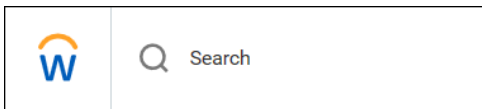


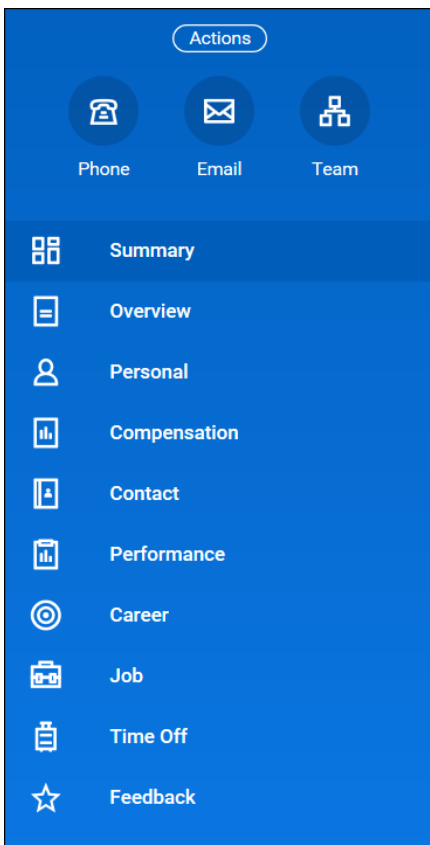
Change Ethnicity and Date of Birth

This job aid will provide HR Partners the process of changing the Ethnicity and Date of Birth for a worker.

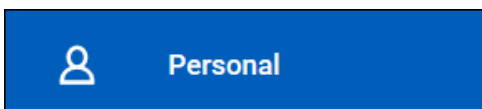
Step 1: In the search bar, type in the employee's name you are making the change for.



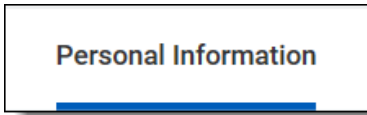
Step 2: The search results will bring you to the landing page on the employee's profile.



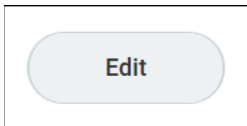
Step 3: Click on the **Personal** tab.



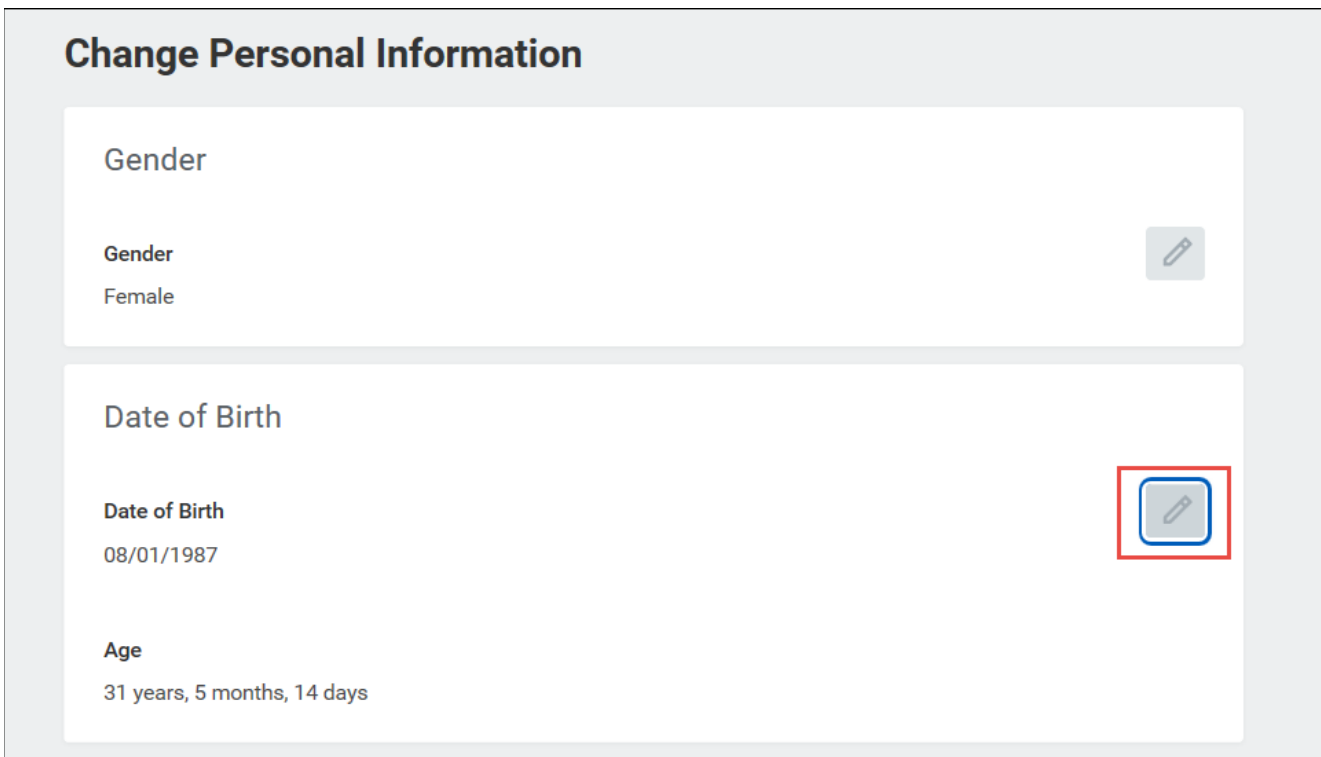
Step 4: Click on the **Personal Information** subtab.



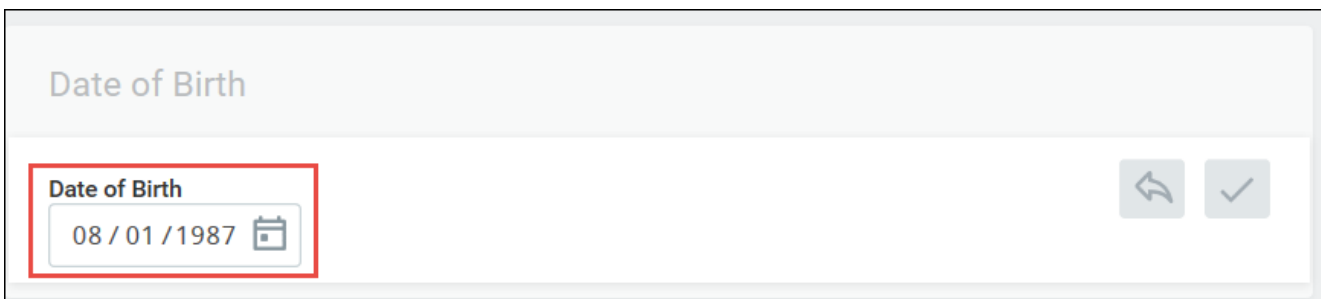
Step 5: Click the **Edit** button.



Step 6: In the *Change Personal Information* menu, click on the pencil icon to edit the **Date of Birth** field.



Step 7: Click on the correct birthdate in the *Date of Birth* box.



Step 8: Click out of the box or on the check mark to save.

Step 9: Scroll down further to **Race/Ethnicity** and click on the pencil icon.

Step 10: (1) Select or deselect the box in the *Hispanic or Latino* field. (2) To modify *Race/Ethnicity*, click on the menu icon. Select the correct race/ethnicity. (3) Click on the check icon.

Step 11: Click **Submit**. This process has been successfully completed.

