



DAS Confidential Personal Data Form Information

for Human Resources Associates (HRAs)

February 2016

Overview

- ▶ Updates made by the U.S. Census Bureau have expanded available race/ethnicity categories.
- ▶ Disability status is no longer collected as part of confidential personal data.
- ▶ DAS Confidential Personal Data Form was revised (1/16) as a primary method for data collection.
- ▶ Information collected will be used to load employee data in the Human Resource Information System (HRIS).
- ▶ DAS Confidential Personal Data Forms containing employee information **must be destroyed**, once information has been entered into HRIS.
- ▶ HRAs will serve as the point of contact for current employees who wish to update their information to include one of the two new race/ethnicity categories.

Timeline

- ▶ February 24, 2016 — DAS Confidential Personal Data Form live webinar for HRAs.
- ▶ February 24, 2016 — Email sent to HRAs with PowerPoint presentation outlining responsibilities and the overall process for collection of confidential personal data.
- ▶ February 24, 2016 — Revised DAS Confidential Personal Data Form and PowerPoint with information for HRAs posted to Managers & Supervisors Manual and the HR Info for HRAs tab online.
- ▶ February 25, 2016 — Webinar replay link sent to Stakeholders, Management Liaisons, Personnel Officers (POs), and HRAs.
- ▶ February 26, 2016 — HRAs will implement the DAS Confidential Personal Data Form (revised 1/16) for new employees and will begin loading results into HRIS on March 2.


HRA Responsibilities

- ▶ Have all new employees fill out a DAS Confidential Personal Data Form (revised 1/16) and load results into HRIS.
- ▶ For those new employees who elect not to answer a question(s), the HRA will make a visual identification of the employee and enter the results in HRIS.
- ▶ Per the U.S. Equal Employment Opportunity Commission, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one race/ethnic category.
- ▶ Questions for employee sex/gender and race/ethnicity may not be left blank in HRIS.

HRIS Updates

- ▶ Changes are being made to HRIS effective with the February 26, 2016, pay period.
- ▶ The changes are a result of updates to the DAS Confidential Personal Data Form.
- ▶ **The updated version of the DAS Confidential Personal Data Form must be provided to all hires beginning February 26, 2016, to coincide with the changes in HRIS.**

HRIS Updates (continued)

- ▶ The Ethnic Origin selection list will include new options and have both alpha and numeric codes.
 - ▶ The Disability Code field will be inactivated from all P1 types, except for P1-type 269.
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HRIS Updates (continued)

- ▶ Changes will be implemented in HRIS the morning of **Wednesday, March 2**.
- ▶ **You cannot enter any P1s for new hires, reemployments, or reinstatements for the February 26, 2016, pay period until you have received notice from DAS-HRE on March 2 that it is OK to proceed.**

HRIS Updates – Ethnic Origin

- ▶ The Ethnic Origin selection list has been updated. The definitions for the numeric codes have been updated and new alpha codes have been added:
 - Codes 0–6 are self-identification (SI) codes. These codes should be used when a hire self-identifies on the DAS Confidential Personal Data Form.
 - Codes A–G are visual (V) codes. These codes should be used when a human resource associate/personnel assistant makes a visual determination of a hire's ethnic origin in the event the hire does not self-identify on the DAS Confidential Personal Data Form.


HRIS Updates – Ethnic Origin

▶ New selection list:

Code	Description
0	SI WHITE (NOT HISPANIC/LATINO)
1	SI BLACK (NOT HISPANIC/LATINO)
2	SI ASIAN (NOT HISPANIC/LATINO)
3	SI AMERICAN INDIAN/ALASKAN NATIVE
4	SI HISPANIC OR LATINO
5	SI HAWAIIAN/OTHER PACIFIC ISLAND
6	SI TWO + RACES (NOT HISP/LATINO)
A	V WHITE (NOT HISPANIC OR LATINO)
B	V BLACK (NOT HISPANIC OR LATINO)
C	V ASIAN (NOT HISPANIC OR LATINO)
D	V AMERICAN INDIAN/ALASKAN NATIVE
E	V HISPANIC OR LATINO
F	V HAWAIIAN/OTHER PACIFIC ISLAND
G	V TWO + RACES (NOT HISP/LATINO)

SI = Self-Identification
V = Visual

HRIS Updates – Disability Status

- ▶ The Disability Code field will be inactivated from all P1 types, except for the 269 P1.
 - ▶ A Disability Code may not be entered for an employee as of February 26, 2016, unless a reasonable accommodation has been granted.
 - ▶ If a reasonable accommodation has been granted, enter the applicable Disability Code using P1-type 269.
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Resources

DAS-HRE

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- For HRIS specific questions, call: (515) 281-6889