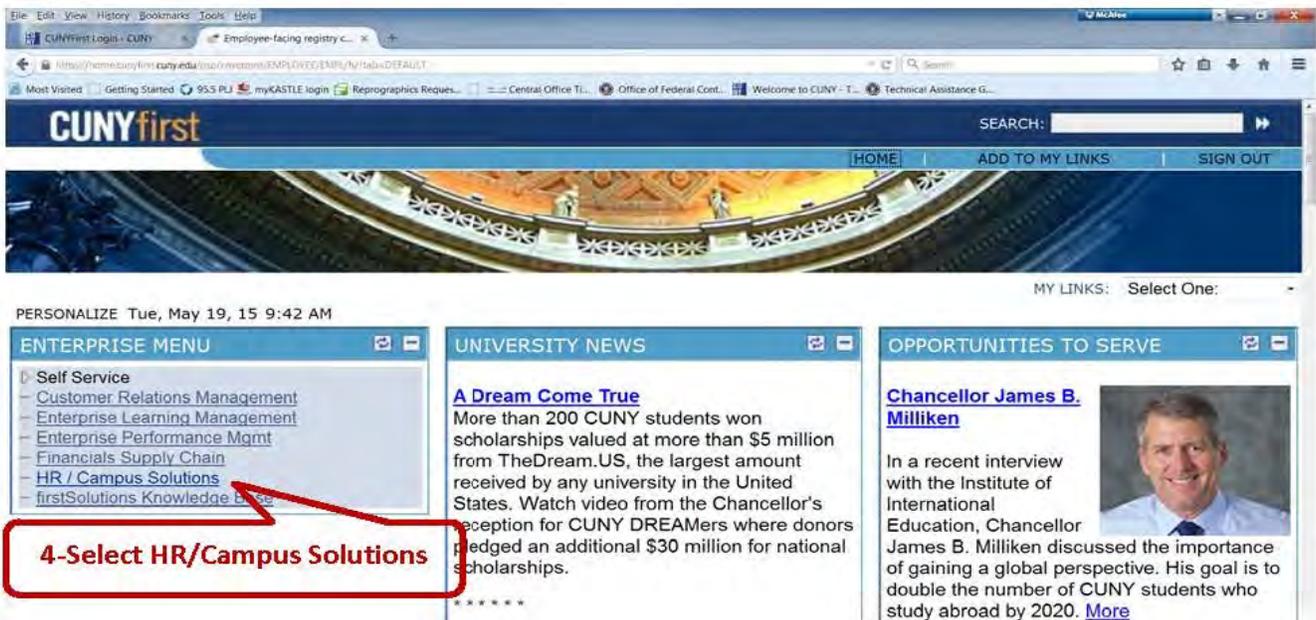


FAQ: Self Identification

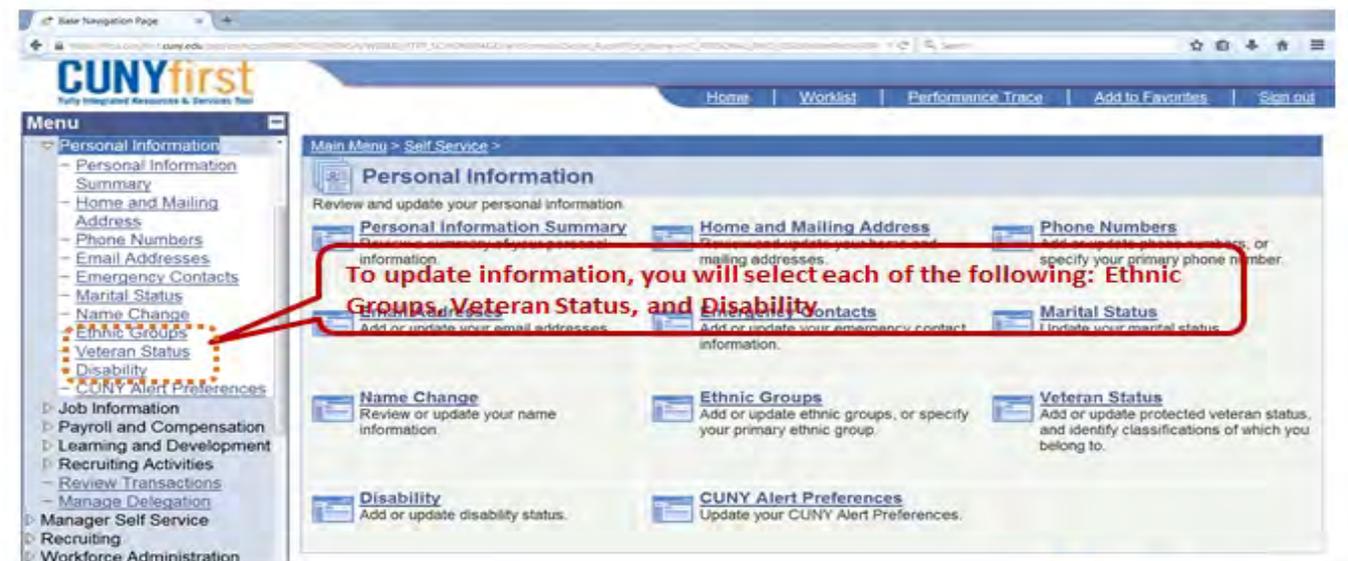
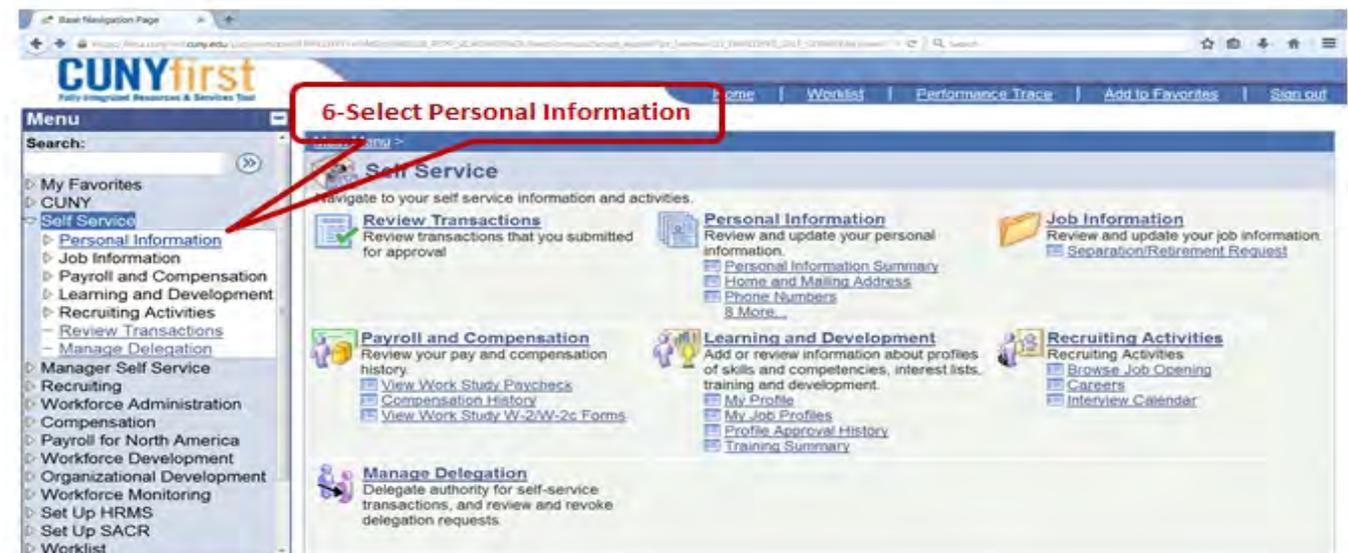
<p><i>Why am I being asked to fill out this form?</i></p>	<p>CUNY is considered a federal contractor and is required to maintain and analyze data on the race, ethnicity, veteran, and disability status of employees in compliance with the provision of Executive Order 11246 to the Office of Federal Contract Compliance Programs (OFCCP).</p> <p>Federal contractors and subcontractors must use categories and formats outlined by the OFCCP.</p> <p>The OFCCP requires covered employers to survey employees at least every five years.</p>
<p><i>How is this information used?</i></p>	<p>This information is used to prepare the required annual Affirmative Action Plan for your campus or unit. It may also be used to respond to audit requests by the OFCCP and/or the US Department of Education, or other regulatory bodies. It is also used in the aggregate to prepare overall statistics concerning CUNY's workforce.</p>
<p><i>Do I have to fill out this form?</i></p>	<p>No. While CUNY is required to invite your participation, providing it is voluntary. We do hope you will choose to participate. Your individual information will be kept confidential.</p>
<p><i>What if I need to update my status?</i></p>	<p>You may update your status at any time through CUNYFirst Employee Self Service. This is particularly important as some individuals may change disability and/or veteran status over time.</p>
<p><i>Is completing the Disability survey the same as requesting an Accommodation for a disability under the Americans with Disabilities Act?</i></p>	<p>Individuals with a disability which limits their ability to perform the essential functions of their job may request an accommodation which enables them to perform these essential functions. Employees requesting an accommodation need to make a separate request to the campus Office of Human Resources.</p>
<p><i>By indicating I am a Veteran in the Veterans' survey, do I automatically receive benefits such as additional credits on Civil Service examinations?</i></p>	<p>Protected Veterans may have access to additional benefits such as points for a Civil Service examination, military leave, and accommodations for a disability. Veterans should apply for these benefits separately by contacting the Human Resources department on their campus.</p>
<p><i>Why have the Ethnicity options changed?</i></p>	<p>Federal regulations require that employers begin to utilize what is called the "Two Question Method" for employees and job applicants. The first required question, "Are You Hispanic?" requires a Yes or No answer. The second question provides further options for entering a specific ethnicity. Two ethnicity categories that are specifically tracked in CUNY, Italian-American and Puerto Rican, are included in this second question. In addition, CUNY offers employees the opportunity to identify sub-groups with which they are affiliated.</p> <p>In order to make changes to Ethnicity, click on the "Update Information" link, then select "Save" to record any changes you make. As some combinations of choices are not feasible, you may find certain selections will not be possible. For example, you cannot select "No" for "Are you Hispanic?" and also select "Puerto Rican". If you are unsure of the definitions of the various ethnicity options, click on the "Detail" link to the right of the question for an explanation.</p>

Screen Navigation Information on CUNYfirst LOGIN page. Step 1: Click Login. Step 2: Select CUNYFIRST. Step 3: Enter Username and Password then click Login. Step 4: Select HR Campus Solutions.

Screen Navigation



Step 5: Select Self Service. Step 6: Select Personal Information. This will take you to the personal information fields of which access to Ethnic Group, Veteran Status and Disability will be described on the next pages.



This page allows the user to make changes to their race and ethnicity.

If you have any problems, please contact the Office of Human Resources at your campus.

Ethnicity has three questions. You may need to use the **scroll bar**, or use the up and down arrows on your keyboard to review all three questions.

The screenshot shows a web browser window displaying the 'Ethnic Groups' page in the CUNYfirst HRMS system. The page title is 'Ethnicity' and it contains a disclaimer about the use of the information. Below the disclaimer are three questions:

- Questions 1 & 2:**
 - 1) Are you Hispanic or Latino? (Radio buttons for Yes and No)
 - 2) What is your Race or Ethnicity? Select any that apply. (Checkboxes for American Indian or Alaska Native, Asian, Black or African American, Italian American, Native Hawaiian or Other Pacific Islander, Puerto Rican, White)
- Question 3:**
 - 3) What is your Ancestry or Ethnicity?

Each question section has an 'Update Information' button. The word 'Ethnicity' in the page title is circled in red. A red callout box points to the 'Update Information' button for Question 2 with the text: 'To change your information, first click Update Information and then make changes.' Another red callout box points to the 'Update Information' button for Question 3. A red arrow points from the top callout box to the scroll bar on the right side of the page.

This page allows the user to make changes to their Veteran Status.
If you have any problems, please contact the Office of Human Resources at your campus.

Veteran Status – You may need to use the **scroll bar** or use the up and down arrows on your keyboard to review the entire page.

Veteran Status

Definitions

This employer is a 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 Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. 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.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

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

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date:

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Submit

After making selection click Submit button

This page allows the user to make changes to their Disability Status.
If you have any problems, please contact the Office of Human Resources at your campus.

Voluntary Self-Identification on Disability - You may need to use the scroll bar or use the up and down arrows on your keyboard to review the entire page.

