Demographic Data Transmittal Form

What's In a Name?

When you're processing a new hire you enter codes in PPS for the new employee's ethnic identity, veteran information and disability status on the EPD1 screen. If you're not sure of the code you can hit F1-Help and find the code, along with its interpretation. For example:

E (code) = War/Campaign/Expedition Veteran (interpretation)

So where is there an interpretation of the interpretation?! (What IS a War/Campaign/Expedition Veteran, exactly?) You can find the definitions of all demographic codes on the "Demographic Data Transmittal" form.

The form is located under the "Affirmative Action Forms" link on the UCSB Affirmative Action Office website at: http://www.oeo.sh.ucsb.edu/OOAA/DDTForm.html

IMPORTANT NOTE: This form is just for data entry purposes only. While you can use this form for information, please do NOT retain a printout of a completed form.

DO "Destroy after data entry"(as directed on the bottom left corner of the front page).

DON'T "When completed send to Accounting Office" (bottom right corner).

At UCSB, it's the campus department, not Accounting, that does PPS data entry on new employees, so it's the department that destroys the form after entering data on PPS.

If you don't like the idea of printing out a blank form and then destroying it once it is completed, you might want to keep one copy on hand to show new employees and have them give you their responses to enter into PPS. Just remember that once the demographic data is in PPS there should be NO hard copy of a completed Demographic Data Transmittal form for that employee.

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