Information for employees on reviewing and updating personal demographic information in MSU Human Resources systems

Who can see my individual employee demographic information?
Access to individual employee demographic information is highly confidential, restricted information available only through access granted by Michigan State University Human Resources (MSU HR).

How is aggregate demographic information used?
Aggregate demographic information can help create better insight into MSU Extension practices and culture.

Examples of how aggregate demographic information can be helpful to MSU Extension include:
- Comparing survey completion demographics to the total employee population demographics can provide insight into whether the results are representative of the organization.
- Providing aggregate data on grants when information is requested as part of the application process.
- Evaluating how employment and/or business practices impact individuals in their respective identities and adjusting as needed to provide clarity and support.
- Hiring, retention and turnover rates within various demographics – knowing who is leaving and who is staying can help create understanding on what adjustments may be needed.

How did the demographic information currently reflected for me get into these systems?
While the process for collecting personal demographic for employees has evolved over the years, this information has always been obtained and entered into MSU HR systems through the new employee onboarding process.

Will my demographic information be used to make employment decisions?
No, demographic information is not used in employment decisions, it is a tool used for evaluation of the organization. MSU prohibits discrimination or harassment based on age, race, color, gender (including gender identity and expression), genetic information, disability status, ethnicity, marital status, national origin, political persuasion, religion, sex (including pregnancy, sexual orientation), military or veteran status, height, or weight. As such we are committed to achieving excellence through a positive culture of belonging that encourages all people to reach their full potential. Persons with disabilities have the right to request and receive reasonable accommodations.

Why is this information being provided now?
Historical process limitations, varying systems, and/or changing personal identifiers means the current demographic data reflected for you in MSU systems may be inaccurate. To ensure that the information MSU Extension uses to work toward organizational goals is as accurate as possible, we are providing you with the information on how to review your disability status, ethnicity, race, veteran status, and gender in EBS and update, as you deem necessary.

**Will MSU Extension be notified by MSU HR if I change this information?**

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MSU Extension is not involved in updating employee personal demographics in MSU HR systems and will not be notified by MSU HR if an employee elects to make any changes.

How do I view and update the disability status reflected for me in EBS?
To view and update the disability status reflected for you in EBS go to the My Personal Information tab then click on Disability Status.
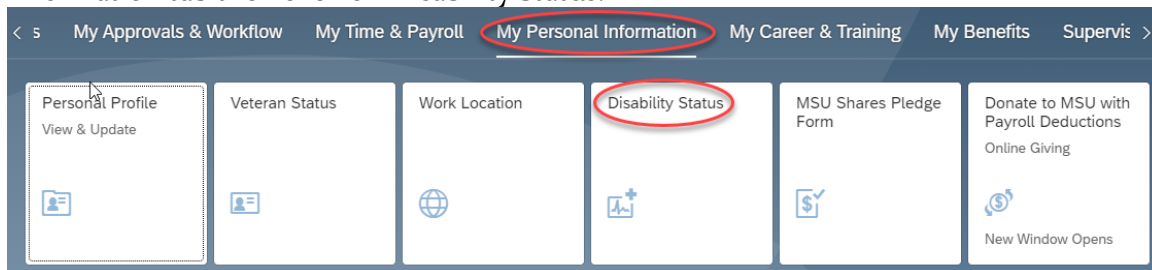
You will come to a page that discusses the voluntary self-identification information which has a spot to make an election at the bottom:

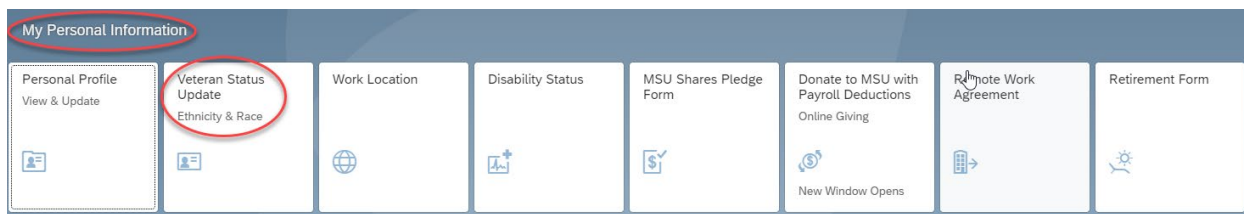Once you have made or changed your selection, click Change your status.

How do I view the ethnicity, race, and/or veteran status currently reflected for me in EBS?
To view the ethnicity, race, and/or veteran status currently reflected for you in EBS go to the My Personal Information tab and click on the Veteran Status tile.

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Ethnicity & Race

Ethnicity:

Race:

Veterans and Disability Self Identification

Michigan State University is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separate veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Change your status

How do I view the gender currently reflected for me in EBS?

To view the gender currently reflected for you in EBS go to the My Personal Information tab, then the Personal Profile tile and click on the small "edit" pencil on the right-hand side of the box.

| ‹ S | My Approvals & Workflow | My Time & Payroll | My Personal Information | My Career & Training | My Benefits | Supervis › |

Personal Profile	Veteran Status	Work Location	Disability Status	MSU Shares Pledge Form	Donate to MSU with Payroll Deductions
View & Update					Online Giving
					New Window Opens

✓ Personal Information

Preferred Name: Employee Name

ZPID: Employee ZPID

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The choices available seem to reflect a limited selection of birth-assigned sex terms. What is being asked for here?
In the instance of these systems, and for the purposes of programs such as various benefit enrollments, this field is meant to reflect your gender marker (often also referred to as legal sex) – the identification of your gender on legal documents.

How do I update my veteran status?
To update your veteran status, click on "Change your status" under the Veteran Status tile, update, and click on Update your status at the bottom of the page.

How do I update/ correct my race and/or ethnicity?
To update your race and/or ethnicity, send an email to Michigan State University Human Resources at solutionscenter@hr.msu.edu. Your email request must come from your msu.edu email to ensure the change is coming directly from you. University HR may reach out to you for additional information to follow-up your request for an update/ correction.

The MSU system currently allows the following selections:

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Ethnicity (select one)
- Of Hispanic or Latino Origin
- Not of Hispanic or Latino Origin

Race (select all that apply)
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

How do I update/ correct my gender?
Complete the [Employee and Dependent Personal Data Change Form](#) and submit to solutionscenter@hr.msu.edu.

I need to update/ correct my demographic information, but I don't see selection(s) that reflect my identity. How do I proceed?
At this time, the MSU system is limited to the choices noted. The constraints of the current system do not allow all individuals to request a change/update that truly reflects their identity. This is the shortcoming of a complex system with many levels ranging from locally (i.e., Extension, MSU) up through the laws governing processes at the Federal level. Discussions continue to take place within MSU Extension, and with MSU to explore paths for helping to create a space that all employees are seen.

For now, you may allow the selection currently listed in your profile to remain unchanged or submit a change indicating another selection based on the options available.

Can I choose to remove my demographic information from my profile, leaving it blank?
As a federal contractor MSU is required to report on this information, a selection must be reflected in each category.

When will a requested change be effective?
While processing an update/correction may take time, the date the email/ information is sent to University HR will be the effective date of the change assuming the request aligns with system requirements and any additional information requested by University HR to complete the change is provided. Ultimately, this is determined by University HR.

What if I have additional questions?
Questions regarding this process can be directed to MSU Extension Human Resources at msu.hr@msu.edu or to the MSU HR Solutions Center at solutionscenter@hr.msu.edu.