Adding EEO 4 Values to an Employee's Position record

Introduction

This job aid explains how to add EEO 4 information to an Employee's Position record.

Navigation Path: Main Menu – Organizational Development – Position Management – Maintain Positions/Budgets – Add/Update Position Info

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

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Step	Action	Comments
3.	Navigate to the Position Update Table as shown below.	You will be modifying an existing employee's Position Information, so you will need to click *Add/Update Position Info*

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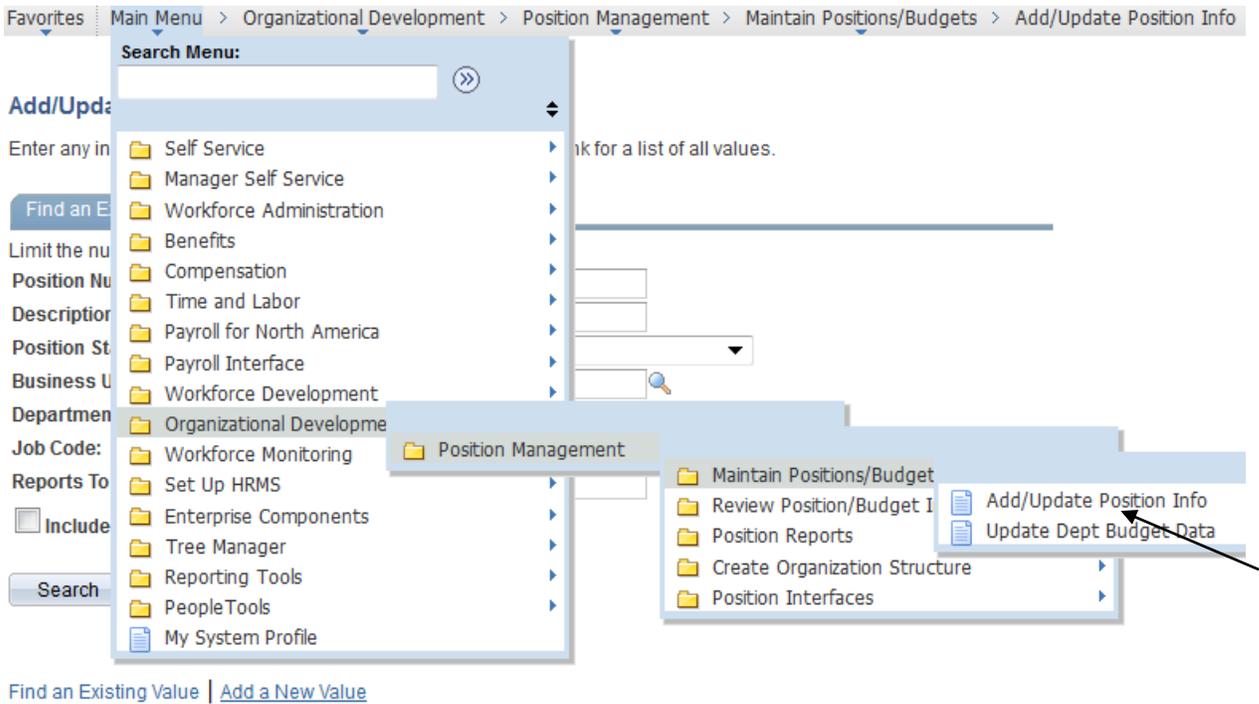
Step	Action	Comments
4.	Enter the Position Number that the individual is working in whose record needs changed, check Include History, and click Search.	

Add/Update Position Info

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

Find an Existing Value | Add a New Value

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

Field	Operator	Value
Position Number:	begins with ▼	20078147
Description:	begins with ▼	
Position Status:	= ▼	▼
Business Unit:	begins with ▼	🔍
Department:	begins with ▼	🔍
Job Code:	begins with ▼	🔍
Reports To Position Number:	begins with ▼	

☑ Include History ☐ Correct History ☐ Case Sensitive

Search   Clear   Basic Search 🔲 Save Search Criteria

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Step	Action	Comments
5.	Click the '+' sign to add a new row, and enter GIC in the Reason field as shown.	The person in our example is not a real employee.

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6.	At the top, click on the Ohio Position Attributes Tab, and once on that tab, you'll notice the Job Profile ID field.	Note: The Job Profile ID field is where specific individual EEO 4 information is stored.

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Step	Action	Comments
7.	Click on the magnifying glass next to the Job Profile ID, and you'll be presented with the possible values that can be placed in the field.	

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8.	Select one of the values, and click the Save Button.	Reminder…in order to get back to the original search screen, you can hit *Return to Search* next to Save after you're done saving.

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