

The background of the slide is a blurred image of a document. A blue pen is visible in the upper right corner, positioned as if about to sign. The document has fields labeled "Name", "Signature", and "Date".

# HRC Report

Merari L. Weber, Ed.D.

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# Employee Demographics

- Regarding employee demographic information (race, gender, etc.), we had previously discussed the possibility of allowing employees to update this information directly through Self Service, especially for those who have been employed for many years. Has this feature been implemented? If so, and I missed the communication, my apologies.
  - This feature has not been implemented. This not something that would be possible through Self-Service and this was confirmed by ITS. However, HR has access to be able to update this information within our HRIS system and ***employees can reach out to HR at any point to make any changes or updates to their demographic information.***

# Screening Committees

For hiring committees, we had talked in earlier meetings about digitizing the process for collecting the race/ethnicity of committee members so that Deans wouldn't have to manually gather this information. Has there been any update on that front?

The Screening Committee Membership form has been updated to show that HR is responsible for filling in the race/ethnicity of the committee members:

Job Number:		Position Title:				
SCREENING COMMITTEE MEMBERS						
**TO BE COMPLETED BY HR**						
	<u>Employee's Name</u>	<u>Classification</u>	<u>Department</u>	<u>Site</u>	<u>Gender</u>	<u>Race</u>
1)						
	Chair (Appointed by Hiring Administrator)					