

HRMS Affirmative Action & Demographic Data Guide

Last Updated: April 2025

WASHINGTON STATE
Office of Financial Management
State Human Resources & HRMS Data Stewards



Purpose

Use this guide to assist with coding affirmative action and demographic related fields on the Personal Data (0002) and Additional Personal Data (0077) infotypes. This information is gathered on the Employee Affirmative Action and Demographic Data form or similar agency employee questionnaire. Several fields are also available for employees to view and update in MyPortal.

This data is used in state and federal reports about equal opportunity and affirmative action efforts for the state workforce, and to help make better decisions to ensure fair representation and make our workforce more diverse and inclusive.

Personal Data (0002)

The following demographic data is maintained on the Personal Data (0002) infotype in HRMS:

- Gender Designation for Health Ins
- Gender Identity

Additional Personal Data (0077)

The following is maintained on the Additional Personal Data (0077) infotype in HRMS:

- Ethnicity, Race, and Ethnic Origin
- Military Status
- EEO Exemption Status
- Veteran Status
- Disability
- LGBTQ+
- Military Spouse
- PSLF

Additional Resources:

[Employee Affirmative Action and Demographic Data form](#)

[HRMS Data Definitions Resource Guide](#)

[HRMS Support Hub](#)

[Washington Workforce Analytics](#)

[Diversity, Equity and Inclusion Information](#)

[Affirmative Action Laws & Rules](#)

[Public Service Loan Forgiveness Program](#)

Personal Data (0002)

Personal Data (0002)

The following demographic data is maintained on the Personal Data (0002) infotype in HRMS:

- Gender Designation for Health Ins
- Gender Identity

This information is gathered on the Employee Affirmative Action and Demographic Data form or similar agency employee questionnaire and is used in state and federal reporting. Employees can view and update this information in MyPortal.

The screenshot displays the HRMS Personal Data (0002) infotype form. It is divided into three main sections: Name, HR data, and HR data (Continued). The Name section includes fields for Form Addr., Last name (TURNER), First name (PAIGE), Middle name, Suffix, Nickname, and a combined Name field (TURNER PAIGE). The HR data section includes SSN (999-99-9999), Date of Birth (02/02/1992), Marital status (Single), and a Since field. The HR data (Continued) section, highlighted with a red box, contains Gender Designation for Health Ins (radio buttons for Female and Male) and Gender Identity (a dropdown menu set to Unspecified).

Note: This guide does not cover the remaining fields on this infotype. Refer to the New Hire Action (PA) – Create New Hire or Personal Data user procedures on the HRMS Support Hub for tips on completing those fields.

Gender Designation for Health Ins

Employee gender designation for health insurance purposes is collected from the employee on the Employee Affirmative Action and Demographic Data form (or similar agency employee questionnaire). Employees can view and update this field in MyPortal.

This data is used to meet current requirements for Medicare federal reporting and eligibility determinations, meet health plan vendor requirements, ensure coordination of benefits and efficient claims processing. This field shall not be used by state agencies for any workforce planning or reporting purposes.

6. Gender Designation for Health Insurance Purposes (used by doctors for billing.)
 Female Male

Sample selection on the Employee Affirmative Action and Demographic Data form.

- Enter the employee's gender designation for health insurance purposes into HRMS by selecting the appropriate Gender Designation for Health Ins radio button based on the employee's selection on the employee data form.
- The available selections for this field are Female or Male; and the system will default to Female. Keep the system default value if the employee chooses not to disclose this information.

HR data (Continued)

Gender Designation for Health Ins

Female Male

This example corresponds with the selections on the sample employee data form above.

Gender Identity

Gender identity data is collected from the employee on the Employee Affirmative Action and Demographic Data form (or similar agency employee questionnaire) to help determine workforce representation. This helps agencies and the enterprise develop and implement affirmative action plans and strategies to ensure fair representation and make our workforce more diverse and inclusive. Employees can view and update this field in MyPortal.

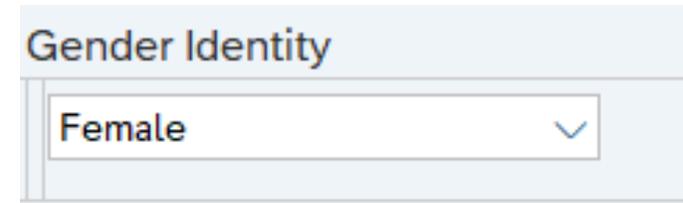


5. Gender Identity

Female Male X/Non-binary

Sample Gender Identity selection on the Employee Affirmative Action and Demographic Data form.

- Enter the employee's gender identity into HRMS by selecting the appropriate option in the Gender Identity drop down menu based on the employee's selection on the employee data form.
- This field will default to Unspecified. If the employee has not yet completed an Employee Affirmative Action and Demographic Data form (or other agency questionnaire) or did not provide a gender identity, select Unspecified in the Gender Identity field in HRMS.



Gender Identity

Female

This example corresponds with the selections on the sample employee data form above.

Additional Personal Data (0077)

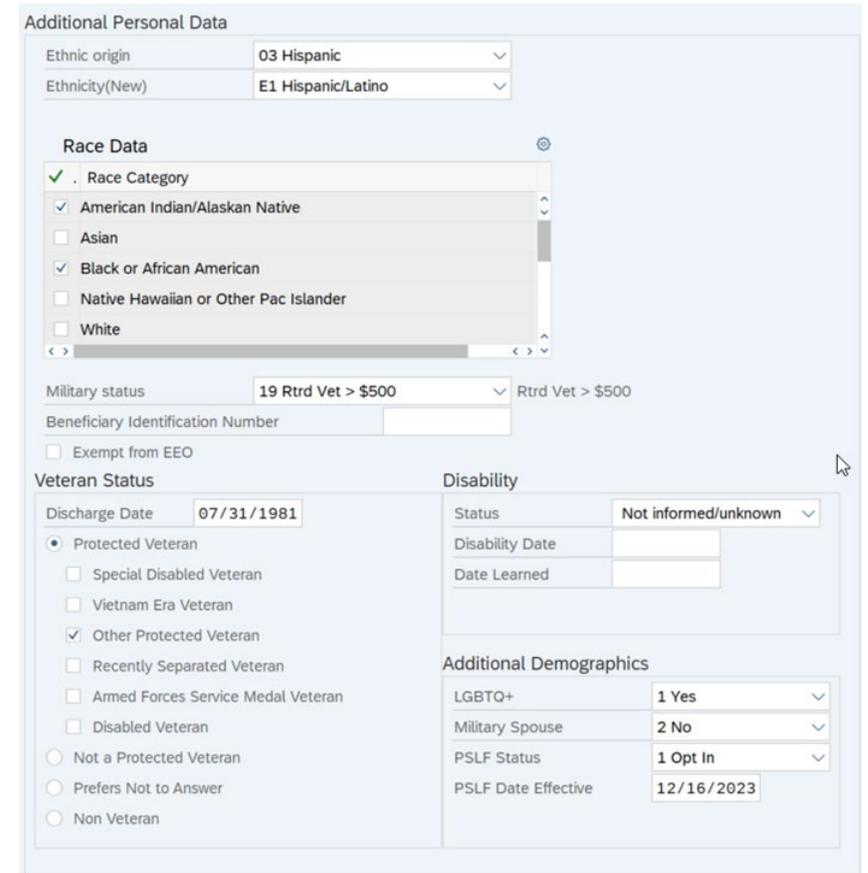
Additional Personal Data (0077)

The following is maintained on the Additional Personal Data (0077) infotype in HRMS:

- Ethnicity, Race, and Ethnic Origin
- Military Status
- EEO Exemption Status
- Veteran Status
- Disability
- LGBTQ+
- Military Spouse
- PSLF

Most of this information is gathered on the Employee Affirmative Action and Demographic Data form or similar agency employee questionnaire and is used for affirmative action and workforce diversity reporting. Employees can view and update several of these fields in MyPortal.

PSLF Status and Date are collected through the PSLF process.



Additional Personal Data

Ethnic origin: 03 Hispanic
Ethnicity(New): E1 Hispanic/Latino

Race Data

✓ Race Category

- ✓ American Indian/Alaskan Native
- Asian
- ✓ Black or African American
- Native Hawaiian or Other Pac Islander
- White

Military status: 19 Rtrd Vet > \$500
Beneficiary Identification Number: []
 Exempt from EEO

Veteran Status

Discharge Date: 07/31/1981

- Protected Veteran
- 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: []
Date Learned: []

Additional Demographics

LGBTQ+: 1 Yes
Military Spouse: 2 No
PSLF Status: 1 Opt In
PSLF Date Effective: 12/16/2023

The start date of this infotype should be the start date of the appointment or the actual effective date of the change.

Ethnicity, Race, Ethnic Origin

Ethnicity and race data is collected from the employee on the Employee Affirmative Action and Demographic Data form (or similar agency employee questionnaire) to help determine workforce representation. This helps agencies and the enterprise develop and implement affirmative action plans and strategies to ensure fair representation and make our workforce more diverse and inclusive. Employees can view and update these fields in MyPortal.

9. What race and/or ethnicity do you consider yourself? Select all that apply.

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

Sample Race/Ethnicity options on the Employee Affirmative Action and Demographic Data form.

Ethnicity(New)

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

Additional Personal Data

Ethnic origin	
Ethnicity(New)	Hispanic/Latino

Additional Personal Data

Ethnic origin	
Ethnicity(New)	Not Hispanic/Latino

This example corresponds with the selections on the sample employee data form above.

Note: When Ethnic Origin and Ethnicity fields are both populated, HRMS will display a warning message “Ethnicity(New) field maintained thus Ethnic origin field is disregarded”. This message is referring to the Ethnic Origin field being disregarded on the EEO-4 report. If the Ethnicity is set to Not Hispanic/Latino, then one or more Race check boxes must be selected or the employee will not be counted in the male/female by race columns on the EEO-4 report.

Ethnicity, Race, Ethnic Origin, cont...

9. What race and/or ethnicity do you consider yourself? Select **all** that apply.

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

Sample Race/Ethnicity options on the Employee Affirmative Action and Demographic Data form

Race Data

- Enter all race categories selected on the employee data form into HRMS by checking the corresponding boxes.
- If the employee's Ethnicity is set to Not Hispanic/Latino, it is important that one or more races are selected, or the employee will not be counted on the EEO-4 report.
- 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.**

Race Data	
<input checked="" type="checkbox"/>	Race Category
<input checked="" type="checkbox"/>	American Indian/Alaskan Native
<input type="checkbox"/>	Asian
<input checked="" type="checkbox"/>	Black or African American
<input type="checkbox"/>	Native Hawaiian or Other Pac Islander
<input type="checkbox"/>	White
<input checked="" type="checkbox"/>	Two or More Races

This example corresponds with the selections on the sample employee data form above.

Ethnicity, Race, Ethnic Origin, cont....

9. What race and/or ethnicity do you consider yourself? Select **all** that apply.

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

Sample Race/Ethnicity options on the Employee Affirmative Action and Demographic Data form.

Ethnic Origin

- Use the Ethnic Origin Crosswalk on page 10 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.

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

Refer to full Ethnic Origin Crosswalk on page 10

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

This example corresponds with the selections on the sample employee data form above and following the Ethnic Origin Crosswalk.

Note: When Ethnic Origin and Ethnicity fields are both populated, HRMS will display a warning message "Ethnicity(New) field maintained thus Ethnic origin field is disregarded". This message is referring to the Ethnic Origin field being disregarded on the EEO-4 report. If the Ethnicity is set to Not Hispanic/Latino, then one or more Race check boxes must be selected, or the employee will not be counted in the male/female by race columns on the EEO-4 report.

Ethnicity, Race, Ethnic Origin, cont...

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: The Ethnic Origin Crosswalk should be used by processors to select the correct Ethnic Origin selection in HRMS. When employees update their race and ethnicity selections in MyPortal, the system uses the crosswalk to automatically populate the Ethnic Origin field in HRMS.

Military Status

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 and confirm they meet the requirements of the rule.

This information is collected and confirmed prior to a layoff and not typically used in enterprise reporting. Employees can view this field in MyPortal, but are instructed to contact their HR Office if it is incorrect.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.					
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY			b. HOME OF RECORD AT TIME OF ENTRY (City and state or complete address if known)		

Sample DD Form 214.

Notes:

Selecting an option under Military status will trigger completion of the Military Service (0081) infotype. Refer to the Military Service - Create New Record and Military Service - Change Existing Record procedures for creating and correcting that infotype.

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 Seniority w Military (29) date type is available in HRMS to track military service that has been verified and meets layoff preference requirements.

- Enter the military status provided by the employee into HRMS by selecting the corresponding option in the Military Status drop down menu.

Military status 1 yr + w/honor disc <\$500 1 yr + w/honor disc <\$

This example would reflect a person with more than one year and less than 20 years of service in any branch of the armed forces of the United States with a qualifying discharge from active military service, as verified with appropriate documentation.

EEO Exemption Status

- 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.

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.

The screenshot displays the 'Additional Personal Data' section of an HRMS form. It includes dropdown menus for 'Ethnic origin' (set to 'Hispanic') and 'Ethnicity(New)' (set to 'Hispanic/Latino'). Below this is a 'Race Data' section with a list of categories: 'Race Category' (checked), 'American Indian/Alaskan Native' (checked), 'Asian' (unchecked), 'Black or African American' (checked), 'Native Hawaiian or Other Pac Islander' (unchecked), and 'White' (unchecked). At the bottom, there is a 'Military status' dropdown (set to '1 yr + w/honor disc <\$500'), a 'Beneficiary Identification Number' field, and a checkbox labeled 'Exempt from EEO' which is currently unchecked and highlighted with a red box.

Veteran Status

Veteran data is collected from the employee to help determine workforce representation. This helps agencies and the enterprise develop and implement affirmative action plans and strategies to ensure fair representation and make our workforce more diverse and inclusive. Employees can view and update this information in MyPortal.

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

Veteran Status Crosswalk

Question	Response	HRMS Veteran Status Selection
Are you an Eligible Veteran?	Yes	Other Protected Veteran (and enter Discharge Date)
	No	Non Veteran
	Blank	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 Veteran w/service-connected disability?	Yes	Disabled 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

Veteran Status

Discharge Date: 08/31/1981

Protected Veteran
 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

This example corresponds with the selections on the sample employee data form to the right.

10. Veteran Status? Select **all** that apply.

Are you an Eligible Veteran?
 Yes No

If yes, discharge date: 8/31/81

Are you a Vietnam Era Veteran?
 Yes No

Type of discharge:

Are you a Veteran with service-connected disability?
 Yes No

Are you a Special Disabled Veteran?
 Yes No

Sample Veteran Status options on the Employee Affirmative Action and Demographic Data form.

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

Disability

Disability data is collected from the employee on the Employee Affirmative Action and Demographic Data form (or similar agency employee questionnaire) to help determine workforce representation. This helps agencies and the enterprise develop and implement affirmative action plans and strategies to ensure fair representation and make our workforce more diverse and inclusive. Employees can view and update this information in MyPortal.

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.

7. Are you a person with a disability? *Veterans with a service-connected disability may also meet the definition of a person with a disability.*

Yes
 No

Sample Disability Status on the Employee Affirmative Action and Demographic Data form.

- Use the Disability Status Crosswalk below to determine the appropriate Disability Status selection in HRMS based on the employee’s selection on the employee data 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 Disability Date and Date Learned)
	No	Does not have a disability
	Blank	Not informed/unknown

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

Disability

Status	Has a disability (or pre... <input type="text"/>)
Disability Date	01/15/2020
Date Learned	01/15/2020

This example corresponds with the selections on the sample employee data form above. Disability Date and Date Learned are the date the employee signed the form.

Notes: The Disability Date is not used by the state of Washington; however HRMS requires an entry if the Disability Status is set to Has a Disability (X). If you know the employee’s disability date, enter that date; otherwise, enter the date you learned of the disability (same date as the Date Learned field).

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.

LGBTQ+

LGBTQ+ identity data is collected from the employee on the Employee Affirmative Action and Demographic Data form (or similar agency employee questionnaire) to help determine workforce representation. This helps agencies and the enterprise develop and implement affirmative action plans and strategies to ensure fair representation and make our workforce more diverse and inclusive. Employees can view and update this field in MyPortal.

- Enter the employee's LGBTQ+ identity into HRMS by selecting the appropriate option in the LGBTQ+ drop down menu based on the employee's selection on the employee data form.
- This field will default to Unspecified. If the employee has not yet completed an Employee Affirmative Action and Demographic Data form (or other agency questionnaire) or did not answer the LGBTQ+ question, select Unspecified in the LGBTQ+ field in HRMS.

8. Do you identify as LGBTQ+? *Information used to account for workforce representation.*
 Yes No

Sample LGBTQ+ status on the Employee Affirmative Action and Demographic Data form.

Additional Demographics	
LGBTQ+	1 Yes
Military Spouse	2 No
PSLF Status	1 Opt In
PSLF Date Effective	12/16/2023

This example corresponds with the selections on the sample employee data form above.

Military Spouse

Military Spouse data is collected from the employee on the Employee Affirmative Action and Demographic Data form (or similar agency employee questionnaire) to help determine workforce representation. This helps agencies and the enterprise develop and implement affirmative action plans and strategies to ensure fair representation and make our workforce more diverse and inclusive. Employees can view and update this field in MyPortal.

12. Are you a military spouse or military registered domestic partner?
 Yes No

Sample Military Spouse on the Employee Affirmative Action and Demographic Data form.

- Enter the employee's military spouse status into HRMS by selecting the appropriate option in the Military Spouse drop down menu based on the employee's selection on the employee data form.
- This field will default to Unspecified. If the employee has not yet completed an Employee Affirmative Action and Demographic Data form (or other agency questionnaire) or did not answer the military spouse question, select Unspecified in the Military Spouse field in HRMS.

Additional Demographics	
LGBTQ+	1 Yes
Military Spouse	2 No
PSLF Status	1 Opt In
PSLF Date Effective	12/16/2023

This example corresponds with the selections on the sample employee data form above.

PSLF

Public Service Loan Forgiveness (PSLF) Status and Effective Date is collected from the employee when the employee requests employment certification. This information helps agencies track employees whose employment has been certified for the PSLF program and when recertification reminder notices should be sent.

- If the employee has requested PSLF employment certification, select “**Opt In**” in the PSLF Status drop down menu in HRMS.
- The PSLF field will default to “**Unspecified**” (or blank). If the employee has not requested PSLF employment certification, select “**Unspecified**” in the PSLF Status field in HRMS.
- In the PSLF Date Effective field, enter the date the employee’s employment was last certified for the PSLF program.

Additional Demographics	
LGBTQ+	1 Yes
Military Spouse	2 No
PSLF Status	1 Opt In
PSLF Date Effective	12/16/2023

This example assumes the employee submitted a PSLF employment certification form and the employer completed the employment certification on December 16, 2023. Recertification will be due one year from that date.