

Collection of Demographic Data during Onboarding

Why does the Bureau collect demographic data from new employees?

Federal guidelines, including 29 C.F.R. §§ 1614.601(a)-(g), require that each agency shall establish a system to collect and maintain accurate employment information on the race, national origin, gender, and disability of its employees.

The information helps to ensure equal employment opportunities for everyone. The Bureau uses the aggregate information collected from all employees on these forms to assess the overall demographic makeup of our workforce. This helps us better understand whether we may be falling short in our efforts to recruit, promote, and retain qualified individuals from all segments of society and the larger workforce.

How does the Bureau collect demographic data?

Employees are encouraged to voluntarily self-identify the requested data by completing the following new hire forms:

- Standard Form (SF) 181 – Ethnicity and Race Identification
- Standard Form (SF) 256 – Self-Identification of Disability

How is the data used?

As noted above, this information helps to ensure equal employment opportunities for everyone. The Bureau uses the aggregate information collected from all employees on these forms to assess the overall demographic makeup of our workforce. This helps us better understand whether we may be falling short in our efforts to recruit, promote, and retain qualified individuals from all segments of society and the larger workforce. In particular, data about disability status of Bureau employees helps the agency meet workforce participation targets for people with disabilities (including “targeted disabilities”) set by the Equal Employment Opportunity Commission.

The statistical data collected is also used in preparing certain reports the Bureau needs to file with agencies like the Equal Employment Opportunity Commission or the Office of Personnel Management. The information provided by each employee is kept in accordance with the Privacy Act statement listed on each of the standard forms. The information provided is not used in any way to affect employees individually.

What if an employee chooses not to self-identify?

Race, ethnicity, and gender data are collected per Federal guidelines, including 29 C.F.R. § 1614.601(b). Employees are encouraged to self-identify and provide the requested data. Employees may later change this data, if necessary, to ensure accuracy. The process for changing the information is explained in this document under “***Can employees update demographic data in HR Connect?***”

If a new employee does not complete the Ethnicity and Race Identification (SF-181) form, the OHC on-boarding representative shall advise the employee of the importance of the data and of the agency's obligation to report it. If the employee still refuses to provide the information, the agency must make visual identification and inform the employee of the data it will be reporting.

If a new employee does not complete the Self-Identification of Disability (SF-256) form, the OHC on-boarding representative shall advise the employee of the importance of the data and of the agency's obligation to report it. The OHC on-boarding representative will inform the new employee that they will be required to complete the Self-Identification of Disability form on the employee's behalf and that the "01" code ("I do not wish to identify my disability or serious health condition") has been submitted for them.

How is gender information collected?

There is no approved form for collection and reporting of gender information. Presently, gender is coded by our shared services provider, the Bureau of the Fiscal Services. The gender information is contained in HR Connect, a personnel system of record. The BCFP OHC uses HR Connect data to report on gender.

The BFS primarily uses the Declaration of Federal Employment (SF-306) to identify an employee's gender. If the SF-306 does not make it clear, the BFS reviews all other on-boarding documentation that is provided to us and if gender is stated on those other forms, BFS uses that information.

What if the OHC on-boarding representative is not sure that the employee's responses on the SF-181 and SF-256 are accurate?

As a general matter, where an individual has filled out the form(s), the OHC on-boarding representative will not ask the new employee about the accuracy of any of the information they have put on these forms. If the OHC on-boarding representative has any concerns about the completion of information, they will contact Melissa Riesco, HR Manager or Daniel Vail, Senior EEO Advisor, Office of Civil Rights (OCR) before concluding someone has provided inaccurate info and/or before approaching a person about their submission.

The Bureau's processes will follow federal guidelines, 29 C.F.R. § 1614.601(b), regarding the submission of potentially inaccurate information. If an agency believes information provided by an employee is inaccurate, the agency shall advise the employee about the solely statistical purpose for which the data is being collected, the need for accuracy, the agency's recognition of the sensitivity of the information, and the existence of procedures to prevent its unauthorized disclosure.

Can employees update demographic data in HR Connect?

Yes, employees may change their race, national origin, gender, and disability data at any time after they are on board. All employees have access to HR Connect and employees are encouraged to review HR Connect to update their personal information. Instructions for updating employee information are available at <https://team.cfpb.local/announcements/are-you-sure-your-hr-connect-account-is-up-to-date/>.

As part of self service, employees are able update their *Personal Data* in HR Connect through the “My Info” tab.

MODIFYING/REVIEWING PERSONAL INFORMATION

To review and/or modify your personal information select the **Personal** link on the **My Information** page. This takes you to the **My Information – Personal** page.

My Info tab > My Information icon > My Information page > Personal > Personal Data tab

To initiate a change action, select the **Edit** icon next to the item you want to modify.

My Information – Personal Data