

## Adding Ethnicity values to an Employee's Person record

### Introduction

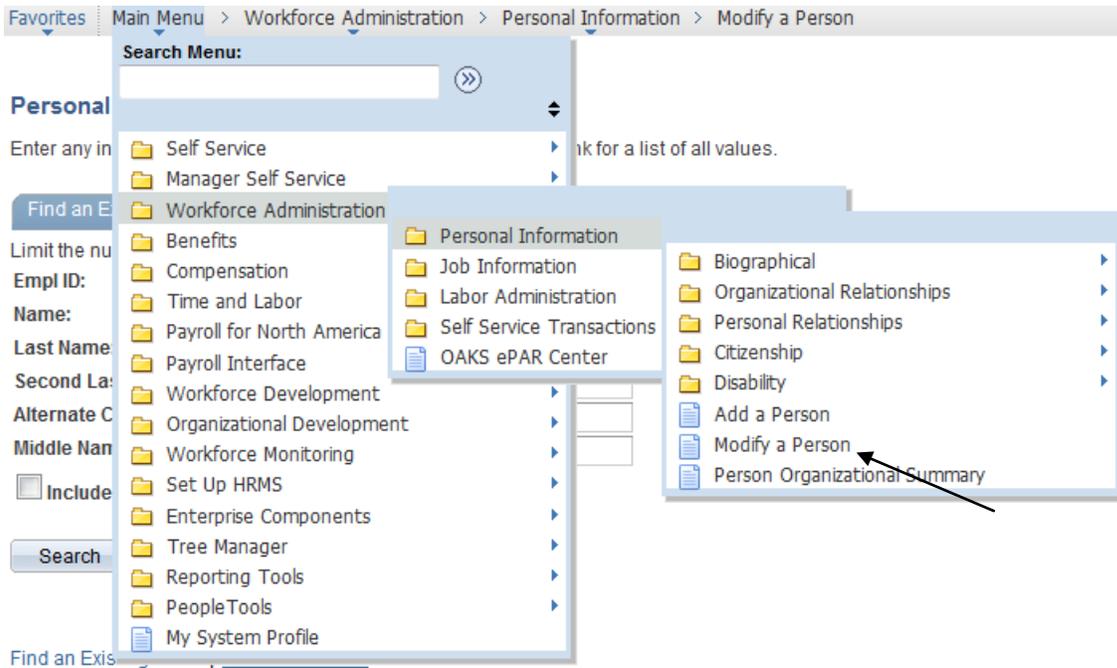
This job aid explains how to add Ethnicity information to an Employee's Person record.

**Navigation Path:** Main Menu – Workforce Administration – Personal Information – Modify a Person

Step	Action	Comments
1.	Log into myOhio.gov	
2.	Launch the Human Capital Management (HCM) application	



Step	Action	Comments
3.	Navigate to the Personal Information Table as shown below.	You will be modifying an existing employee's Ethnic information, so you will need to click <i>Modify a Person</i>





Step	Action	Comments
4.	Enter the Empl ID of the individual that you will be modifying, and click Search.	

**Personal Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

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Limit the number of results to (up to 300):

**Empl ID:**

**Name:**

**Last Name:**

**Second Last Name:**

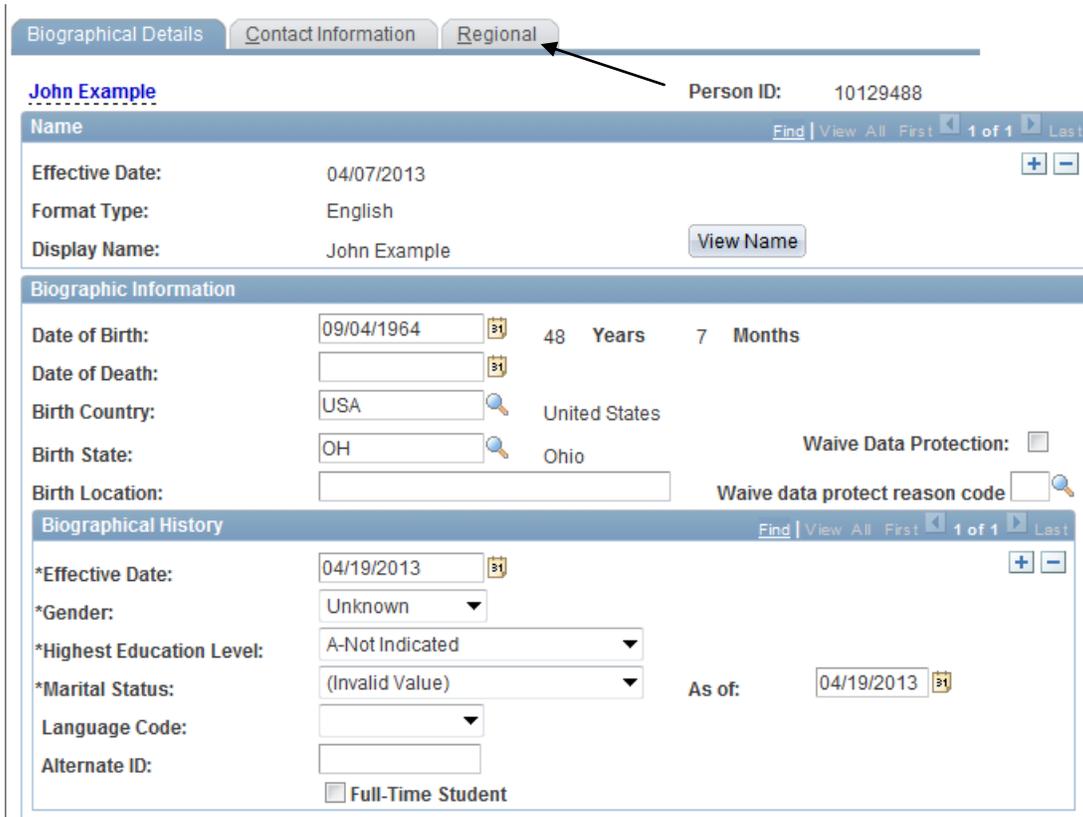
**Alternate Character Name:**

**Middle Name:**

Include History
  Correct History
  Case Sensitive

[Basic Search](#)

Step	Action	Comments
5.	Once inside, you will see the name of the individual, and various other pieces of information. Click on the <i>Regional</i> Tab at the top.	The person in our example is not a real employee.



Biographical Details | **Contact Information** | Regional

[John Example](#) Person ID: 10129488

Name Find | View All | First 1 of 1 | Last

Effective Date: 04/07/2013 + -

Format Type: English

Display Name: John Example View Name

**Biographic Information**

Date of Birth: 09/04/1964 BT 48 Years 7 Months

Date of Death: BT

Birth Country: USA BT United States

Birth State: OH BT Ohio

Birth Location: BT Waive Data Protection:

Waive data protect reason code BT

**Biographical History** Find | View All | First 1 of 1 | Last

\*Effective Date: 04/19/2013 BT + -

\*Gender: Unknown

\*Highest Education Level: A-Not Indicated

\*Marital Status: (Invalid Value) As of: 04/19/2013 BT

Language Code: BT

Alternate ID: BT

Full-Time Student

Step	Action	Comments
6.	Once on the Regional tab, notice the Ethnic Group. Click on the magnifying glass next to it to get available values.	With regard to the Drug Test Flags, please check with DAS HRD Drug Free Workplace as to whether drug test flags are to be checked on the Job Code.

The screenshot shows the 'Regional' tab for an employee named John Example. The 'Ethnic Group' field is highlighted with a magnifying glass icon. A 'Look Up Ethnic Group' dialog box is open, showing search criteria and a list of results including AMIND, ASIAN, BLACK, HISPA, and WHITE.

**Look Up Ethnic Group**

Set ID: USA

Ethnic Group: begins with [ ]

Description: begins with [ ]

Buttons: Look Up, Clear, Cancel, Basic Lookup

**Search Results**

Ethnic Group	Description	Short Description
AMIND	American Indian/Alaskan Native	American I
ASIAN	Asian/Pacific Islander	Asian/Paci
BLACK	Black or African American	Black or A
HISPA	Hispanic	Hispanic
WHITE	White	White

Step	Action	Comments
7.	Select one of the values, and it will populate the Ethnic Group field. Check the Primary box afterward as shown.	

[John Example](#)

Person ID: 10129488

 USA

**Ethnic Group** [Find](#) | [View All](#)

Regulatory Region:   United States

Ethnic Group:   American Indian/Alaskan Native

Primary

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**History** [Find](#) | [View All](#)

Effective Date:   Military Status:

Date Entitled to Medicare:   Military Discharge Date:  [Edit Discharge Date](#)

Citizenship (Proof 1):  Citizenship (Proof 2):

Eligible to Work in U.S.

Step	Action	Comments
8.	Now that you have finished, click the <b>Save</b> button at the bottom. This will save the record, and you can move on to the next employee.	Reminder...in order to get back to the original search screen, you can hit <i>Return to Search</i> next to Save after you're done saving.

Biographical Details | Contact Information | **Regional**

John Example Person ID: 10129488

USA

**Ethnic Group** Find | View All | First

Regulatory Region: USA United States

Ethnic Group: AMIND American Indian/Alaskan Native

Primary

**History** Find | View All | First

Effective Date: 04/19/2013 Military Status:

Date Entitled to Medicare:  Military Discharge Date: [Edit Discharge Date](#)

Citizenship (Proof 1):  Citizenship (Proof 2):

Eligible to Work in U.S.

**Smoker History** Customize | Find | View All | First

*Smoker	*As of
1	<input type="text"/>