



Add/Change Sex/Gender Identity/Pronoun

Through HR Direct employees can indicate their sex, gender identity, and pronouns. This will provide a mechanism for Faculty, Staff, and Student employees to better interact with one another. For more information on this inclusive identity initiative, please visit [UMass Office of the President - HR Direct Name, Sex, Gender Identity & Pronouns site](#).

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "**Log in to HR Direct Button**".

Step 3 - Enter your user id and password.

A blue banner with a pattern of rounded squares. The text 'HR Direct' is written in a large, white, serif font across the center.

HR Direct

One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

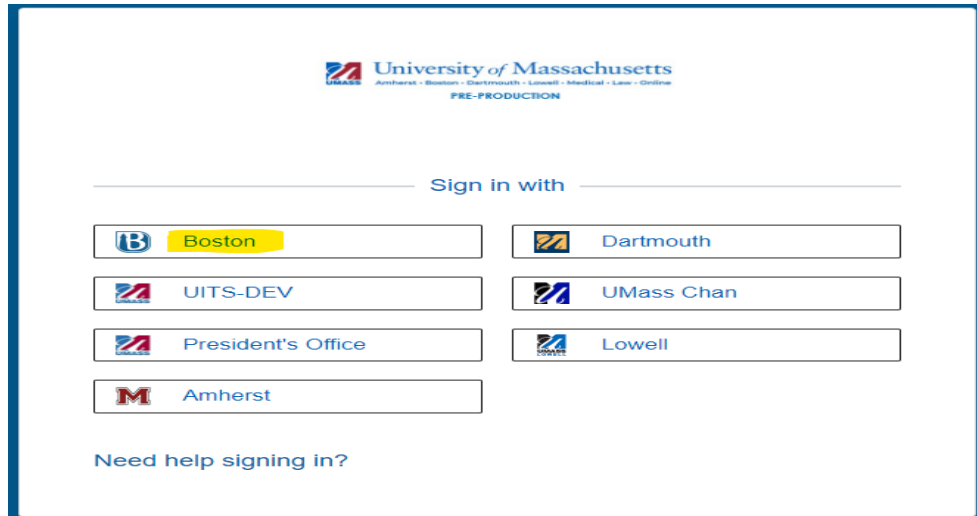
[Login to HR Direct](#)

[Login & Password Requirements](#)

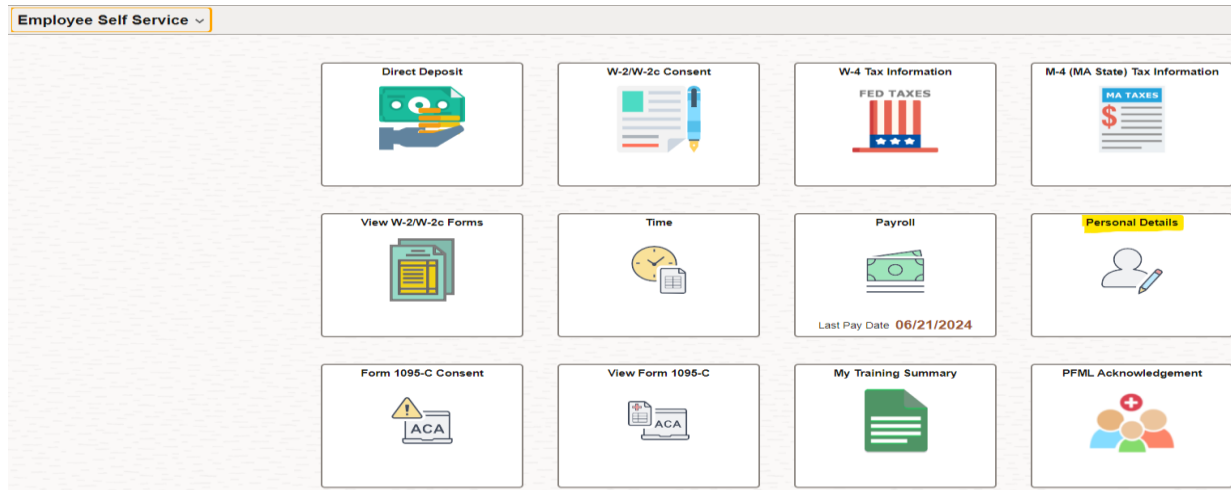




Step 4 - When prompted to sign in to a campus, select "**Boston**".

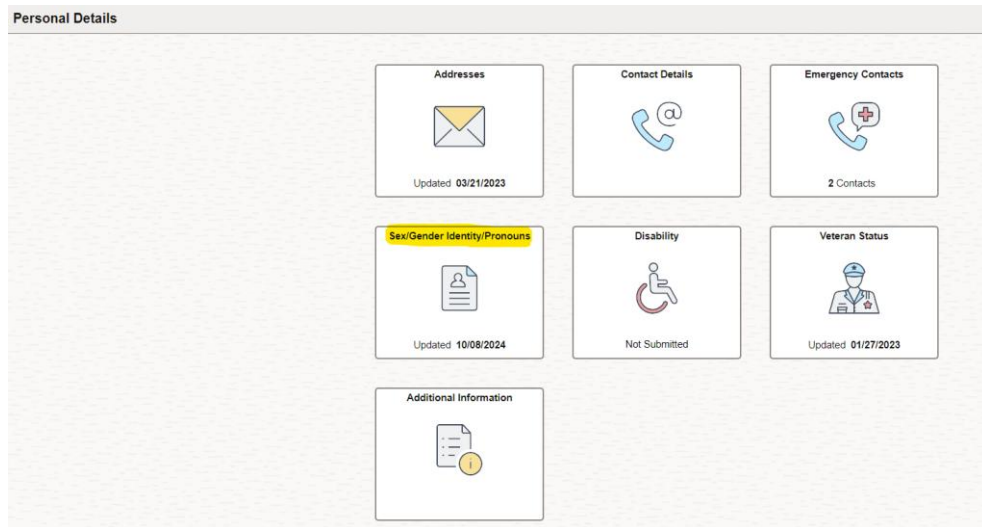


Step 5 - You should now see the Employee Self-Service screen. If your home screen is set to Manager Self-Service, click the down arrow next to Manager Self-Service and change to Employee Self-Service. Select the "**Personal Details**" tile.





Step 6 - Select the "Sex/Gender Identity/Pronouns" tile.



Step 7 - Click the arrow in the upper right portion of the screen to add/change your Sex, Gender Identity, or Pronoun.





Step 8 - You will now see the screen to add/update the fields for “Sex,” “Pronoun,” and “Gender Identity.”

Cancel **Sex/Gender Identity/Pronouns** Save

Sex/Gender Identity/Pronouns

Updates made to Sex designation on this page may impact insurance benefits. Please visit this webpage for more information. [HR Direct Identity Information](#)

Region United States

* Sex Male ⓘ

Pronoun He/Him ⓘ

Gender Identity Cisgender (non-trans) man ⓘ

Step 9 - Select the drop down arrow next to Sex and/or the magnifying glass next to Pronoun or Gender Identity for a list of available options (see below). Once you have selected the correct value, hit "**Save**" in the upper right corner. Your entry has now been saved in HR Direct Self-Service.

Sex Available Options

Cancel **Sex/Gender Identity/Pronouns** Save

Sex/Gender Identity/Pronouns

Updates made to Sex designation on this page may impact insurance benefits. Please visit this webpage for more information. [HR Direct Identity Information](#)

Region United States

* Sex

- Male
- Female
- Male
- Unknown
- X

 ⓘ

Pronoun ⓘ

Gender Identity (non-trans) man ⓘ



Pronouns Available Options

Cancel Lookup

Search for: Pronoun

> Search Criteria

∨ Search Results

23 rows

Pronoun ↑↓	Description ↑↓
AN	Any Pronoun
DI	Choose not to disclose
HA	He/Any (He/Him or any pronoun)
HH	He/Him
HS	He/She (He/Him & She/Her)
HT	He/They (He/Him & They/Them)
HX	He/Xe (He/Him & Xe/Xem)
HZ	He/Ze (He/Him & Ze/Zir)
NA	Name Only
SA	She/Any (She/Her or any pronoun)
SS	She/Her
ST	She/They (She/Her & They/Them)
SX	She/Xe (She/Her & Xe/Xem)
SZ	She/Ze (She/Her & Ze/Zir)
TA	They/Any (They/Them or any prn)
TH	They/Them
TT	They/Xe (They/Them & Xe/Xem)
TZ	They/Ze (They/Them & Ze/Zir)
XA	Xe/Any (Xe/Xem or any pronoun)
XE	Xe/Ze (Xe/Xem & Ze/Zir)



Gender Identity Available Options

Cancel		Lookup	
Search for: Gender Identity			
> Search Criteria			
v Search Results			
<input type="checkbox"/>		<input type="checkbox"/>	
Gender Identity ↕	Description ↕	10 rows	
AG	Agender		
CM	Cisgender (non-trans) man		
CW	Cisgender (non-trans) woman		
DG	Demigender		
GF	Genderfluid		
GQ	Genderqueer		
NB	Nonbinary		
QU	Questioning		
TF	Trans woman		
TM	Trans man		