ESS Gender, Ethnicity, Race, and US Veterans Information

Use this procedure to enter/update Gender, Ethnicity, Race, and US Veterans information.

Be sure to read through the following explanations before entering and updating this:

Ethnicity is based on the following categorization:

- **Hispanic or Latino**: A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Race is based on the following five categorizations:

- **American Indian or Alaska Native**: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian**: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American**: A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White**: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

A Veteran is a person who served in the active military, naval, or air service of the United States, and who was discharged or released there-from under conditions other than dishonorable.

- **Special Disabled Veteran**: Any veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability rated at 30% or more, or rated at 10% or 20% in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. This also covers a person who was discharged or released from active duty because of a service-connected disability.
- **Vietnam-era Veteran**: Any person who served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases. This also applies to any person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other case.
- **Other Protected Veteran**: Any veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
- **Recently Separated Veteran**: Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
- **Armed Forces Service Medal Veteran**: Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).
- **Disabled veteran**: (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service connected disability.
1. Use Internet Explorer to log on to UC Flex at www.ucflex.uc.edu
   a. Use your central login username and password

2. Select ESS in the navigation bar and then select Overview Employee Self Service

3. Select Personal Information and then select Personal Profile

4. Review your information and click the Edit button to make changes
5. Edit your Ethnicity, Race, Veteran Status, Disability, and Gender information and select **Review**

6. When finished reviewing the information select **Save**

7. The Confirmation screen gives you options for what to do next