General Statement

In October of 2007, the Department of Education issued final guidelines for collecting, maintaining, and reporting racial and ethnic data. These guidelines have changed how racial and ethnic data will be reported in the Integrated Postsecondary Educational Data System (IPEDS). IPEDS is the core postsecondary education data collection program for the National Center for Educational Statistics which is the primary federal entity for the collection of data for the Department of Education. IPEDS is mandatory for institutions of higher education receiving federal funds.

At the end of November, 2007, a group of representatives from across the University met to discuss these impending changes. The goals were to 1) ensure consistent collection of staff and student ethnicity and race data across the University system and 2) develop ethnicity and race collection items that would meet the new mandatory reporting requirements. As a result, the University has restructured the way it collects and reports on ethnicity and race data.

Important Updates 2-11-09:
The Federal Government audit findings of the U of MN, has identified the need to collect Race and Ethnicity more consistently on employees. While employees are not required to provide their Racial/Ethnic (R/E) values, the University must still report values for every individual. For this reason Human Resources and EOAA have required units to perform sight determinations of R/E values and enter them for individuals who chose not to self-identify.

Beginning in 2009, HRMS is requiring that units enter an R/E value for all new hires. The unit must determine their own internal process for identifying R/E values for employees who choose not to self-identify.

If an individual was originally a student, but later becomes an employee, it is the unit’s responsibility to review the R/E value in Personal Data to ensure that a value exists. NOTE: While students may use “unspecified” as a student, once they become an employee that value is no longer allowable.

Exceptions: EOAA is not required to report on all job codes. See page 5 for a list of job codes that do not require an R/E value.

Web Self Service vs. PeopleSoft abilities
Employees may enter or change their R/E values through web self-service; however constraints of the web will not allow the individual to totally remove all values. If an employee tries to remove all values, an
error message directs them to their HR Director. If an employee requests the department remove all R/E
values the department should NOT do so. The department should tactfully inform the employee that a
visual determination of their Race and Ethnicity was made, and that the University is federally required to
report a value for them. You may offer to change existing values, but all values cannot be removed.
Assure the individual that all reported information is aggregate and that no discrimination is allowed. Very
determined employees can be referred to the Equal Opportunity and Affirmative Action Office for
assistance.
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Race and Ethnicity Collection Changes

With regard to the new guidelines, there are two specific changes to note:

- The concepts of ethnicity and race have been separated into a two question format
- Some of the racial category definitions have changed
- Multiple racial categories can be selected

Two Question Format

Wherever ethnicity and race are identified (i.e. HRIF, Self Service, student application forms, etc.), the following two part question is required:

1. Ethnicity: Are you Hispanic or Latino? (Yes or No)

2. Race: Please select one or more that apply:
   - American Indian or Alaska Native
   - Asian
   - Black or African American
   - Native Hawaiian or Other Pacific Islander
   - White

It is now possible to select ONE OR MORE races from the five racial groups. As a result, all of the information selected should be entered into PS. HRMS has been modified to allow for multiple racial values to be captured.

New Ethnic and Race Definitions

With the new guidelines, some of the ethnic and race definitions have changed. These are also listed on the second page of the HRIF, [http://www1.umn.edu/ohr/forms/index.html](http://www1.umn.edu/ohr/forms/index.html)

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

**Racial Definitions**
**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 a tribal affiliation or community attachment.

**Asian:** A person having origins in any of the original people 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.
At this point in time, PeopleSoft has not upgraded to reflect the change in ethnicity and racial distinctions. Currently all R/E values are covered in the Ethnic Group field.

- If you receive an HRIF, or other form, answering affirmatively to “Are you Hispanic or Latino”, select Hispanic/Latino for the Ethnic Group drop down.
- If the individual has indicated multiple Ethnic/Racial values add as many rows as needed by clicking on the +, and then the spyglass to choose from the drop-down menu.

NOTE: Although the value “unspecified” exists in the drop-down, it is for student use only and is not allowed for employees.

Employee/Student Distinctions:

- Students do not have the same reporting requirements and the value “Unspecified” can be used.
- Employees are NOT allowed to use the “Unspecified” value.
- Students who become employees are subject to different reporting requirements.
  - When creating the initial job record on an individual who already has biographical data in place. Remember to review “Ethnicity Group” for values.
  - Once a student becomes an employee, “unspecified” is no longer a valid value and should be changed.
- Race and Ethnicity is not reported on the following job codes; 0001, 0004, 0007, 0011, 2xxx and 95xx
- Do not remove R/E values on students that are no longer employees, as the University may still have historical reporting requirements.