New Form U5605 – Guidelines for Data Entry

Summary of Changes in the Revised Form

**Disability Self-ID is Removed**

The previous version of this form included a section for self-identification of disability status. This section is removed from the revised form. Disability self-identification is now done using [Form CC-305](#), issued by the OFCCP in 2014.

**Additional Veteran Statuses**

Two additional responses were added to the Invitation to Self-Identify Veteran Status:
- I am not a Protected Veteran.
- I am a Protected Veteran, but I choose not to self-identify the classifications to which I belong.

**Additional Race Categories**

The revised form adds the following new categories:
- Asian -> Korean/Korean American
- Asian -> Vietnamese/ Vietnamese American
- White -> European
- White -> Middle Eastern
- White -> North African
- White -> White (not specified)

**Removal of Primary Ethnicity Indicator**

The previous form invited employees to choose a single race/ethnicity description for Affirmative Action reporting (question 1B). This invitation is removed. Employees are now invited to select as many race/ethnicity categories as apply.

*However, since the current version of HCM cannot capture the data exactly as marked on the form, follow the data entry guidelines on the following pages.*
Guidelines for Data Entry – Veteran Status

The following veteran statuses from Form US605 are located in the “Disabled Veteran” pulldown menu:

- Disabled Veteran
- I am not a Protected Veteran
- I am a Protected Veteran, but I choose not to self-identify the classifications to which I belong
- Recently Separated Veteran (enter separation date)

The remaining veteran statuses are located in the “Military Status” checkboxes:

- Active Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran
- Vietnam Era Veteran

Note: the “Effective Date” field does not need to be touched when processing a new hire. It should only be used if someone’s veteran status changes.
Guidelines for Data Entry – Race/Ethnicity

**Ethnicity and Race Checkboxes** – Check as many as apply, based on employee responses.

In the “Ethnicity and Race” section, check all categories that apply based on the boxes checked on the form. Any subcategory checked on the form (below) should be rolled up to the six categories in this section (above).
Guidelines for Data Entry – Race/Ethnicity (cont’d)

Ethnic Group Pulldown Menu

The new Form U5605 includes 6 new single ethnicity categories and 5 new multiple ethnicity categories.

When a SINGLE RACE/ETHNICITY BOX is checked on the U5605 form, choose that single category from the “Ethnic Group” pulldown menu.

Single Ethnicity Categories

- 5-Latin American/Latino
- A-Black/African-American
- B-Japanese/Japanese-American
- C-American Indian/Alaskan Native
- E-Mexican/Mexican-American/Chicano
- F-White (not specified)
- G-European
- I-Vietnamese/Vietnamese-American
- J-Middle Eastern
- K-Korean/Korean-American
- L-Filipino/Pilipino
- N-North African
- O-Hispanic (derived U5605)
- P-Chinese/Chinese-American
- Q-Two or More Races URM
- R-East Indian/Pakistani
- S-Asian (derived from U5605)
- T-Decline to State
- V-White (derived from U5605)
- W-Other Spanish/Spanish American
- X-Other Asian
- Z-Hawaiian/Pacific Islander

New Single Ethnicity Categories

New Multiple Ethnicity Categories
Guidelines for Data Entry – Race/Ethnicity (cont’d)

When 2 OR MORE RACE/ETHNICITY BOXES are checked on the US605 form, use the following criteria:

<table>
<thead>
<tr>
<th>Ethnic Group Codes – Multiple Ethnicity Categories</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>If:</td>
<td>Use Code:</td>
</tr>
<tr>
<td>If One or More Checked Category is Hispanic</td>
<td>O-Hispanic (derived from US605)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>If All Checked Categories are Asian</td>
<td>S-Asian(derived from US605)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>If All Checked Categories are White</td>
<td>V-White (derived from US605)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For all other combinations (non-Hispanic)

<table>
<thead>
<tr>
<th>If:</th>
<th>Use Code:</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>If at least one category is an Underrepresented,</td>
<td>Q – 2 or</td>
<td>European + American Indian</td>
</tr>
<tr>
<td>non-Hispanic Minority group (American Indian or</td>
<td>More Races URM</td>
<td>Black + Viennamese</td>
</tr>
<tr>
<td>Alaska Native, Black or African American)</td>
<td></td>
<td>American Indian +</td>
</tr>
<tr>
<td></td>
<td></td>
<td>European + Chinese</td>
</tr>
<tr>
<td>If no categories are Underrepresented Minority</td>
<td>H-2 or</td>
<td>European + Korean</td>
</tr>
<tr>
<td>(American Indian or Alaska Native, Black or</td>
<td>More Races (HR Use Only)</td>
<td>Native Hawaiian +</td>
</tr>
<tr>
<td>African American)</td>
<td></td>
<td>Chinese</td>
</tr>
</tbody>
</table>

When data are incomplete:

<table>
<thead>
<tr>
<th>If:</th>
<th>Use Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Yes I am Hispanic or Latino” is checked, but no</td>
<td>O-Hispanic (derived from US605)</td>
</tr>
<tr>
<td>subcategories are checked:</td>
<td></td>
</tr>
<tr>
<td>No boxes are checked</td>
<td>U-Decline to State</td>
</tr>
</tbody>
</table>

ADDITIONAL RESOURCES

UCOP Implementation Guidelines – Changes to the Collection of Race, Ethnicity, Veteran, and Disability Information. Guidelines were issued by UCOP for users of the Web Hire tool and for users of PPS. Web Hire is similar to HCM, and the scenarios included in the UCOP guide may be useful to HCM users:


HR Census Data Dictionary – Ethnic Group Hierarchy table: [https://wikihub.berkeley.edu/display/calanswers/Ethnic+Group+Hierarchy](https://wikihub.berkeley.edu/display/calanswers/Ethnic+Group+Hierarchy)