

HOW TO CHANGE OR ADD VETERAN STATUS

A GUIDE FOR FACULTY AND STAFF



**YALE UNIVERSITY
OFFICE FOR EQUAL OPPORTUNITY
PROGRAMS**

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Recent changes to federal legislation, requires Yale as a recipient of federal contracts, to provide the federal government with data indicating the number of faculty and staff in our workforce who are protected veterans and/or persons with disabilities. In an effort to comply with these requirements, I ask if you have not already done so, that you take a few minutes to respond to voluntary questions regarding self-identification of disability and protected veteran status.

Please note that in addition to fulfilling federal requirements, the information provided also enables Yale to communicate to you about opportunities and events that might be of particular interest to you.

Please see the attached step by step instruction sheet, as well as the federal definitions of who is considered a protected veteran. Please do not hesitate to contact us if you have any questions or concerns. Thank you in advance for your attention and your assistance.

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How to Change or Add Military Status

1. Log onto the Yale Homepage.
It's Your Yale Calendars **Workday** News Directories Login

2. Click WORKDAY



3. Click the Personal Information Icon
4. Go to the "Change" column, click Personal Information

5. Scroll down to "Military Service" and click Add. The following screen will populate.

A screenshot of a web form titled "Military Service". It contains a "Military Status" dropdown menu, a "Military Discharge Date" field with a date picker (MM/DD/YYYY), a "Details" link, and an "Add" button at the bottom.

6. Click "Military Status" drop down menu. The following will appear

A screenshot of a dropdown menu titled "Military Statuses". It lists several options with radio buttons: "Active Wartime or Campaign Badge Veteran (United States of America)", "Armed Forces Service Medal Veteran (United States of America)", "Disabled Veteran (United States of America)", "I am a protected veteran, but I choose not to self-identify the classifications to which I belong. (United States of America)", and "I am NOT a protected veteran. (United States of)". A search bar is visible at the bottom of the menu.

7. Click the appropriate status. Definitions provided below. **(Please note if more than one status applies, complete the process, then start over to add each additional status.)**
8. Fill in your "Military Discharge Date".
9. Click Submit

Definitions

Active Duty Wartime or Campaign Badge Veteran

Any veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

Armed Forces Service Medal Veteran

Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Disabled Veteran

Any person who is (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or (ii) was discharged or released from active duty because of a service-connected disability.

Recently Separated Veteran

Any veteran during the three-period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.