***Sample Personal Demographic Information Review email***

Dear Agency Employee,

Please review your personal demographic information located in PeopleSoft HCM (https://ess.wi.gov). This is your opportunity to self-identify or update your race, ethnicity, gender, disability information and veteran status. All personal information collected is kept confidential and used primarily for reporting purposes, unless support services and/or accommodations are requested. Instructions on how to find the demographic information page is located on the announcement section of the Employee Self Service (ESS) homepage.

Pursuant to s. 230.04(10)(b) and (c), and Public Law 88-352,Title VII of the Civil Rights Act of 1964 all agencies have the responsibility to collect and maintain current employee data regarding, race, ethnicity, gender, disability information and veteran status. Data collection requirements are for new and existing employees, to include limited term, project, seasonal and sessional employees.

To ensure the most accurate personal demographic information for reporting purposes, and to meet your accommodation and evacuation needs, agencies are required to request personal information upon hire of a new employee and for all existing employees every two years.

In addition to the personal demographic information review please send an email to [Agency Reasonable Accommodation Specialist] at [email] or call [Phone number] if you need an accommodation or assistance in the event of an emergency evacuation at your work location. [Agency]’s Reasonable Accommodation Policy is located [indicate where located].

We encourage all employees to review and update their personal information, if needed, in the next two weeks. Our goal is to compile the most accurate data for reporting purposes.

If you have questions regarding this email please contact [Name and contact information of agency’s AA Officer].

Thank you