



ISIS HR
Quick Tips

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ISIS HR Reporting on Multiple Race Selections

Employees have the option of selecting more than one race category to be indicated on their personnel record. How are these reflected in workforce distribution reports?

If an employee identifies himself as a member of multiple race categories, agencies run the risk of reporting more race designations than actual employees when preparing workforce distribution reports. Therefore, ISIS HR previously grouped race designation on summary reports into the category of “minority” if an employee selected anything other than “Caucasian.”

Beginning Oct. 16, 2006, ISIS HR summary reports will use a priority ranking for race category that selects a single race to be included in the statistics. Civil Service has established the ranking order based on information from the federal government that allows the state to utilize this ranking for workforce reporting purposes. Following is the priority order:

- 1) B = Black
- 2) A = Asian
- 3) N = Native American/American Indian
- 4) P = Native Hawaiian/Pacific Islander
- 5) W = White
- 6) D = Declined to State

So, if an employee indicates that his race is both Black and Native American, his information would be included in the statistics for the Black race category. The ZP135 Flexible Employee Data Report, ZP24 Actions Related EEO Statistics Report, and ZP203 State Workforce Distribution Report will use the prioritization while the ZX01-Employment Summary Report will continue to list the detailed information by employee. This will apply to reports generated in the ISIS HR system from this date forward, regardless of the date range selected.

Questions? Call your Assistance Coordinator at (225) 342-8274.