

Update Disability Status

- All U.S. employees are invited to update their disability status in Workday
- Please complete the task by 12/31/2020



Inbox
1 item

Update Disability Status:

Step 1

Access Workday online or via your mobile device.

Click on the **Update Disability Status** task in your Workday Inbox or click on the announcement.

Review Distribution of Documents or Tasks

Update Disability Status:

Overall Process Update Disability Status:l

Overall Status In Progress

Task

To Do Description Update Your Disability Status

Instructional Text As a Federal contractor, CoorsTek is required to update the disability status of our employee population every five (5) years. Please complete this process in Workday to update your disability status. If you have any questions, reach out to your HR Partner.

Change Self-Identification of Disa...

Step 2

Click the orange box: **Change Self-Identification of Disability**

Change Self-Identification of Disability

Worker

* X John Doe ...

OK

Cancel

Step 3

The next screen will show your name.

Click **OK**.

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 05/31/2023

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualify we must ask applicants and employees if they have a disability or have ever had a disability. Because a person

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. You will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more in Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that su

Disabilities include, but are not limited to:

Please check one of the boxes below:

- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability
- I Don't Wish To Answer

Submit

Step 4

Carefully read the instructions and information on the next page.

Check the appropriate box to **answer the disability question.**

Click **Submit.**