

How Do I Report My Disability Status (DOL Form CC-305)?

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 **Disability** menu item.

Review Introductory Information

5. On the **Voluntary Self-Identification of Disability** page, review the information provided in the **Why are you being asked to complete this form?** section. NOTE: Completing the information in the Disability Status form is voluntary. Any answers given will be kept private and will not be used against the individual in any way.

Determine Disability Status

6. On the **Voluntary Self-Identification of Disability** page, review the information provided in the **How do I know if I have a disability?** section.
7. Click the appropriate check box related to **Disability Status**.

Review Reasonable Accommodation Information

8. On the **Voluntary Self-Identification of Disability** page, review the information provided in the **Reasonable Accommodation Notice** section.
9. For more information about **Reasonable Accommodation**, click the following link and/or visit the Department of Labor website:
https://www.dol.gov/ofccp/posters/files/ReasonableAccommodationPktCr_d_JRFQA508c.pdf
10. To inquire about or request reasonable accommodation due to disability, contact the institution's HR team.



Save the Entry

11. Click the **Submit** button.
12. The system displays a message, asking the user to confirm the submit action. Click the **Ok** button to continue.
13. Next, the system displays an informational message at the top of the page, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Save** button again, as needed.

Submit Supporting Documentation

14. Disability and reasonable accommodation entries may require additional documentation or information. Contact your HR representative to determine the requirements and procedure for submitting the documentation to support disability entries.

Complete the Task/Sign Out of Application

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



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

