

**DATE:** September 12, 2013

**SUBJ:** Disability Status in Self Service

A Disability Status page has been added to the My Personal Information menu in Self Service.

Instructions can be found in Self Service by selecting **My Personal Information** and then **Instructions**. Pages 1-2 of the instructions contain the Notice of Intent to Collect Private Data from Employees; this notice is part of the Self Service process.

**Questions**

If you have questions, please contact your human resources office. To obtain contact information from within Self Service: under **Need Assistance?**, select **Employee Contacts**.