

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

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](#)

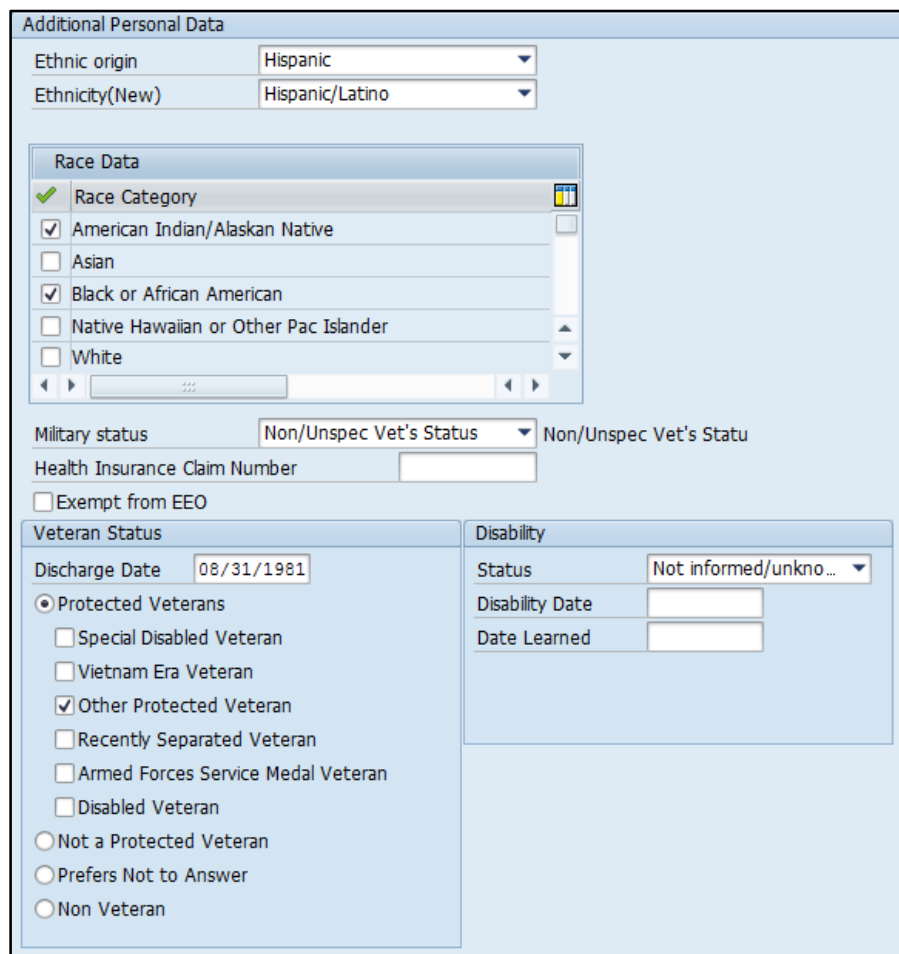
[HRMS Data Definitions Resource Guide](#)

[HRMS Support Hub](#)

[Washington Workforce Analytics](#)

[Diversity, Equity and Inclusion Information](#)

[Affirmative Action Laws & Rules](#)



Additional Personal Data

Ethnic origin:

Ethnicity(New):

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 Statu

Health Insurance Claim Number:

Exempt from EEO

Veteran Status

Discharge Date:

Protected Veterans

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:

Disability Date:

Date Learned:

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

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 categories with checkboxes. The categories are: 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). A red box highlights the checkboxes for 'American Indian/Alaskan Native' and 'Black or African American'.

A screenshot of a 'Race Data' form, similar to the one above. In this version, the 'Two or More Races' checkbox at the bottom is checked and highlighted with a red box. The other categories remain the same as in the previous screenshot.

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 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 screenshot shows a dropdown menu for 'Military status'. The selected option is 'Discharge w/dis<1yr Srvc'. Other visible options include '1 yr + w/honor disc <\$500', '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', 'Unmrrd Spouse of Dcsd Vet', and 'Recently Separated'. The 'Discharge w/dis<1yr Srvc' option is highlighted with a red box.

- 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 1 yr + w/honor disc <\$

Health Insurance Claim Number

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

Protected Veterans

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.

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)* <ul style="list-style-type: none"> 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

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.