

Type: System Enhancements	ID Number: SE 107
Date: May 29, 2013	Subject: Redesign EEO-Veteran-AAP Screen

Suggested Audience:
Human Resource Offices

Details

Enhancements are being made to the EEO-Veteran-AAP screen (screenshot 1) to better align the screen to federal reporting requirements. The **enhancements will be implemented on June 1, 2013**, and include the following changes:

Screen Title

The screen title “EEO-Veteran-AAP” will be changed to “EEO-Veteran”. The new title will be reflected throughout the system (e.g., Personal Information menu, Overview Section).

EEO Fields

- Remove the “Ethnic Origin” field.
- Present “Ethnicity” field first on the screen. The field will be required in order to save updates to the screen.
 - If a user selects Hispanic or Latino as the ethnicity, no race can be selected.
- The “Race” field will be a dropdown and be required if “Not Hispanic or Latino” is selected as the employee’s ethnicity. The “Race” dropdown contains the following selections:
 - White
 - Black or African American
 - Asian
 - American Indian or Alaska Native
 - Native Hawaiian or Other Pacific Islander
 - Some Other Race or Two or More Races

Military Fields

- Add new field titled “Vets 100A Reporting”. Multiple selections can be made on the field, unless “Not Applicable” is selected. The “Vets 100A Reporting” field contains the following selections:
 - Not Applicable
 - Disabled Veteran
 - Armed Forces Service Medal Veteran
 - Recently Separated Veteran
 - Other Protected Veteran
- Remove the current field titled “Veteran’s Preference Used”.
- “Military Status” field
 - Dropdown options will display as multi-selection fields.
 - Multiple selections can be made if “Veteran/Retired Military” is selected without the selection of “Not Applicable”.

- Replace the current “Military Status” field options with the following selections:
 - Not Applicable
 - Veteran/Retired Military
 - Current Member of the Reserves
- Remove the “Military Status Eligible” and “Military Active Date” fields.

Beginning June 1, current employee data displayed in the EEO-Veteran-AAP will be populated into the new fields. Employees, managers and human resource staff will have access to make any necessary changes to the screen. It is recommended employees routinely maintain their record and make any updates. Data no longer included in the screen will be available in the Data Warehouse.

Screenshot 1 - EEO-Veteran Screen

The screenshot shows the 'EEO-Veteran->Details' screen. At the top, a disclaimer states: 'The data collected on this screen is used solely to comply with certain federal or state reporting requirements. This information may be confidential under state or federal law and improper access or release of such information may be a violation of these laws.' The form contains the following fields and options:

- Effective Date:** 05/28/2013
- End Date:** 12/31/9999
- Ethnicity:** (Dropdown menu)
- Race:** (Dropdown menu)
- Vets 100A Reporting:**
 - Not Applicable
 - Recently Separated Veteran
 - Disabled Veteran
 - Other Protected Veteran
 - Armed Forces Service Medal Veteran
- Military Status:**
 - Not Applicable
 - Current Member of the National Guard
 - Veteran/Retired Military
 - Current Member of the Reserves

At the bottom left, there are buttons for 'Edit', 'Save', and 'Cancel'.

If you have **policy related questions**, please contact one of the following Division of Human Resource Management team members:

- Military Related Questions: Donna O’Steen at Donna.OSteen@dms.myflorida.com or (850) 413-9498
- EEO Related Questions: Marian Deadwiley at Marian.Deadwiley@dms.myflorida.com or (850) 488-3923

For all other system related questions, contact Steve Eaton at Stephen.Eaton@DMS.MyFlorida.com or (850) 487-4484.