The City University of New York routinely collects information about its faculty and staff in order to comply with federal regulations, and for institutional planning purposes related to affirmative action and diversity. To comply with recent regulatory changes, we are inviting all CUNY employees to voluntarily re-affirm their self-identification information on file concerning race/ethnicity and status as a veteran. Also, a new federal mandate requires that the University provide you with the opportunity to self-identify as having a disability. Your answer to this question or any other demographic question will not have any impact on your employment. Additional information on self-identification is provided below and in the attached FAQ: Self-Identification.

Even if you have previously provided some of this information, your participation in this survey confirming the accuracy of your data is critical. Proper self-identification allows us to provide a clear picture of the composition of CUNY’s workforce, to monitor progress regarding diversity, and to establish eligibility for federal funding. In addition, federal regulations have recently revised and expanded the selection options for each demographic category. We encourage you to update your information so that we can be accurate in our representation of CUNY’s workforce.

Providing this information is voluntary, and you are under no obligation to respond. Responses are maintained confidentially and used solely to create mandated reports and to conduct planning activities related to affirmative action and/or diversity. Be assured that the information you provide is available only to authorized individuals who have responsibilities for this reporting and planning. When reported, demographic information is summarized and does not identify any specific individual.
You can view and update your information on race/ethnicity, veteran status, and disability status through the CUNYfirst Employee Self-Service portal. Detailed screen navigation is shown below and in the attachment *Screen Navigation*. For those who are familiar with Employee Self Service, the basic instructions are:

- Sign in to CUNYfirst at: [https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html](https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html)

- Choose “Self Service” which is the first menu option in the upper left-hand corner under the heading “Enterprise Menu.” Alternatively, you can select “Self Service” from the “HR/Campus Solutions” menu.

- Choose “Personal Information” from a menu of Self-Service options.

- Visit the pages “Ethnic Groups”, “Veteran Status”, and “Disability” for detailed instructions for each area. You will see the information that currently exists on your employee record.

- Be sure to “Save/Submit” any change you make in order to record it.

In most cases, you will need less than ten minutes to provide the requested information. If you do not have access to CUNYfirst Employee Self Service or need help to record your responses, please contact your Office of Human Resources. Click here for CUNY HR Office contact numbers: [http://www.cuny.edu/employment/campus-hr.html](http://www.cuny.edu/employment/campus-hr.html).

Thank you for your cooperation and assistance with this important activity.
### FAQ: Self Identification

<table>
<thead>
<tr>
<th><strong>Why am I being asked to fill out this form?</strong></th>
<th>CUNY is considered a federal contractor and is required to maintain and analyze data on the race, ethnicity, veteran, and disability status of employees in compliance with the provision of Executive Order 11246 to the Office of Federal Contract Compliance Programs (OFCCP). Federal contractors and subcontractors must use categories and formats outlined by the OFCCP. The OFCCP requires covered employers to survey employees at least every five years.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How is this information used?</strong></td>
<td>This information is used to prepare the required annual Affirmative Action Plan for your campus or unit. It may also be used to respond to audit requests by the OFCCP and/or the US Department of Education, or other regulatory bodies. It is also used in the aggregate to prepare overall statistics concerning CUNY’s workforce.</td>
</tr>
<tr>
<td><strong>Do I have to fill out this form?</strong></td>
<td>No. While CUNY is required to invite your participation, providing it is voluntary. We do hope you will choose to participate. Your individual information will be kept confidential.</td>
</tr>
<tr>
<td><strong>What if I need to update my status?</strong></td>
<td>You may update your status at any time through CUNYFirst Employee Self Service. This is particularly important as some individuals may change disability and/or veteran status over time.</td>
</tr>
<tr>
<td><strong>Is completing the Disability survey the same as requesting an Accommodation for a disability under the Americans with Disabilities Act?</strong></td>
<td>Individuals with a disability which limits their ability to perform the essential functions of their job may request an accommodation which enables them to perform these essential functions. Employees requesting an accommodation need to make a separate request to the campus Office of Human Resources.</td>
</tr>
<tr>
<td><strong>By indicating I am a Veteran in the Veterans’ survey, do I automatically receive benefits such as additional credits on Civil Service examinations?</strong></td>
<td>Protected Veterans may have access to additional benefits such as points for a Civil Service examination, military leave, and accommodations for a disability. Veterans should apply for these benefits separately by contacting the Human Resources department on their campus.</td>
</tr>
<tr>
<td><strong>Why have the Ethnicity options changed?</strong></td>
<td>Federal regulations require that employers begin to utilize what is called the “Two Question Method” for employees and job applicants. The first required question, “Are You Hispanic?” requires a Yes or No answer. The second question provides further options for entering a specific ethnicity. Two ethnicity categories that are specifically tracked in CUNY, Italian-American and Puerto Rican, are included in this second question. In addition, CUNY offers employees the opportunity to identify sub-groups with which they are affiliated. In order to make changes to Ethnicity, click on the “Update Information” link, then select “Save” to record any changes you make. As some combinations of choices are not feasible, you may find certain selections will not be possible. For example, you cannot select “No” for “Are you Hispanic?” and also select “Puerto Rican”. If you are unsure of the definitions of the various ethnicity options, click on the “Detail” link to the right of the question for an explanation.</td>
</tr>
</tbody>
</table>
Screen Navigation Information on CUNYfirst LOGIN page. Step 1: Click Login. Step 2: Select CUNYFIRST. Step 3: Enter Username and Password then click Login. Step 4: Select HR Campus Solutions.

Screen Navigation
Step 5: Select Self Service. Step 6: Select Personal Information. This will take you to the personal information fields of which access to Ethnic Group, Veteran Status and Disability will be described on the next pages.
This page allows the user to make changes to their race and ethnicity.

If you have any problems, please contact the Office of Human Resources at your campus.

**Ethnicity has three questions.** You may need to use the scroll bar or use the up and down arrows on your keyboard to review all three questions.

To change your information, first click Update Information and then make changes.
This page allows the user to make changes to their Veteran Status. If you have any problems, please contact the Office of Human Resources at your campus.

**Veteran Status** — You may need to use the scroll bar or use the up and down arrows on your keyboard to review the entire page.

After making selection click Submit button
This page allows the user to make changes to their Disability Status.

If you have any problems, please contact the Office of Human Resources at your campus.

**Voluntary Self-Identification on Disability** - You may need to use the scroll bar or use the up and down arrows on your keyboard to review the entire page.

Make selection here

After making selection click Submit button