

Quick Guide: Self-Identification in Workday (disability, veteran's status, race, ethnicity, and gender)

Audience: CMU employee

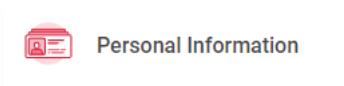
Purpose and Overview

CMU invites you to voluntarily self-identify your race, ethnicity, gender, disability, and veteran status. The following document details the process for voluntary self-identification.

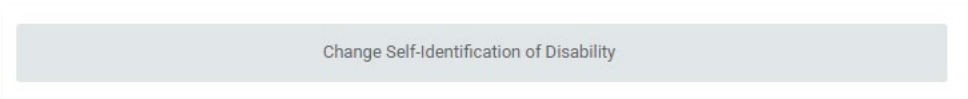
- [Workday Steps for Self-Identification of Disability](#)
 - [View My Disability Self-Identification Form](#)
 - [Print Self-Identification of Disability Form](#)
- [Workday Steps for Self-Identification of Veteran's Status](#)
 - [View My Veteran's Status Self-Identification Form](#)
- [Workday Steps Self-Identification of Race, Gender, and Ethnicity](#)

Workday Steps for Self-Identification of Disability

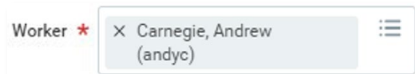
1. Select **Menu** on the left of the Workday homepage then, the **Personal Information** application.



2. Locate the **External Links** section from the Personal Information page. Select **Change Self-Identification of Disability**.



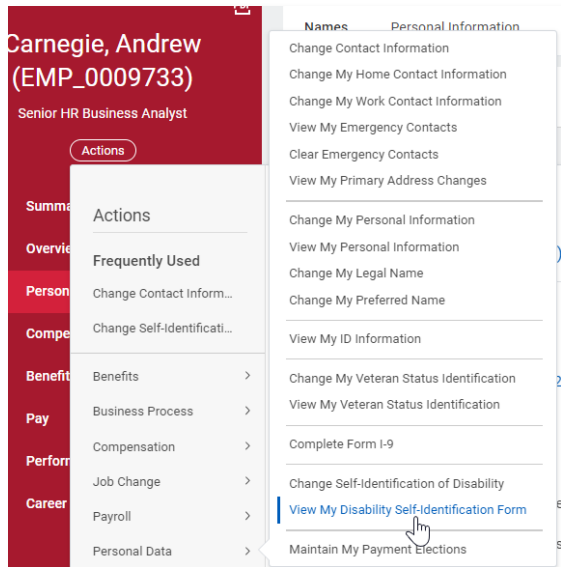
3. Confirm your name displays in the Worker field and select Ok



4. Review the following sections of the form:
 - a. Voluntary Self-Identification of Disability
 - b. Why are you being asked to complete this form?
 - c. How do you know if you have a disability?
 - d. Please check one of the boxes below
 - i. Yes, I have a disability, or have had one in the past
 - ii. No, I do not have a disability and have not had one in the past
 - iii. I do not want to answer
 - e. Public Burden Statement
5. Select Submit. The You have Submitted confirmation appears.

View My Disability Self-Identification Form

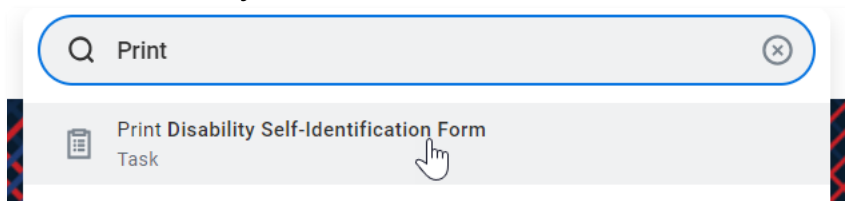
1. View your existing My Disability Self-Identification Form through View Profile. Select your image at the top right of your Workday homepage, then select View Profile.
2. Select Actions. Select Personal Data from the menu and select View My Disability Self-Identification Form from the menu. Select the desired form from the list.



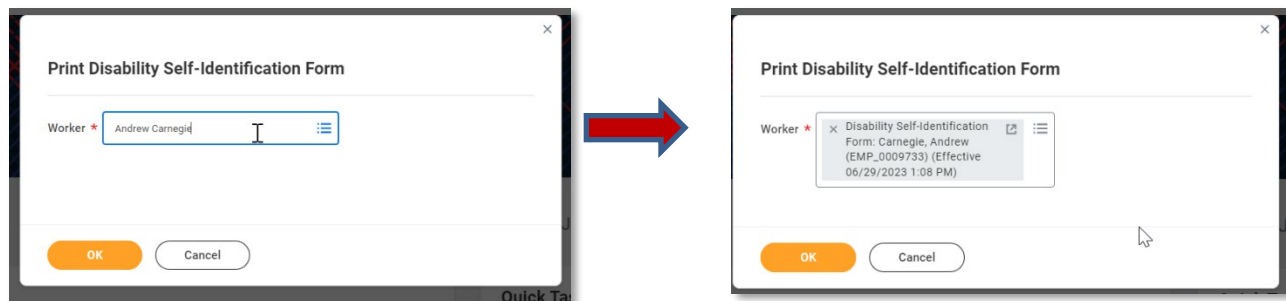
3. The View My Disability Self-Identification Form displays.

Print Self-Identification of Disability Form

1. Enter Print Disability Self-Identification Form into the search field.



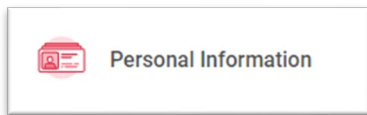
2. Enter your name in the Worker field and hit Enter.



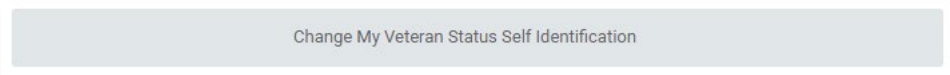
3. If multiple forms exist, select the appropriate form from the list and select Ok.
4. An email is generated and sent to you with a link to the form. Select Click here.
5. Selecting the link will access the form located in your My Reports.
6. A preview of the document displays. Select the download icon in the top right corner to display a printable version of the form. Select the back arrow on the top left corner of the form to exit the form.

Workday Steps for Self-Identifying Veteran Status

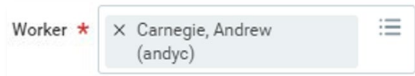
1. Select **Menu** on the left of the Workday homepage then, the **Personal Information** application.



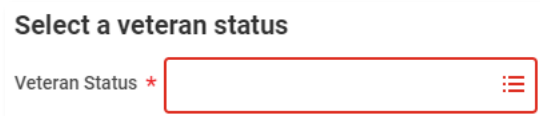
2. Locate the **External Links** section from the Personal Information page. Select **Change My Veteran Status Self-Identification**.



3. Confirm your name displays in the Worker field and select OK.



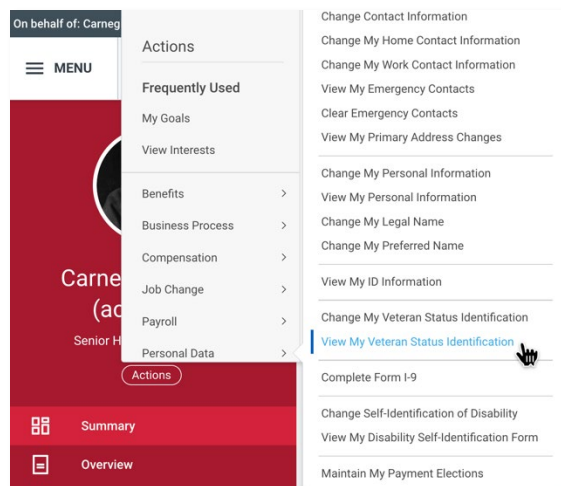
4. Review the form, then select a veteran status in the Veteran Status box. Options include:
 - a. I identify as one or more of the above classifications of Protected Veteran
 - b. I am not a Protected Veteran
 - c. I do not wish to answer



5. Select Submit. The You have Submitted confirmation appears.

View My Veteran's Status Identification Form

1. View your existing My Veteran's Self-Identification Form through View Profile. Select your image at the top right of your Workday homepage, then select View Profile.
2. Select Actions. Select Personal Data from the menu and select View My Veteran's Status Self-Identification Form from the menu. Select the desired form from the list.



3. The View My Veteran's Status Self-Identification Form displays.

Workday Steps for Self-Identifying Race, Ethnicity, and Gender

The following section details the steps to update or change your personal information in Workday.

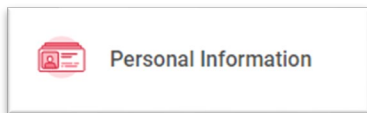
Since your submission of this information is voluntary, you may choose “I do not wish to answer” as a response to any of the status questions.

Required Documents

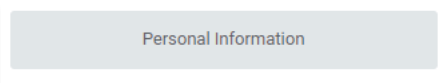
Attachments are required for **Citizenship** and **Date of Birth** additions or corrections. Acceptable **Date of Birth** documents include a birth certificate, a driver’s license or a passport.



Acceptable **Citizenship** documents include a passport, a certificate of naturalization form N550, birth certificate, or a certificate of citizenship form N560.

1. Select **Menu** on the left of the Workday homepage then, the **Personal Information** application.



2. Locate the **Change** section from the Personal Information page. Select **Personal Information**.



3. Review the help text that describes that this section is voluntary, confidential, and only used for reporting to state, federal and equal employment agencies.
4. Below the help text are the following fields: Gender, Date of Birth, Marital Status, Race/Ethnicity, and Citizenship Status.
 - a. Click the Edit button  in the section that you wish to update.
 - b. When finished editing, hit the Check button .
 - c. Attachments are required for **Citizenship** additions or corrections. If you have dual citizenship, it is appropriate to attach both citizenship forms. Reference the list of required documents found at the beginning of this document/
5. Select **Submit**. The You have Submitted confirmation appears.