



File Name	Disability.doc
Document Created	11/6/2008
Last Changed by	Ann M. Flood
Status	FINAL

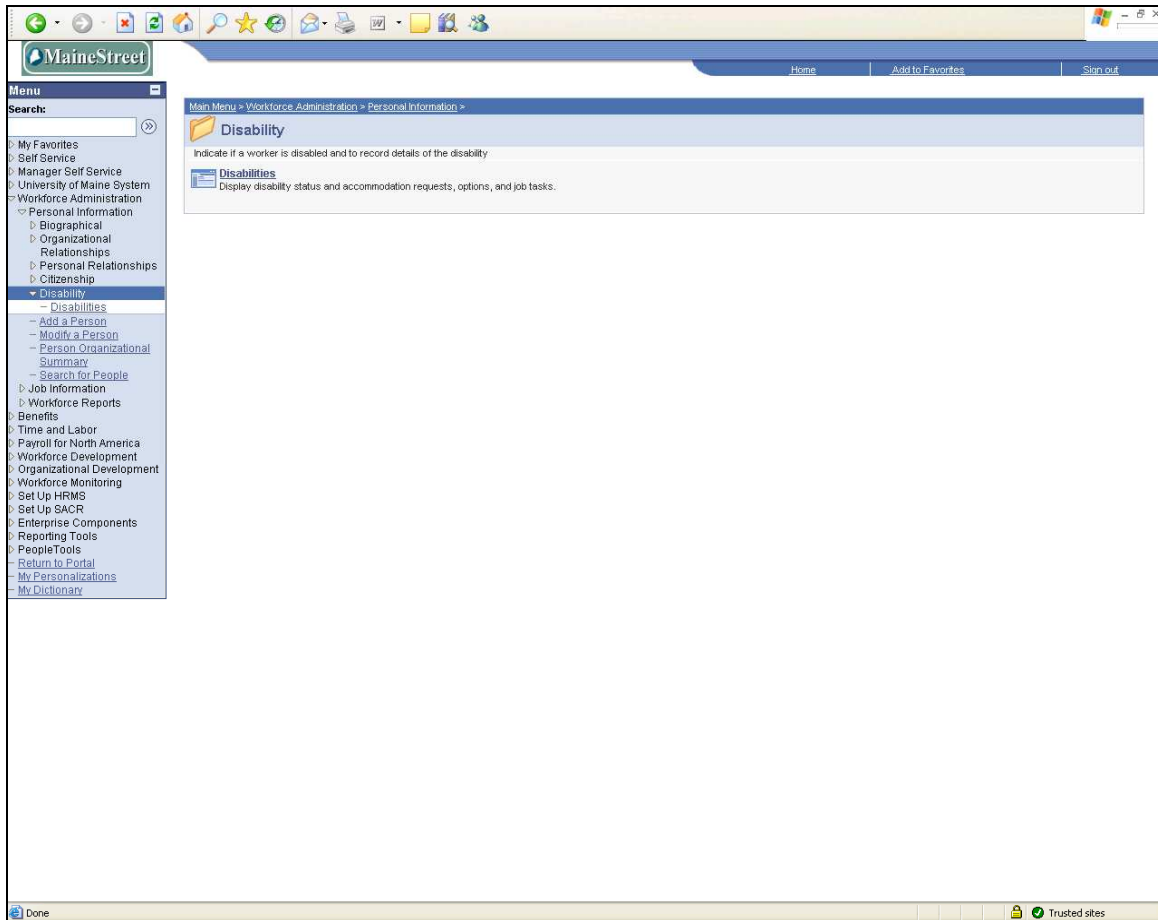
Disability

Concept

Description:

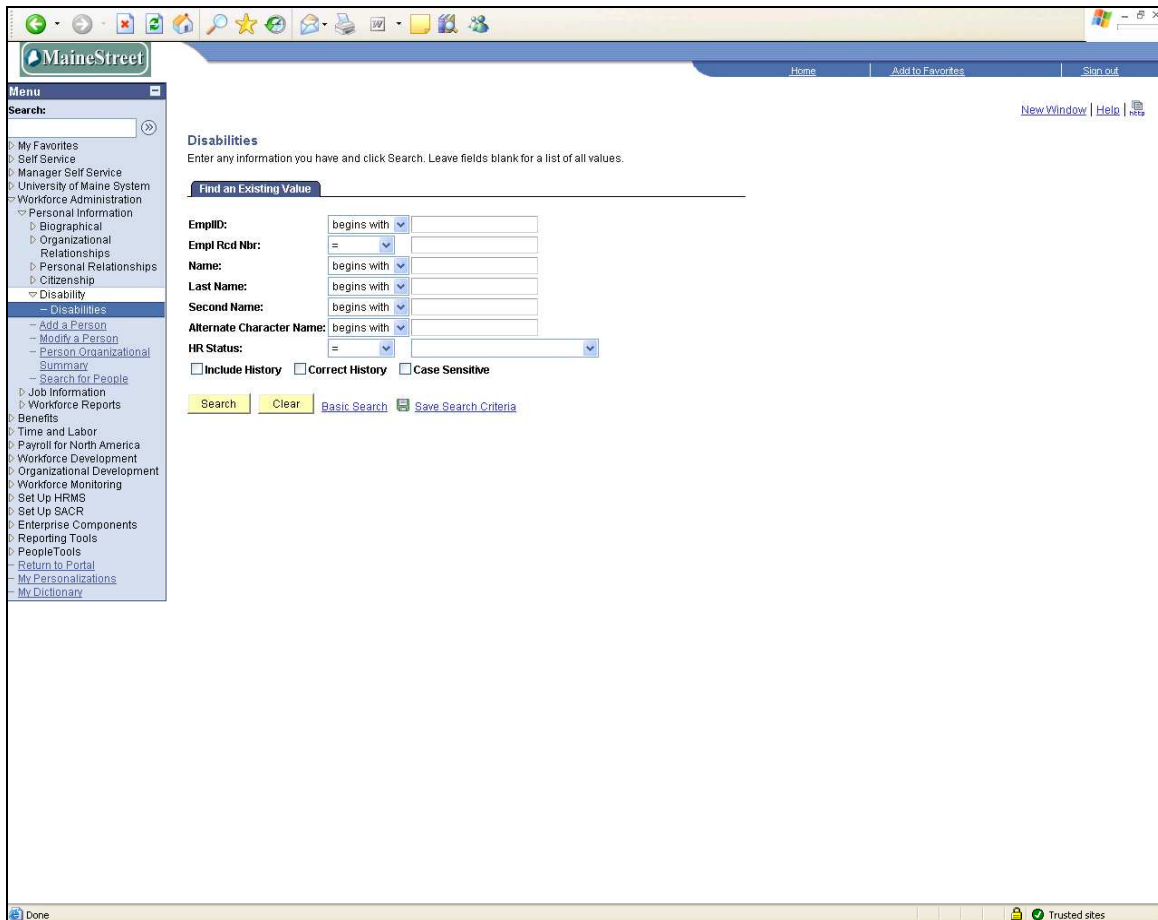
Use the Disability panel to indicate if an employee is disabled and/or a disabled veteran.

Navigation:



- | Step | Action |
|------|---|
| 1. | Click the Workforce Administration link. |
| 2. | Click the Personal Information link. |
| 3. | Click the Disability link. |
| 4. | Click the Disabilities link. |

Procedure:



MaineStreet Home Add to Favorites Sign out

[New Window](#) [Help](#) [HRMS](#)

Menu

Search: []

- My Favorites
- Self Service
- Manager Self Service
- University of Maine System
- Workforce Administration
 - Personal Information
 - Biographical
 - Organizational Relationships
 - Personal Relationships
 - Citizenship
 - Disability
 - Disabilities
 - Add a Person
 - Modify a Person
 - Person Organizational Summary
 - Search for People
 - Job Information
 - Workforce Reports
 - Benefits
 - Time and Labor
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Workforce Monitoring
 - Set Up HRMS
 - Set Up SACR
 - Enterprise Components
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - My Personalizations
 - My Dictionary

Disabilities
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: [] begins with []
 Empl Rcd Nbr: [] = []
 Name: [] begins with []
 Last Name: [] begins with []
 Second Name: [] begins with []
 Alternate Character Name: [] begins with []
 HR Status: [] = []

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Done Trusted sites

Step	Action
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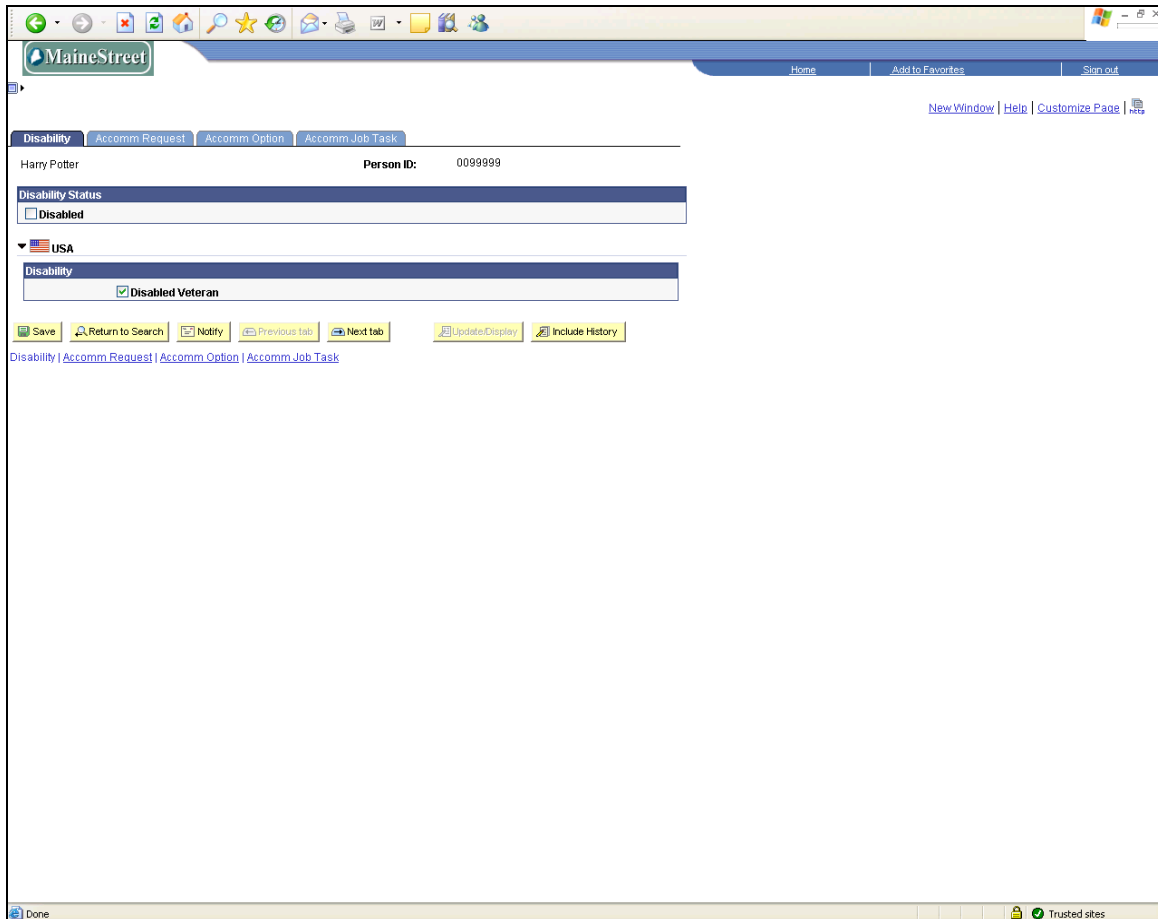
5.	Enter employee's EmplID .
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6.	Click the Search button.
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Search

Process Document

HRMS: Disability



Step	Action
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7. Click the **Disabled** check box if the employee is disabled.
- or -
To indicate a **disabled veteran** click the **USA** button to expand the panel.



8. Click the **Disabled Veteran** option.
9. Click the **Save** button.

