Action by Job Group	ZZPA_M03_QN35	Provides number of employees by Affirmative Action category. Used in affirmative action job group reporting.
Affirmative Action Flexible Reporting	ZZPA_M03_Q127B	Provides number of employees by Affirmative Action category. The flexible drill down options in this report may highlight problem areas where affirmative action efforts should be focused or highlight areas of improvement where affirmative action efforts were focused.
Diversity Percentages – New Hires and Rehires	ZZPA_M03_QDPH	Displays diversity percentages for permanent or intent to become permanent New Hires and Rehires per Quarter.
Workforce Distribution for Affirmative Action	ZZPA_M03_Q127A	Provides number and percent of employees by Affirmative Action category.
Employee File Statistics – Disability Status	ZZPA_M03_Q244K	Displays the number of employees by disability status.
Employee File Statistics – Ethnic Group	ZZPA_M03_Q244G	Displays the number of employees by ethnic origin.
Employee File Statistics – Military Status	ZZPA_M03_Q244T	Displays the number of employees by military status.
Employee File Statistics – All Reports	ZZPA_M03_Q244	Displays the number of employees by various groups such as age group, gender, ethnic origin, military status, disability status, etc.
HRM Diversity Profile	ZZPA_M03_QGM16	Displays number and percent of the workforce by diversity category and ethnicity. Used for the HR Management Report.