

# Sex Marker and Pronouns

## Steps to Update the Values in HR Direct

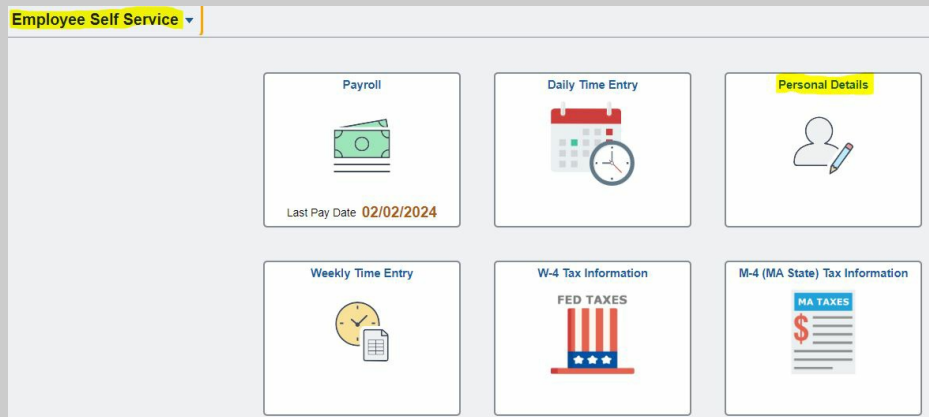
1

Log in to **HR Direct**.



2

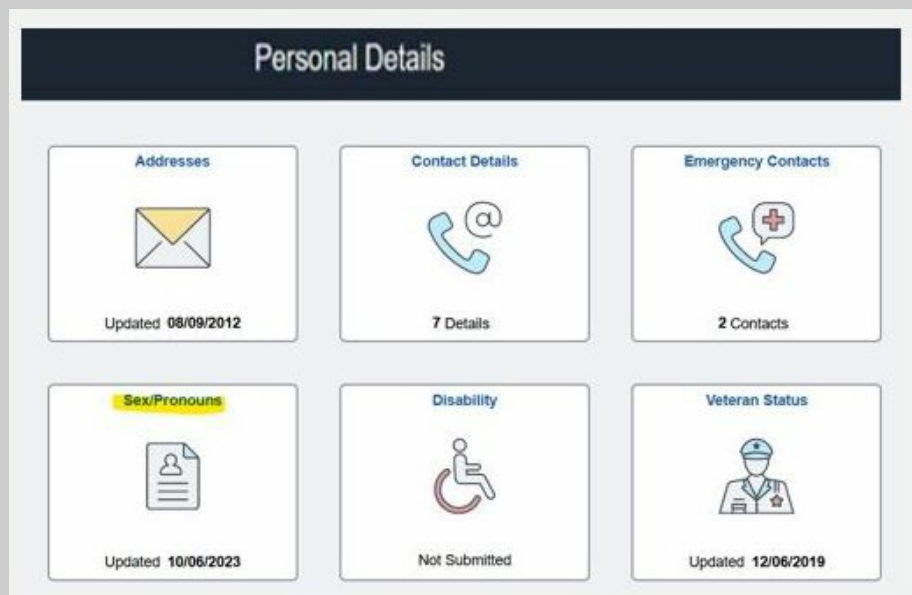
Access **Employee Self Service**. \*Click on **Personal Details** tile.



\*You may see two tiles labeled Personal Details, please select either tile.

3

Click on the **Sex /Pronouns** tile. You will get your current Sex / Pronouns status page. Click the > icon to display the page where you select your Sex / Pronouns values.



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4

Select a **Sex** marker value and **Pronouns** value from drop down menu lists provided and click **Save**.



The screenshot shows the 'Sex/Pronouns' form in HR Direct. At the top, there are 'Cancel' and 'Save' buttons. Below the title, a message states: 'Updates made to Sex designation on this page may impact insurance benefits. Please visit this webpage for more information. HR Direct Identity Information'. The 'Region' is set to 'United States'. The '\*Sex' dropdown menu is open, showing options: 'X', 'Female', 'Male', 'Unknown', and 'X'. The 'Pronoun' field is empty with a search icon.



The screenshot shows the 'Sex/Pronouns' form with the updated values. The '\*Sex' dropdown menu is now set to 'Female' and the 'Pronoun' field is set to 'She/Her'. The 'Region' remains 'United States'.

For more information, please visit:  
[www.umassmed.edu/hr/inclusive-identity/](http://www.umassmed.edu/hr/inclusive-identity/)