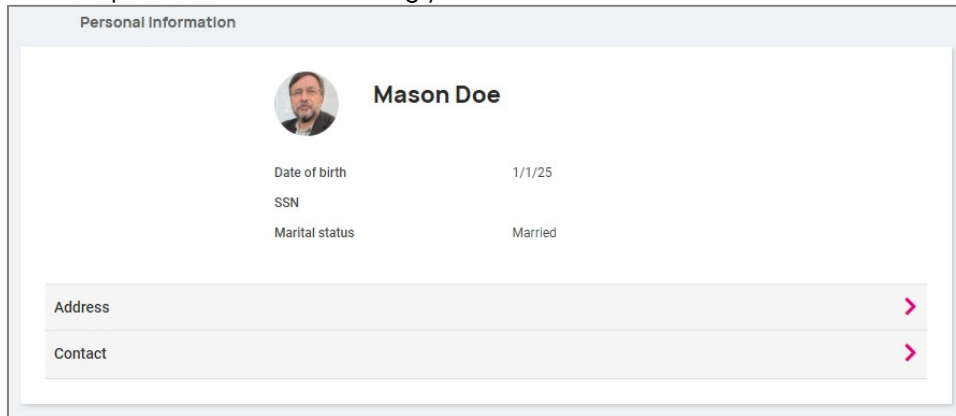
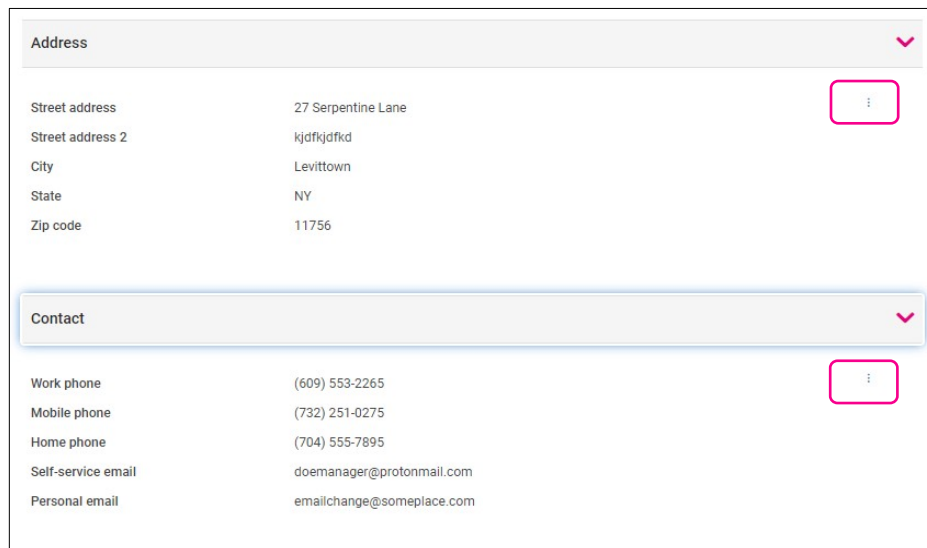


## Personal > Personal Information

The **Personal Information** screen allows you to view your “Name,” “Date of Birth,” “SSN” (masked), and “Marital Status.” There is also a drop-down menu for viewing your “Address” and “Contact” information.



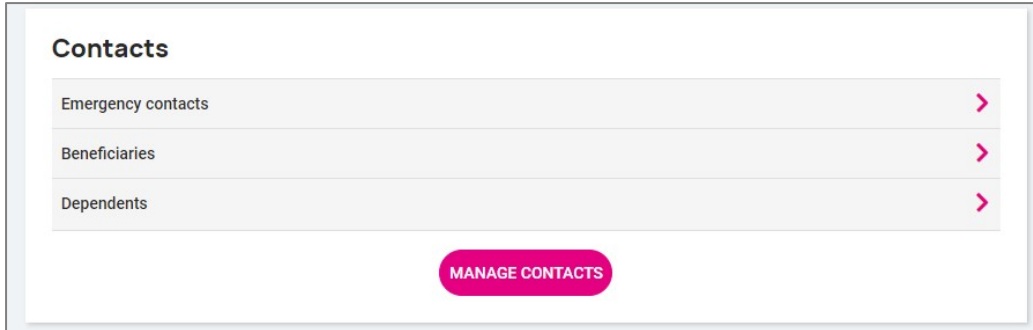
By selecting the > you can expand your address and contact info to see the details on file. If your company allows you to edit/update this information the ⋮ icon appears on the right-hand side, allowing you to edit the details.





## Help Docs

### Contacts

The next section, labeled **Contacts**, stores any existing “Emergency Contacts,” “Beneficiaries” and “Dependents” available. If you need to add to any of the categories, click on the **Manage Contacts** button. A new page appears which allows you to **Add New** or **Edit** contacts.



The  symbol allows you to edit or delete the contact on file if needed.

Name	Beneficiary	Dependent	Emergency	
McCorkle, Josiah	✓	✓	✓	

Help Docs

If you need to **Add New**, choose the button at the bottom of the screen and fill out the form that opens



**Contact type**

Beneficiary  
 Dependent  
 Emergency

---

**General**

Relationship  ▼  
Select other if adding trust/estate as a beneficiary

First name  Last name   
Prefix  Suffix

---

**Contact**

Work number  Mobile number   
Home number  Email address   
 Use employee address

Address  Address 2   
Zip code  City   
State

---

**Personal**

SSN  Update SSN   
Date of birth  Update date of birth   
Gender  ▼

**Note:** You are able to check “Use employee address” or key in a different address. Once saved, the information appears under the drop-down menu for the appropriate contact type.

## Help Docs

### Federal Reporting Data

There are three options under **Federal Reporting Data**:

- Disability Self-Identification
- EEO Self-Identification
- Veteran Self-Identification

By using the arrow **>** symbol, you are able to view the information that your employer currently has recorded for these categories. If you wish to add or change any of the categories, click on the arrow.

#### Disability Self-Identification

If available, your “Current disability status” is displayed. You are also given the reason why you are being asked to provide this information.

Disability Self-identification

Current disability status

Not Disabled

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

Select an option

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

No, I Don't Have A Disability, Or A History/Record Of Having A Disability

I Don't Wish To Answer

SAVE

After reading, you can decide to respond:

- “Yes, I have a disability, or have a history/record of having a disability.”
- “No, I don’t have a disability or a history/record of having a disability.”
- “I don’t wish to answer.”

Make your selection and click on **Save**. The information provided displays as your “Current disability status” upon saving.

EEO Self-Identification

If available, your “Gender” and “Ethnic Origin” displays. You are also given the reason why you are being asked to provide this information.

After reading, you can decide to respond to the **Gender Identification** using the following selections:

- Female
- Male
- I don't wish to answer

You can then decide to respond to **Race and Ethnicity Identification** using the following selections:

- Hispanic or Latino
- White (Not Hispanic or Latino)
- Black or African American or other Pacific islander
- Asian (Not Hispanic or Latino)
- Native American or Alaska (Not Hispanic)
- Two or more races (Not Hispanic or Latino)
- Chose not to answer

If you want to add or change your information, make your selections and click on **Save**.

For more information about the Race and Ethnicity selections or to read the “Anti-Discrimination Notice,” select the following:

- > Definitions of race and ethnicity
- > Anti-discrimination notice

## Help Docs

### Veteran Self-Identification

If available, your “Current Veteran Status” displays. You are also given the reason why you are being asked to provide this information.

Veteran Self-identification

Current Veteran status  
Unknown

Why are you being asked to complete this form?  
Your employer is a federal government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires employers to take affirmative action to employ and advance in employment veterans within one of the following four categories:

1. Disabled Veteran
2. Recently Separated Veteran
3. Active Duty Wartime or Campaign Badge Veteran
4. Armed Forces Service Medal Veteran

This information is being requested on a voluntary basis. It will be kept confidential except when your employer is required to provide information to the Office of Federal Contract Compliance (OFCCP), United States Department of Labor (US DOL). Refusal to provide this information will not subject you to any adverse treatment, and this information will not be used in a manner inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

Protected veterans may have additional rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA.) In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll free, at 1-866-4-USA-DOL.

As a Government contractor subject to VEVRAA, your employer is required to submit a report to the OFCCP US DOL, each year identifying the number of employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans, please indicate by selecting the appropriate box below.

Select the option(s) that apply to your veteran status.

I am not a veteran

I belong to the following categories of protected veteran

Choose all that apply

Disabled Veteran

Recently Separated veteran

Military discharge date

Active Wartime or Campaign Badge Veteran

Armed Forces or Service Medal Veteran

I don't wish to identify my veteran status

I am a protected veteran, but I choose not to self-identify to which I belong

I am NOT a protected veteran. I served in the military but do not fall into any veteran categories listed above

CANCEL SAVE

After reading the reason, you can add or edit the information by selecting the Veteran status that applies:

- “I am not a veteran.”
- “I belong to the following categories of protected veteran:”
  - o Disabled Veteran
  - o Recently Separated Veteran (discharge date)
- “I don’t wish to identify my veteran status.”
- “I am a protected veteran, but I choose not to self-identify to which I belong.”
- “I am NOT protected veteran, I served in the military but do not fall into the veteran categories listed above.”

After making your selections, click on **Save**.

Once the information is saved, it will replace your “Current Veteran Status.”

For more information on the “Definition of protected veteran,” “Reasonable accommodation notice” and “Anti-Discrimination note,” click on the following:

- > Definitions of protected veterans
- > Reasonable accommodation notice
- > Anti-discrimination notice