

# Sex/Gender Identity/Pronouns Steps to update values in HR Direct



Benefits

Careers

HR  
Direct

Immigration  
Services

Compensation &  
Total Rewards

Labor  
Relations

Employee  
Relations

1

Log in to HR  
Direct

## Welcome to HR Direct




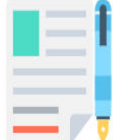






Click the button below  
to access HR Direct

HR Direct Login

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

Employee Self Service ▾

<p>Direct Deposit</p> 	<p>W-2/W-2c Consent</p> 	<p>W-4 Tax Information</p> 	<p>M-4 (MA State) Tax Information</p> 
<p>View W-2/W-2c Forms</p> 	<p>Time</p> 	<p>Payroll</p>  <p>Last Pay Date <b>11/08/2024</b></p>	<p><b>Personal Details</b></p> 

# 3

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

The screenshot shows a 'Personal Details' dashboard with six tiles. The 'Sex/Gender Identity/Pronouns' tile is highlighted in yellow and shows 'Updated 12/17/2019'. Below the tiles is a table for 'Sex/Gender Identity/Pronouns' with columns for Sex, Pronoun, Gender Identity, and Status. The table shows 'Female' for Sex and 'Current' for Status. A yellow arrow points to the right in the bottom right corner of the table.

Sex	Pronoun	Gender Identity	Status
Female			Current

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Select a **Sex marker**, **Gender Identity marker**, and **Pronoun values** from drop down menu lists provided and click **Save**.


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 Female  

Pronoun She/Her  

Gender Identity Cisgender (non-trans) wom  