

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: December 29, 2023

PERSONNEL LETTER #23-034
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: EXPANSION OF ETHNICITY CATEGORIES

Senate Bill (SB) 189 (2022) and Government Code Section 8310.6, mandate that employees have the option of selecting from one of the following additional ethnicity categories for Black or African American groups.

- A descendant of a person or persons who were enslaved in the United States.
- Not a descendant of a person or persons who were enslaved in the United States, including, but not limited to, African Black, Caribbean Black, or other Black.
- Descendant status is unknown or choose not to identify.

To accommodate this change, the California Department of Human Resources (CalHR) has modified the State Employee Race/Ethnicity Questionnaire (Form 1070) to include three (3) valid designation options for Black or African American groups. The new Form 1070 can be found at <https://www.calhr.ca.gov/Documents/calhr-1070.pdf>

OUTDATED ETHNICITY CODES

The following outdated codes will be repurposed to accommodate the new selections.

- Eskimo (N)
- Aleut (O)
- Laotian (Y)

Note: The employees who are currently designated in Codes N and O will move to H (American Indian or Alaska Native). The employees who are currently designated in Code Y will move to V (Laotian). These records will be converted, December 29, 2023.

NEW REPURPOSED ETHNICITY CODES

- Code Y - A descendant of a person or persons who were enslaved in the United States.

- Code N - Not a descendant of a person or persons who were enslaved in the United States, including, but not limited to, African Black, Caribbean Black, or other Black.
- Code O - Descendant status is unknown or choose not to identify.

Effective January 2, 2024, Code F – Black or African American, can no longer be key entered in the Affordable Care Act System (ACAS). It will continue to be reportable data, but as an outdated code only. Employees who previously designated Code F, can update their Black or African American code selection to Y, N or O, by submitting a new Form 1070. This includes employees who previously designated multiple ethnicity values, in addition to Code F.

SYSTEM MODIFICATIONS FOR EXPANDED ETHNIC CODE CATEGORIES

The State Controller's Office (SCO) has expanded the ACAS Ethnicity screen to two screens to accommodate the new selections effective January 2, 2024.

Screen 1 will display the update screen for employee selected ethnic code value(s).

ACAM500	AFFORDABLE CARE ACT SYSTEM (ACAS) VIEW EMPLOYEE RACE OR ETHNICITY	12/15/2023 07:41:33
NAME: SSN:		
EMPLOYEE RACE OR ETHNICITY:		

_ AMERICAN INDIAN OR ALASKA NATIVE(H) _ HISPANIC OR LATINO(D) _ WHITE(E)		
--- BLACK OR AFRICAN AMERICAN -----		
_ DESCENDANT(Y) _ NON-DESCENDANT(N)		
_ DESCENDANT STATUS UNKNOWN/CHOOSE NOT TO IDENTIFY(O)		
--- ASIAN -----		
_ CAMBODIAN(U) _ CHINESE(J) _ FILIPINO(G) _ INDIAN(M) _ JAPANESE(I)		
_ KOREAN(K) _ LAOTIAN(V) _ VIETNAMESE(L) _ OTHER ASIAN(S)		
--- PACIFIC ISLANDER -----		
_ GUAMANIAN(R) _ NATIVE HAWAIIAN(P) _ SAMOAN(Q) _ OTHER PACIFIC ISLANDER(T)		
OUTDATED EH ETHNICITY CODE:		
PRESS F8 FOR NEXT PAGE		
F2=EXIT ACAS F3/PB=PREV SCREEN F8=NEXT PAGE		

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Screen 2 will display the update screen for Human Resource's selected ethnic code value.

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ACAM600                AFFORDABLE CARE ACT SYSTEM (ACAS)          12/15/2023
                        VIEW EMPLOYEE RACE OR ETHNICITY              07:45:13

NAME :                  SSN :

HR SELECTED EMPLOYEE RACE OR ETHNICITY:
-----
_ BLACK OR AFRICAN AMERICAN(1)   _ ASIAN(2)                   _ HISPANIC(4)
_ WHITE(5)                       _ PACIFIC ISLANDER(6)       _ AMERICAN INDIAN(7)
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F2=EXIT ACAS    F3/PB=PREV SCREEN                      F7=PREV PAGE
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RESOURCES

The following resources will be updated regarding this change.

- User Guide for Keying Ethnicity into ACAS at https://sco.ca.gov/Files-PPSD/user_guide_for_keying_ethnicity_ACAS.pdf
- Employee Race or Ethnicity FAQ at https://sco.ca.gov/ppsd/hr/emp_race_or_ethnicity_faq.html
- MIRS Handbook at https://sco.ca.gov/ppsd/mirs_ref.html

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)

JEB:JR:PMAB