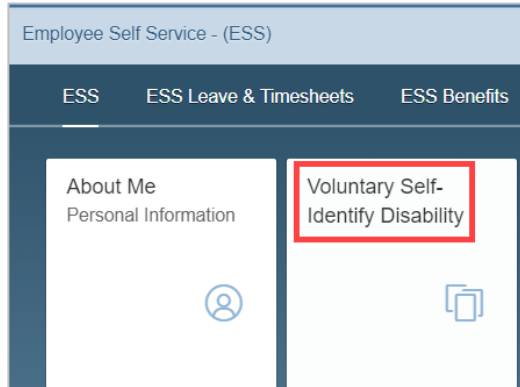


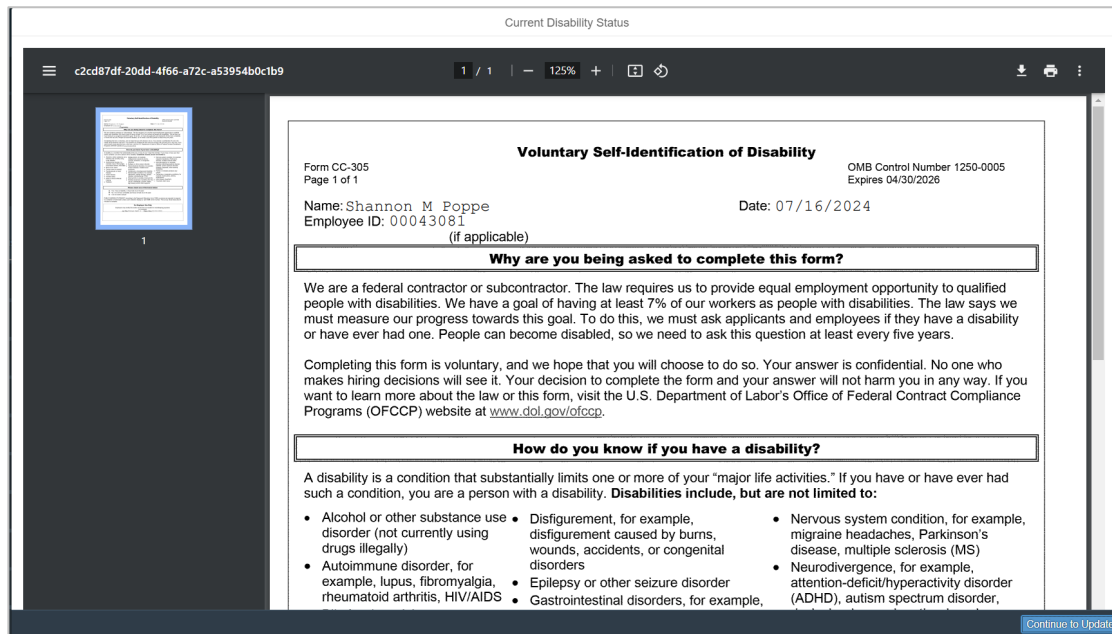
New Tile in Employee Self Service (ESS)

A new tile is now available in Employee Self Service (ESS) called *Voluntary Self-Identify Disability*. An annual email will be sent to all NU faculty and staff, fulfilling a requirement of the Office of Federal Contract Compliance Programs.

To locate the new tile, click Employee Self Service (ESS) and Voluntary Self-Identify Disability.



Clicking the tile automatically opens a mandated compliance form. Click [Continue to Update](#) to continue.

A screenshot of a web browser displaying the 'Voluntary Self-Identification of Disability' form. The browser address bar shows 'c2cd87df-20dd-4f66-a72c-a53954b0c1b9'. The form title is 'Voluntary Self-Identification of Disability'. It includes the following information:

- Form CC-305, Page 1 of 1
- OMB Control Number 1250-0005, Expires 04/30/2026
- Name: Shannon M Poppe
- Employee ID: 00043081 (if applicable)
- Date: 07/16/2024

The form contains two main sections:

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

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

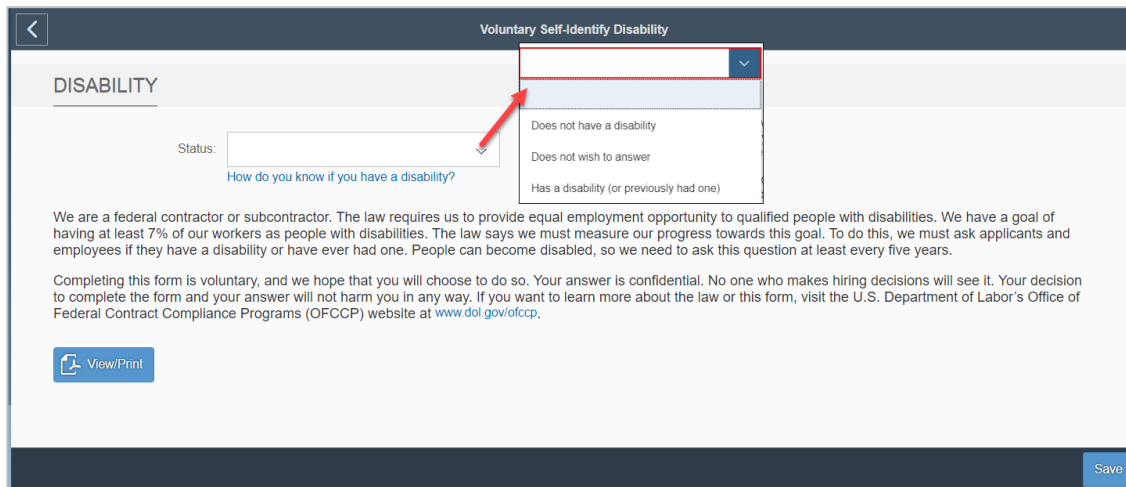
Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.
- How do you know if you have a disability?**

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

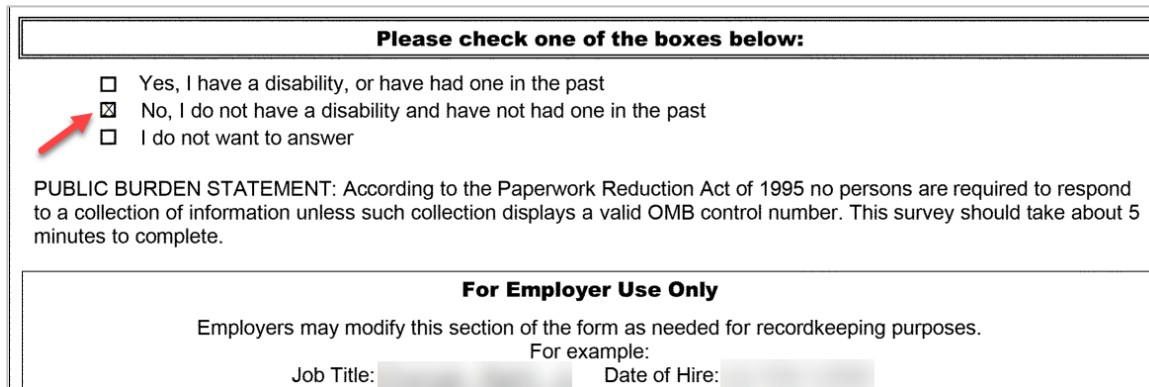
 - Alcohol or other substance use disorder (not currently using drugs illegally)
 - Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
 - Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
 - Epilepsy or other seizure disorder
 - Gastrointestinal disorders, for example,
 - Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
 - Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder,

A 'Continue to Update' button is visible at the bottom right of the form.

The application opens. Select an option from the dropdown menu.



Once a selection is made, the form is saved when clicking on either View/Print or Save. If selecting View/Print, the form appears with the selection now shown at the bottom of the form.



The selection can be updated at any time.