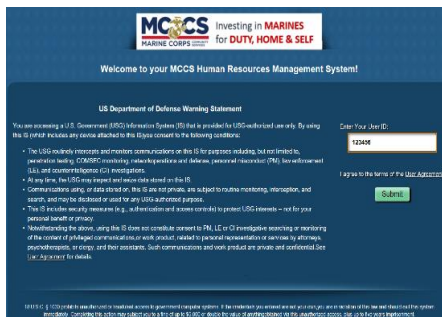


# Employee Disability Update within PeopleSoft

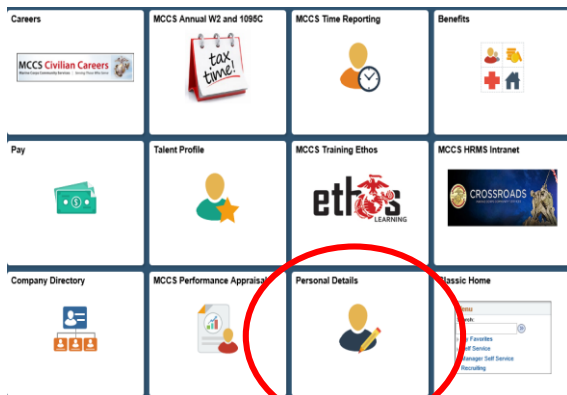
Updating your Personal Profile for Disability is easy as **1-2-3**.

Log on to PeopleSoft from any computer, tablet, smart phone via: <https://hrms.usmc-mccs.org>

1) Log into PeopleSoft with your employee ID and password.



2) Click on the “Personal Details” tile and then on the following screen, click on the blue tab on left side of page.



3) Click the “Disability” category in left column and the page will open. Update your “Voluntary Self-Identification of Disability” as applicable and then click on the green submit button to save the information.

Addresses

Contact Details

Name

Ethnic Groups

Emergency Contacts

Additional Information

**Disability**

Military/Army member Status

Form 500

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Deafness
- Cerebral palsy
- Major depression
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Epilepsy
- Muscular dystrophy
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

**Please Select a Disability Code Below :**

\*DISABILITY CODE 05 I do not have a disability.

**Submit**