



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

October 24, 2014

To: Deans, Department Heads, Management Services Officers, Administrative Assistants (Via SBCHR-L and SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Cynthia Seneriz, Acting Director
Human Resources

Re: Revised Self-Identification Survey Forms for New Hires, Effective November 1, 2014

As a result of changes made earlier this year by the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP), the University of California was required to revise the forms used by new hires to self-identify as individuals with disabilities and protected veterans.

In order to comply with these requirements, the University must use the new OFCCP approved "[Voluntary Self-identification of Disability Form](#)" (Form CC 305-OMB Control Number 1250-0005) to invite all new hired employees to self-identify their status as an individual with disabilities.

The University must also use the revised version of the [University of California form U5605-Voluntary Self-Identification of Race, Ethnicity and Veteran Status form](#). For more information, visit: <http://ucnet.universityofcalifornia.edu/tools-and-services/administrators/employment.html>.

(Note: The form's previous name, "Demographic Transmittal Form" was changed to more accurately reflect the data being collected from new employees.).

Each location must incorporate the use of these forms in their on-boarding process for both academic and staff employees effective on or after November 1, 2014. The Payroll Personnel System (PPS) has also been modified accordingly.