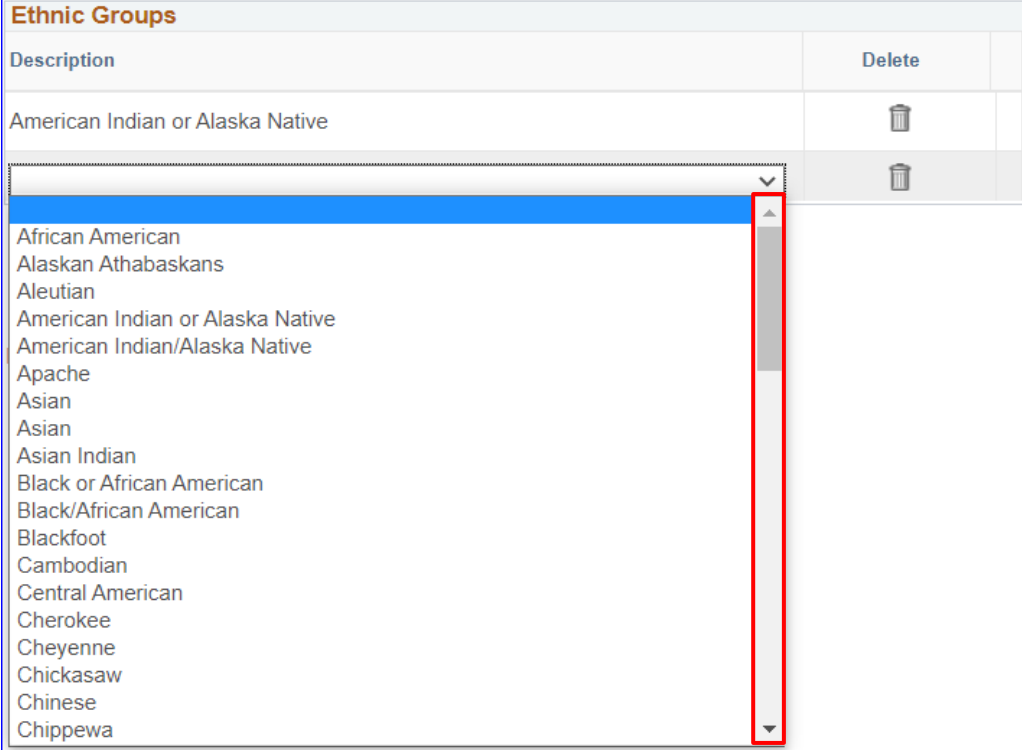








Self Service – Ethnic Groups, Continued

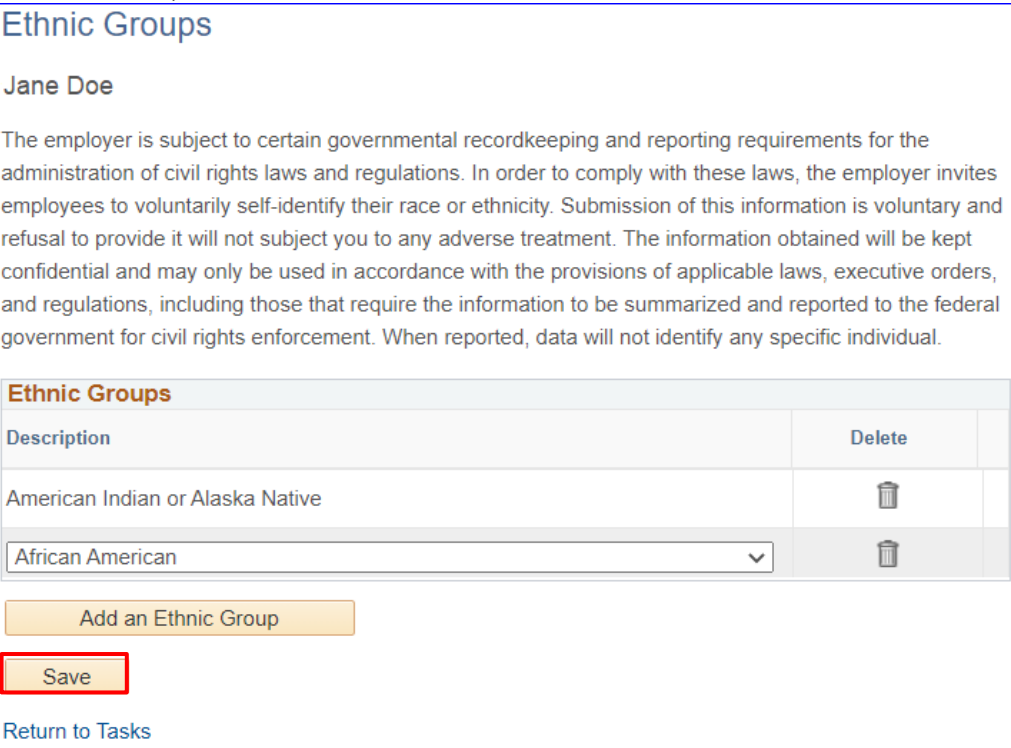
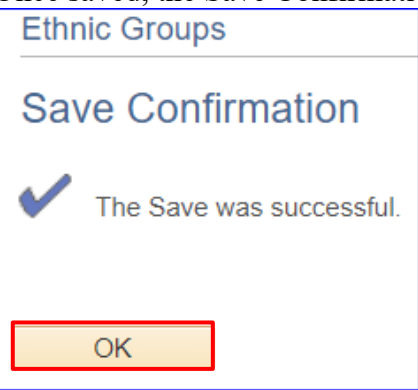
Procedures,
continued

Step	Action																																								
5	<p data-bbox="352 461 1161 495">Scroll through the list and select the appropriate Ethnic Group.</p> <div data-bbox="352 495 1377 1243">  <p>The screenshot shows a web interface titled "Ethnic Groups". It features a table with two columns: "Description" and "Delete". The "Description" column contains a list of ethnic groups, with "African American" currently selected and highlighted in blue. The "Delete" column contains a trash can icon for each group. A red box highlights the scrollbar on the right side of the list, indicating that the user should scroll through the list to find the appropriate group.</p> <table border="1"> <thead> <tr> <th data-bbox="357 544 1155 577">Description</th> <th data-bbox="1155 544 1377 577">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="357 600 1155 633">American Indian or Alaska Native</td> <td data-bbox="1155 600 1377 633"></td> </tr> <tr> <td data-bbox="357 656 1155 689">African American</td> <td data-bbox="1155 656 1377 689"></td> </tr> <tr> <td data-bbox="357 712 1155 745">Alaskan Athabaskans</td> <td></td> </tr> <tr> <td data-bbox="357 768 1155 801">Aleutian</td> <td></td> </tr> <tr> <td data-bbox="357 801 1155 835">American Indian or Alaska Native</td> <td></td> </tr> <tr> <td data-bbox="357 835 1155 869">American Indian/Alaska Native</td> <td></td> </tr> <tr> <td data-bbox="357 869 1155 902">Apache</td> <td></td> </tr> <tr> <td data-bbox="357 902 1155 936">Asian</td> <td></td> </tr> <tr> <td data-bbox="357 936 1155 969">Asian Indian</td> <td></td> </tr> <tr> <td data-bbox="357 969 1155 1003">Black or African American</td> <td></td> </tr> <tr> <td data-bbox="357 1003 1155 1037">Black/African American</td> <td></td> </tr> <tr> <td data-bbox="357 1037 1155 1070">Blackfoot</td> <td></td> </tr> <tr> <td data-bbox="357 1070 1155 1104">Cambodian</td> <td></td> </tr> <tr> <td data-bbox="357 1104 1155 1137">Central American</td> <td></td> </tr> <tr> <td data-bbox="357 1137 1155 1171">Cherokee</td> <td></td> </tr> <tr> <td data-bbox="357 1171 1155 1205">Cheyenne</td> <td></td> </tr> <tr> <td data-bbox="357 1205 1155 1238">Chickasaw</td> <td></td> </tr> <tr> <td data-bbox="357 1238 1155 1272">Chinese</td> <td></td> </tr> <tr> <td data-bbox="357 1272 1155 1305">Chippewa</td> <td></td> </tr> </tbody> </table> </div>	Description	Delete	American Indian or Alaska Native		African American		Alaskan Athabaskans		Aleutian		American Indian or Alaska Native		American Indian/Alaska Native		Apache		Asian		Asian Indian		Black or African American		Black/African American		Blackfoot		Cambodian		Central American		Cherokee		Cheyenne		Chickasaw		Chinese		Chippewa	
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Continued on next page

Self Service – Ethnic Groups, Continued






Procedures,
continued

Step	Action								
<p>6</p>	<p>Once selected, click the Save button.</p>  <p>Ethnic Groups</p> <p>Jane Doe</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p> <table border="1"> <thead> <tr> <th data-bbox="359 869 1157 898">Ethnic Groups</th> <th data-bbox="1157 869 1375 898"></th> </tr> <tr> <th data-bbox="359 898 1157 958">Description</th> <th data-bbox="1157 898 1375 958">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 958 1157 1019">American Indian or Alaska Native</td> <td data-bbox="1157 958 1375 1019"></td> </tr> <tr> <td data-bbox="359 1019 1157 1079">African American</td> <td data-bbox="1157 1019 1375 1079"></td> </tr> </tbody> </table> <p>Add an Ethnic Group</p> <p>Save</p> <p>Return to Tasks</p>	Ethnic Groups		Description	Delete	American Indian or Alaska Native		African American	
Ethnic Groups									
Description	Delete								
American Indian or Alaska Native									
African American									
<p>7</p>	<p>Once saved, the Save Confirmation screen appear. Click the OK button.</p>  <p>Ethnic Groups</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p>OK</p>								

Continued on next page

Self Service – Ethnic Groups, Continued

Procedures,
continued

Step	Action								
8	<p>The Ethnic Groups page will re-display with the updated information. If no additional changes are needed, click Return to Tasks.</p> <div data-bbox="360 533 1367 1263" style="border: 1px solid #ccc; padding: 10px;"> <p>Ethnic Groups</p> <p>Jane Doe</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p> <table border="1" data-bbox="360 898 1367 1099"> <thead> <tr> <th data-bbox="360 898 1142 934">Ethnic Groups</th> <th data-bbox="1142 898 1367 934"></th> </tr> <tr> <th data-bbox="360 934 1142 981">Description</th> <th data-bbox="1142 934 1367 981">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 981 1142 1043">American Indian or Alaska Native</td> <td data-bbox="1142 981 1367 1043" style="text-align: center;"></td> </tr> <tr> <td data-bbox="360 1043 1142 1099">African American</td> <td data-bbox="1142 1043 1367 1099" style="text-align: center;"></td> </tr> </tbody> </table> <p data-bbox="360 1122 715 1151" style="text-align: center;"><input type="button" value="Add an Ethnic Group"/></p> <p data-bbox="360 1173 489 1202" style="text-align: center;"><input type="button" value="Save"/></p> <p data-bbox="360 1225 521 1254" style="text-align: center;"><input type="button" value="Return to Tasks"/></p> </div>	Ethnic Groups		Description	Delete	American Indian or Alaska Native		African American	
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