

How Do I Indicate My Ethnic Group?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Personal Details** tile.
4. On the **Personal Details** page, click the **Ethnic Groups** link.

Review the Definition of an Ethnic Group

5. If desired, click the **Explain** links associated with each question to review more details.
6. After reviewing the details, click the **Close (X)** icon at the top right of the pagelet.

Indicate Whether You Are Hispanic or Latino

7. On the **Ethnic Groups** page, click the **Edit** icon displayed on the right side of the page.
8. On the **Ethnicity** page, click the **Yes** or **No** radio button.
9. Click the **Save** button.

Indicate Your Race

10. On the **Ethnic Groups** page, click the **Edit** button displayed on the right side of the page.
11. On the **Ethnicity** page, click the checkbox associated with one or more applicable **Ethnic Groups**.
12. Click the **Save** button.

Complete the Task/Sign Out of Application

13. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



14. Click the **Sign Out** option in the listing.

