

How Do I Report My Veteran Status?

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 **Veteran Status** menu item.

Review Introductory Information

5. On the **Veteran Status** page, review the information provided in the **Definitions** section.

Select a "Protected Veteran" Classification

6. On the **Veteran Status** page, review the information provided in the **Self Identification** section.
7. Click the appropriate radio button and check box related to **Protected Veteran Classification**.
8. Populate the **Military Discharge Date** field, where appropriate.

Review Reasonable Accommodation Information

9. On the **Veteran Status** page, review the information provided in the **Reasonable Accommodation Notice** section.
10. 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
11. To inquire about or request reasonable accommodation due to disability, contact the institution's HR team.

Save the Entry

12. Click the **Submit** button.



13. The system displays a message, asking the user to confirm the submit action. Click the **Ok** button to continue.
14. 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

15. Protected veteran status 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 these entries.

Complete the Task/Sign Out of Application

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



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

