



Training Guide Self-Service Add/Change Sex and Pronoun

Step	Action
1	Navigate to www.https://hr.umb.edu/hr-direct .
2	Select the "Log in to HR Direct Button".
3	Enter your user id and password.

Log in to HR Direct

You will need to use your UMass Boston email and password.



Step	Action
4	You should now see the Employee Self-Service screen. You may see two tiles for "Personal Details". Selecting either one will bring you to the same place. The duplication of tiles is a known issue which is currently being worked on. Some users may see the duplication, and some may not.

Employee Self Service

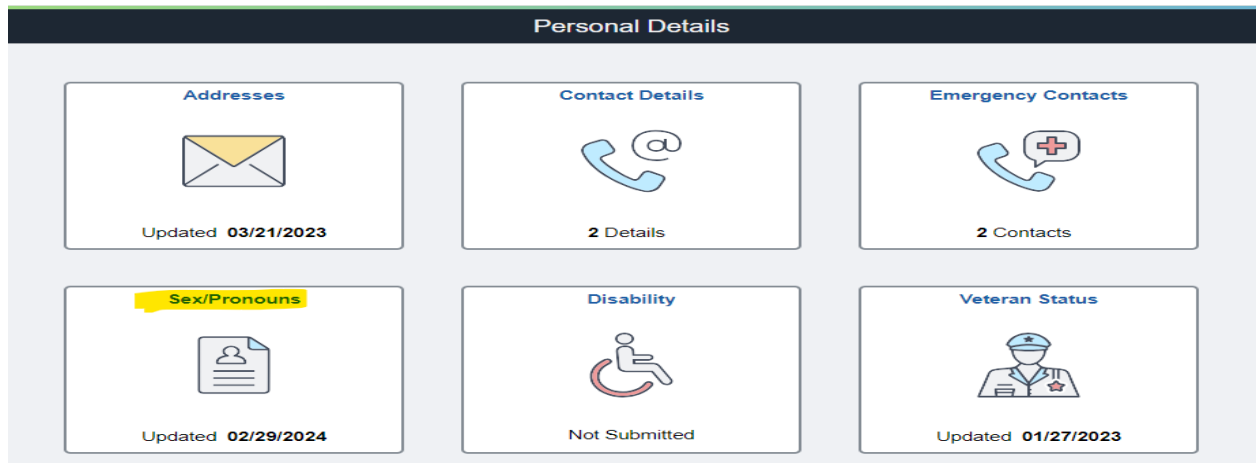
The screenshot displays the Employee Self-Service dashboard with the following tiles:

- Direct Deposit
- W-2/W-2c Consent
- W-4 Tax Information
- M-4 (MA State) Tax Information
- View W-2/W-2c Forms
- Time
- Payroll (Last Pay Date: 03/01/2024)
- Personal Details (highlighted in yellow)
- Personal Details (highlighted in yellow)
- Form 1095-C Consent
- View Form 1095-C
- My Training Summary
- PFML Acknowledgement

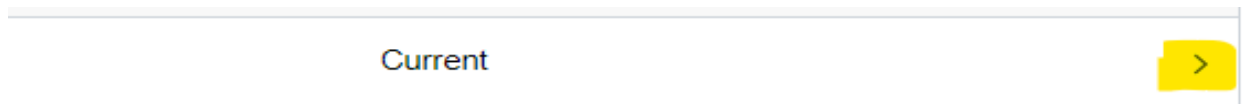


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Step	Action
5	Select the " Sex/Pronouns " tile.



Step	Action
6	Click the arrow in the upper right portion of the screen to add/change your Sex and/or Pronoun.



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



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Cancel
Sex/Pronouns
Save

Sex/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 Female ⓘ
Male ⓘ
Unknown ⓘ
X ⓘ

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 prn)
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 prn)
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)



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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)