

Name

If your name has changed please contact the Social Security Administration to get a new Social Security card with your correct name on it. You then need to take the card to your manager, who will have the information updated. Please remember if you are changing your name due to marriage or divorce, you may also want to change your benefit information, address, withholdings, emergency contact or direct deposit.

Preferred Name

Your preferred name can be updated at any time and will be used by the Company where applicable. Example, It is used by ESchedule as your name on the posted schedules.

Social Security Number

To correct your Social Security number, you need to show your manager a picture ID and your updated Social Security card. Your Manager will initiate the change for you.

[Social Security Website](#)

Date of Birth

To correct your date of birth, you need to show your manager a picture ID and a copy of your birth certificate. Your Manager will initiate the change for you.

Gender

See your manager to change your gender designation.

Ethnic Origin

The Company is subject to certain government civil rights laws and regulations requiring record keeping and reporting of race and ethnicity. Therefore, we invite employees to voluntarily identify their race and ethnicity. The information will be kept confidential and will only be used in accordance with applicable laws, executive orders and regulations, including civil rights enforcement. When reported, data will not identify any specific individual.

Submission is completely voluntary, though you are encouraged to self-identify your race or ethnicity as you update other personal data. In the event an associate declines to self-identify, employers may utilize associate records or visual observation to gather the information that we are required to report annually to the federal government.

Below is the official list of U.S. ethnicity and race categories and descriptions:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races, excluding those of Hispanic or Latino ethnicity.

If your race is listed incorrectly contact your manager to change.

Enterprise User ID

The EUID is your identification number for the Company. With the increasing security need to keep your Social Security number private, the EUID is your unique identifier for the Company.