

User Guide for Keying Ethnicity into ACAS

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Background – AB532

Assembly Bill (AB) 532 and Government Code (GC) 8310.9, enacted into law on October 02, 2015, requires that any state agency, board, or commission that directly or by contract collects demographic data on the ethnic origin, ethnicity, or race of Californians shall provide forms that offer respondents the option of selecting one or more ethnic or racial designations. As a direct result, the California Department of Human Resources (CalHR), and the State Controller's Office (SCO), have collaborated to ensure the State's compliance with these requirements. CalHR has revised their State Employee Race/Ethnicity Questionnaire, form (CalHR 1070), to allow an employee to self-identify up to 17 simultaneous ethnicity designations. To accommodate this change, the SCO has produced a new screen within the Affordable Care Act System (ACAS), to key and view ethnicity data.

In order to comply with both AB 532 and CFR Title 29 section 1602.13 (keeping race or ethnicity records separate from personnel/payroll systems), the new screen will take the place of the previous method for key entering ethnicity, formerly on the Employment History (EH) system. This new screen serves as the official tracking and reporting repository of ethnicity information for Civil Service and Exempt employees. California State University (CSU) employees are not impacted by this change.

The intent of this User Guide is to explain the procedures and codes used to establish and update an employee's ethnicity. This User Guide does not address how to process appointments or how to key ACA relevant information. Rather, it describes how to key and view an employee's ethnicity.

Update Effective January 1, 2024 – SB189

Effective January 1, 2024, 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 the new selections, the ACAS Ethnicity screen has been expanded to two screens.

Race/Ethnicity Data in ACAS

Effective 03/04/2022, employee ethnicity data was converted from EH and used to populate the new ethnicity key and view screens in ACAS. Like with ACAS, ethnicity will reflect changes on a daily basis with a one day lag. If EH updates are key entered, specific data in the employee's ACAS record will be updated, e.g., name, social security number, position number, or new employees will be added to the ACAS on the next business day.

System Availability

Online ACAS - Ethnicity is available Monday – Friday, 7:00 AM – 6:00 PM.

Effective March 7, 2022, system changes were implemented to allow employees the option of selecting one or more Race/Ethnicity designation(s) that apply to them, in compliance with AB 532 and GC 8310.9.

ACAS Logon

ACAS is accessed from SCOPROD. Since SCOPROD contains other applications, e.g., PIMS, HIST, PIP, CLAS, etc., users can easily move from one application to another.

How to log into ACAS:

As with other SCO online applications, begin with entering “P” on the OTECH screen.

```
STATE OF CALIFORNIA
OFFICE OF TECHNOLOGY SERVICES

000000    TTTTTTTTTT    EEEEEEEEEEE    CCCCCC    HHH    HHH
0000000000    TTTTTTTTTT    EEEEEEEEEEE    CCCCCCCCCC    HHH    HHH
0000    0000    TTT    EEE    CCCC    CCC    HHH    HHH
0000    0000    TTT    EEE    CCC    HHH    HHH
0000    0000    TTT    EEEEEEE    CCC    HHHHHHHHHHHH
0000    0000    TTT    EEE    CCC    HHH    HHH
0000    0000    TTT    EEE    CCCC    CCC    HHH    HHH
0000000000    TTT    EEEEEEEEEEE    CCCCCCCCCC    HHH    HHH
000000    TTT    EEEEEEEEEEE    CCCCCC    HHH    HHH

UNAUTHORIZED ACCESS TO ANY STATE OF CALIFORNIA COMPUTING SYSTEM CONTAINING US
GOVERNMENT OR STATE OF CALIFORNIA INFORMATION IS A CRIMINAL VIOLATION OF PENAL
CODE SECTION 502 AND/OR APPLICABLE FEDERAL LAW AND IS SUBJECT TO CIVIL AND
CRIMINAL SANCTIONS. ACCESSING ANY SYSTEM WHILE EXCEEDING ONES AUTHORIZATION OR
IN WAYS NOT INTENDED BY THE STATE OF CALIFORNIA SHALL BE SUBJECT TO DISCIPLINARY
ACTION, PROSECUTION OR BOTH. USERS SHALL HAVE NO EXPECTATION OF PRIVACY.

ENTER "P" AND PRESS ENTER TO PROCEED

===>
PYTN0124

TI  » 0 23,7 A
```

At the SCOPROD screen, enter your User ID and Password.

```
TERM = 0538    DATE = 02/02/22    TIME = 07:24    CICS = V720    SYSTEM = SCOPROD

*
STATE OF CALIFORNIA
DEPARTMENT OF TECHNOLOGY SERVICES
*

DTS HELP DESK: (916) 464-4311

SSSSS    CCCC    OOOOO    PPPPPP    RRRRRR    OOOOO    DDDDD
S    S    C    C    O    O    P    P    R    R    O    O    D    D
S    C    O    O    P    P    R    R    O    O    D    D
SSSSS    C    O    O    PPPPPP    RRRRRR    O    O    D    D
S    S    C    O    O    P    R    R    O    O    D    D
S    S    C    C    O    O    P    R    R    O    O    D    D
SSSSS    CCCC    OOOOO    P    R    R    OOOOO    DDDDD

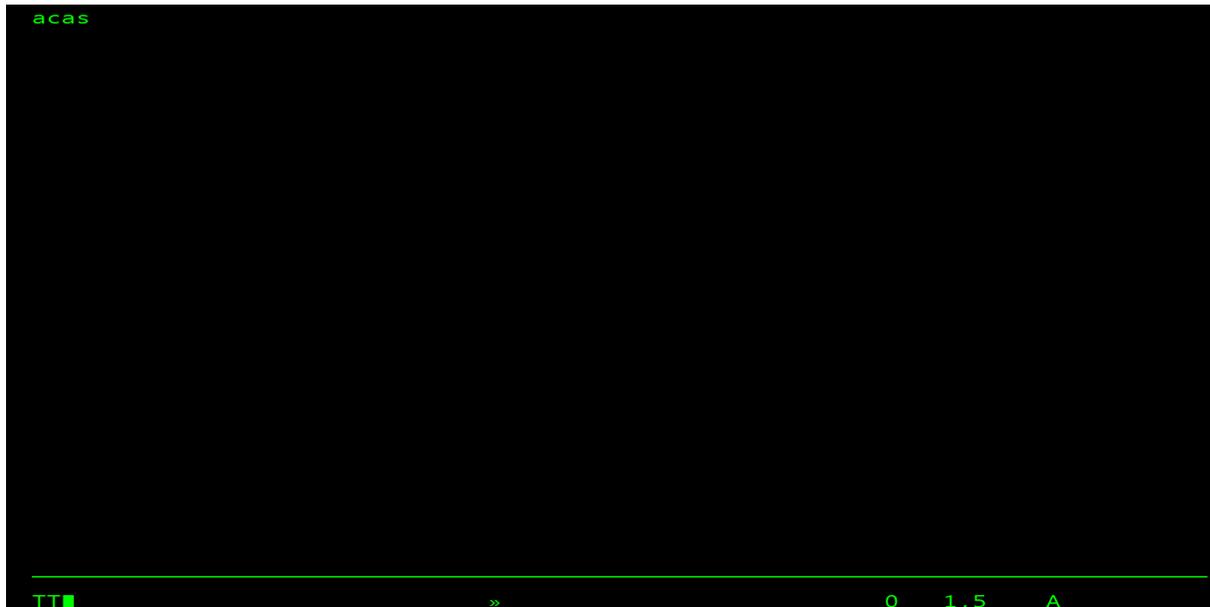
USERID:
PASSWORD:

NEW PASSWORD:

ENTER USERID AND PASSWORD TO LOGON

TI  » 0 19,16 A
```

When the blank screen appears, type ACAS in the top left corner and press ENTER. The ACAS Main Menu will appear.



Users are locked out after 30 minutes of inactivity. When this happens, the user has the following options to clear the screen:

- Log back into ACAS by re-entering ACAS in the top left corner. At this point, they will return to the same ACAS screen they were on before being locked out; or
- Access another SCO online application by entering the acronym for that system in the top left corner; or
- Logoff of SCOPROD by entering LOGOFF

ACAS Ethnicity Online Keying and Processing Screens

Employee Race or Ethnicity screens are used to enter an employee's ethnicity designation. The employing department must update an employee's race or ethnicity whenever CalHR Form 1070 (Rev. 11/2023) is submitted for the following reasons:

- Employee is newly hired
- Employee is rehired
- Employee elects to make changes to current Race or Ethnicity selection

The ACAS Ethnicity contains the following screens:

- Main Menu
- Employee Position Numbers (if applicable)
- Key Employee Race or Ethnicity (Screen 1)

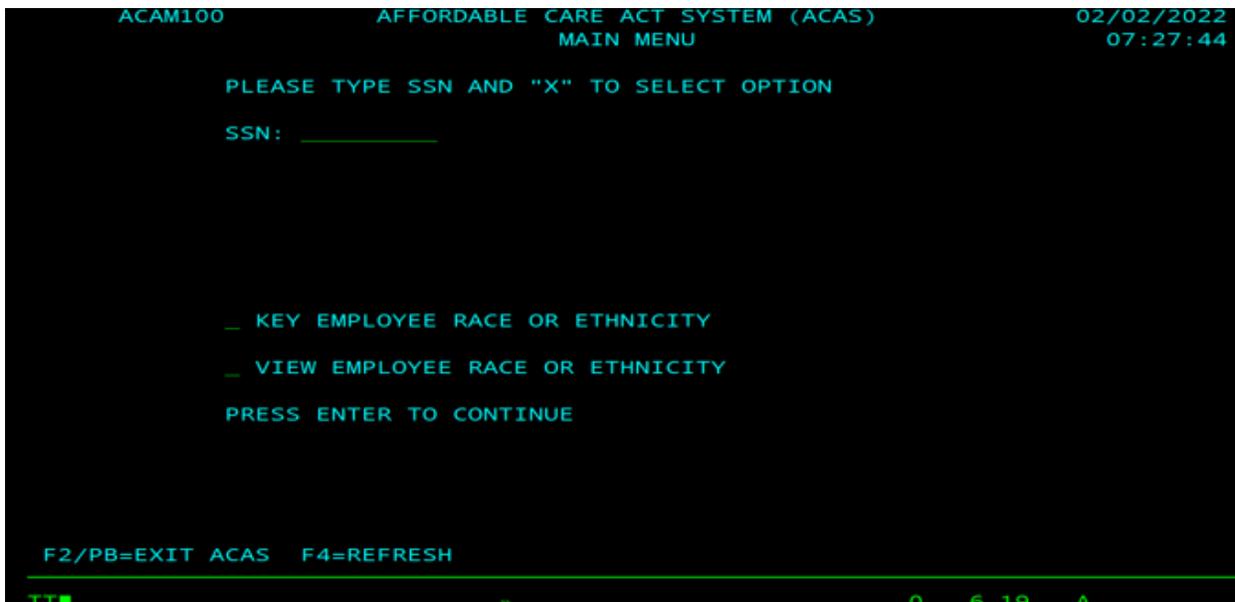
- Key HR Selected Employee Race or Ethnicity (Screen 2)
- View Employee Race or Ethnicity (Screen 1)
- View HR Selected Employee Race or Ethnicity (Screen 2)

A picture of each of these screens is displayed directly below, followed by individual sections that describe how to use each of them.

Main Menu – Ethnicity Key/View (user with view and update access)

This is the first screen that appears when the user logs onto ACAS. At this screen, the user chooses whether they want to key an employee’s race or ethnicity or view an employee’s race or ethnicity history.

Note: The options on the Main Menu screen will vary by user based on their access authority.

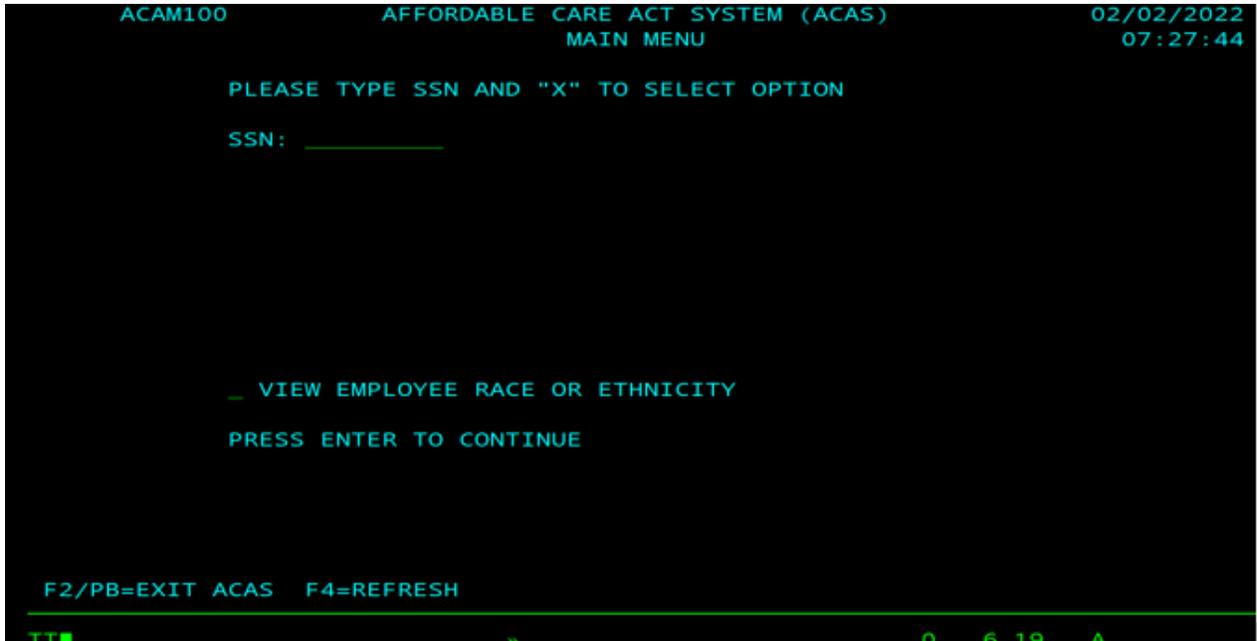


Keying Instructions (Main Menu)

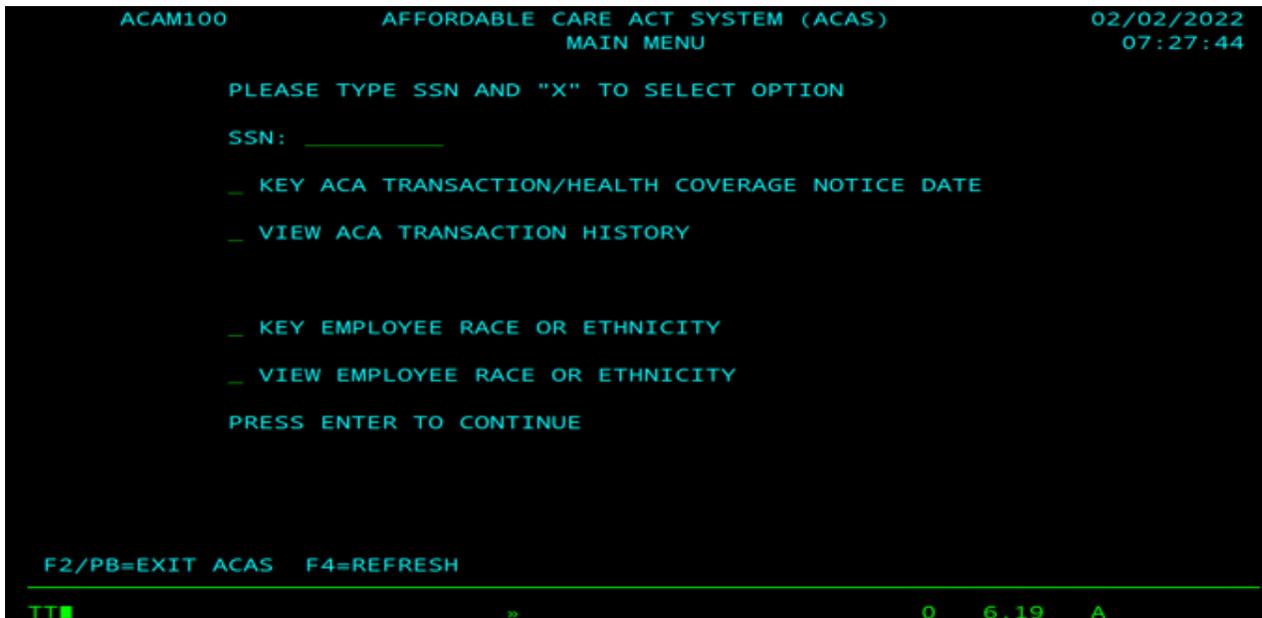
Enter employee’s SSN.

Select the desired action by placing an ‘X’ next to one of the options, press ENTER.

Main Menu – Ethnicity View (user with view access only)



Main Menu – ACA Key/View and Ethnicity Key/View (user with ACA and Ethnicity view and update access)



Employee Position Numbers (if applicable)

```

ACAM200          AFFORDABLE CARE ACT SYSTEM (ACAS)          02/02/2022
                  EMPLOYEE POSITION NUMBERS                    07:51:27
                                                           PAGE 1
NAME:           ,           SSN:

PLEASE TYPE POSITION SEQUENCE NUMBER (POS SEQ):  ___  PRESS ENTER TO CONTINUE

SUFFIX  POS SEQ  POSITION NUMBER  STATUS  TENURE  TB
CSU260  01      260-013-1870-901  ACTIVE
CSU260  02      260-013-1874-002  SEP
CS 802  03      802-353-4870-901  ACTIVE  T      INT
    
```

F2=EXIT ACAS F3/PB=PREV SCREEN F4=REFRESH F7=PREV PAGE F8=NEXT PAGE

TT 0 6,50 A

If the employee has multiple position sequence numbers (has or once had concurrent employment with the State), the user will be directed to the Employee Position Numbers screen.

Enter the desired position sequence (POS SEQ) in the space provided, press ENTER. The user is directed to the 'View Employee Race or Ethnicity' or 'Key Employee Race or Ethnicity' screen, depending on the user selection from the Main Menu.

View Employee Race or Ethnicity (Screen 1) – Current ethnicity code selection(s) will be highlighted and will display an 'X'.

```

_ ACAM500          AFFORDABLE CARE ACT SYSTEM (ACAS)          12/20/2023
                  VIEW EMPLOYEE RACE OR ETHNICITY            17:46:52
NAME:           ,           SSN:
EMPLOYEE RACE OR ETHNICITY:
-----
_ AMERICAN INDIAN OR ALASKA NATIVE(H)  X HISPANIC OR LATINO(D)  _ WHITE(E)
_ BLACK OR AFRICAN AMERICAN
_ DESCENDANT(Y)  X 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)  X 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
    
```

View HR Selected Employee Race or Ethnicity (Screen 2) – Current ethnicity code selection will be highlighted and will display an ‘X’.

```
ACAM600          AFFORDABLE CARE ACT SYSTEM (ACAS)          12/20/2023
                  VIEW EMPLOYEE RACE OR ETHNICITY          17:59:35

NAME:           ,                               SSN:

HR SELECTED EMPLOYEE RACE OR ETHNICITY:
-----
X BLACK OR AFRICAN AMERICAN(1)  _ ASIAN(2)           _ HISPANIC(4)
_ WHITE(5)                       _ PACIFIC ISLANDER(6) _ AMERICAN INDIAN(7)

F2=EXIT ACAS  F3/PB=PREV SCREEN          F7=PREV PAGE
```

Key Employee Race or Ethnicity (Screen 1) – Current ethnicity code selection(s) will be highlighted and will display an ‘X’.

```
ACAM500          AFFORDABLE CARE ACT SYSTEM (ACAS)          12/21/2023
                  KEY EMPLOYEE RACE OR ETHNICITY          06:36:11

NAME:           ,                               SSN:

PLS TYPE AN "X" TO ONE OR MORE OPTIONS BELOW TO DESCRIBE RACE OR ETHNICITY:
-----
X AMERICAN INDIAN OR ALASKA NATIVE(H)  _ HISPANIC OR LATINO(D)  _ WHITE(E)
--- BLACK OR AFRICAN AMERICAN
X 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:

IF EMPLOYEE DOES NOT IDENTIFY, PRESS F8 FOR NEXT PAGE

F2=EXIT ACAS  F3/PB=PREV SCREEN  F4=REFRESH  F8=NEXT PAGE
```

Key HR Selected Employee Race or Ethnicity (Screen 2) – Current ethnicity code selection will be highlighted and will display an ‘X’.

```
ACAM600          AFFORDABLE CARE ACT SYSTEM (ACAS)          12/21/2023
                  KEY EMPLOYEE RACE OR ETHNICITY          06:38:00

NAME:                               SSN:

IF EMPLOYEE DOES NOT IDENTIFY, TYPE AN "X" TO ONLY ONE OPTION BELOW:
-----
X BLACK OR AFRICAN AMERICAN(1)  _ ASIAN(2)          _ HISPANIC(4)
_ WHITE(5)                       _ PACIFIC ISLANDER(6)  _ AMERICAN INDIAN(7)

F2=EXIT ACAS  F3/PB=PREV SCREEN  F4=REFRESH  F7=PREV PAGE
```

Keying Instructions for Selecting Ethnicity

Employee Self-Identifying – Type an ‘X’ to one or more of the selected alpha options, press ENTER; or

Department Designation – If an employee does not identify, type an ‘X’ to only one numeric option, press ENTER.

1. Use the space bar or delete key to remove the ‘X’ on any code(s) that are no longer applicable and select the appropriate one(s).
2. If an existing code is in the Outdated EH Ethnicity Code field and if a change is being keyed, it is not necessary to remove the outdated value. It will be automatically deleted.

Note for SB189 changes:

- If the outdated Ethnicity value in ACAS is Code F, the system will require you to enter a new designation code.
- If the new designation includes Black or African American, key enter only one code (Y, N, O) in this category.
- Codes (Y, N, O) can be combined with any other selection(s) the employee chooses.

ACAS Function Keys (F Keys)

Not every screen displays all function keys, but the following keys always perform the same function wherever they appear:

- F2 - Exit ACAS

- F3/PB - Return to the previous screen
- F4 - Refresh Data and remain on same screen
- F7 - Return to the previous page
- F8 - Next Page

Existing ACAS Error Messages

Error messages in the Main Menu or Employee Position Numbers Screen are the same that currently exist in ACAS. For a detailed list of messages, including a description of the condition creating the error, see the Affordable Care Act System (ACAS) User Guide section at https://sco.ca.gov/Files-PPSD/acas_userguide.pdf, ERROR MESSAGES/Main Menu Screen.

Race or Ethnicity Screen 1 Error Messages

500-001 INVALID FUNCTION KEY

500-002 NO ETHNIC CODES SELECTED. PLS SELECT CODE(S) OR F3/PB TO EXIT SCREEN

500-003 INVALID CHARACTER KEYED, MUST ENTER "X"

500-004 CANNOT SELECT AN ALPHA CODE AND A NUMERIC CODE AT THE SAME TIME

500-005 MULTIPLE NUMERIC CODES WERE SELECTED. PLEASE SELECT ONLY ONE

500-006 NO ETHNIC CODE CHANGES MADE. PLS MAKE A CHANGE OR F3/PB TO EXIT SCREEN

500-007 CANNOT CHANGE AN ALPHA CODE TO A NUMERIC CODE

500-009 CANNOT SELECT MORE THAN ONE BLACK OR AFRICAN AMERICAN ETHNIC CODE

500-010 PLS UPDATE OUTDATED CODE "F" WITH NEW CODE (S) OR F3/PB TO EXIT SCREEN

500-100 ALPHA ETHNICITY CODE UPDATE WAS SUCCESSFUL

500-101 NUMERIC ETHNICITY CODE UPDATE WAS SUCCESSFUL

Race or Ethnicity Screen 2 Error Messages

600-001 INVALID FUNCTION KEY

600-002 NO ETHNIC CODES SELECTED. PLS SELECT CODE(S) OR F3/PB TO EXIT SCREEN

600-003 INVALID CHARACTER KEYED, MUST ENTER "X"

600-004 CANNOT SELECT AN ALPHA CODE AND A NUMERIC CODE AT THE SAME TIME

600-005 MULTIPLE NUMERIC CODES WERE SELECTED. PLEASE SELECT ONLY ONE

600-006 NO ETHNIC CODE CHANGES MADE. PLS MAKE A CHANGE OR F3/PB TO EXIT SCREEN

600-007 CANNOT CHANGE AN ALPHA CODE TO A NUMERIC CODE

600-010 PLS UPDATE OUTDATED CODE "F" WITH NEW CODE (S) OR F3/PB TO EXIT SCREEN

600-100 ALPHA ETHNICITY CODE UPDATE WAS SUCCESSFUL

600-101 NUMERIC ETHNICITY CODE UPDATE WAS SUCCESSFUL

Current Race or Ethnicity Code Options

Per CalHR Form 1070 (Rev. 11/2023), current options are as follows:

Self-Identifying Race or Ethnicity (Alpha Codes)

- 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)

HR Selected Employee Race or Ethnicity (Numeric Codes)

- Black or African American (1)
- Asian (2)
- Hispanic (4)
- White (5)
- Pacific Islander (6)

- American Indian (7)

Outdated EH Ethnicity Codes – This field cannot be entered. Only the outdated letter or number will appear on the Ethnicity screen.

- 3 – Multiple Races, Non-Hispanic or Latino
- 8 – Filipino
- 9 – Not Known
- A – Mexican, Mexican-American, Chicano
- B – Puerto Rican
- C – Cuban
- F – Black or African American
- W – Not Known
- X – Multiple Races, Non-Hispanic or Latino
- Z – Not Known

Permissible Changes to Race or Ethnicity within ACAS

Eligible Change - Alpha to Alpha

Eligible Change - Numeric to Alpha

Eligible Change - Outdated to Alpha or Numeric

Ineligible Change - Alpha to Numeric