



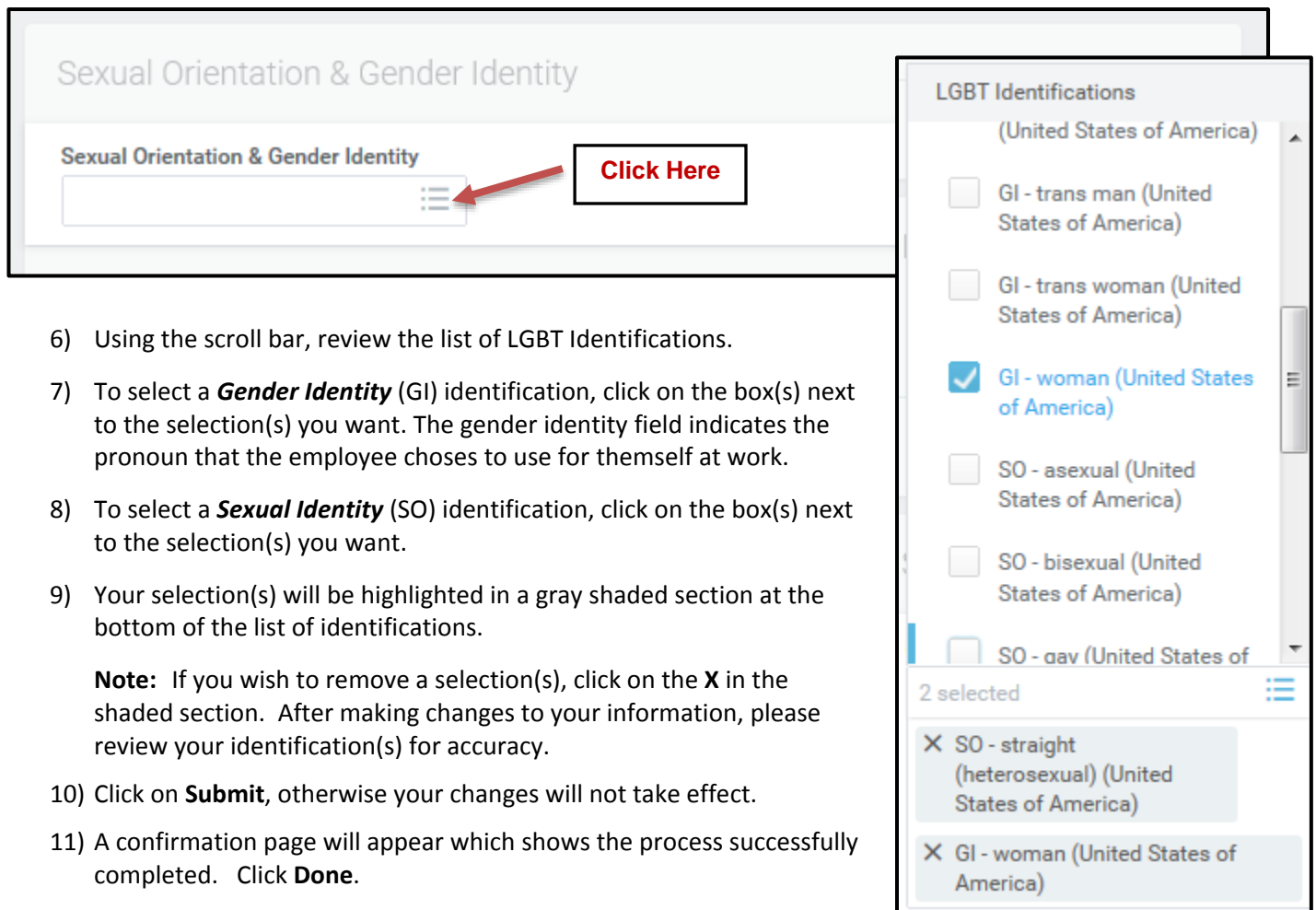


Cornell University works to provide a safe and inclusive work environment for the LGBTQ community and as such, we have opted to add a field to indicate gender identity and sexual orientation. The LGBT Resource Center and Department of Inclusion and Workforce Diversity encourages employees to update your Workday profile with field: **Sexual Orientation & Gender Identity** with the option of selecting multiple values. This field once entered, will be visible to HR college or unit representatives with the Workday role of either HR Partner, HR Partner Lookup or Sr. HR Partner. Only the employee as self will have access to add or update this field. **Note:** At this time, students are unable to report this information.

Important Note: Please be aware that this new field is a separate field from: **Legal Gender**, which is also located in the Personal Information worklet. Employees are not able to update (via self-service) their **Legal Gender**, as it is updated and maintained by the employee’s college or unit HR representative.

Employee Self Service: Updating Sexual Orientation and Gender Identity

- 1) From the **Home** page, click on the **Personal Data** icon  and the list of tasks appear in which a user can change.
- 2) Click **Personal Information**. Your current information will appear.
- 3) Scroll to **Sexual Orientation & Gender Identity**.
- 4) Click on the pencil icon  to update the specific information you wish to change.
- 5) Click on the prompt to see the list of available LGBT identifications.



The screenshot shows the 'Sexual Orientation & Gender Identity' field in a Workday profile. A red arrow points to a dropdown menu icon next to the field, with a box labeled 'Click Here'. The dropdown menu is open, displaying a list of 'LGBT Identifications' for the 'United States of America'. The list includes options like 'GI - trans man', 'GI - trans woman', 'GI - woman', 'SO - asexual', 'SO - bisexual', and 'SO - aav'. The 'GI - woman' option is selected with a blue checkmark. At the bottom of the dropdown, there is a section for '2 selected' items, which includes 'SO - straight (heterosexual)' and 'GI - woman'.

- 6) Using the scroll bar, review the list of LGBT Identifications.
- 7) To select a **Gender Identity** (GI) identification, click on the box(s) next to the selection(s) you want. The gender identity field indicates the pronoun that the employee chooses to use for themselves at work.
- 8) To select a **Sexual Identity** (SO) identification, click on the box(s) next to the selection(s) you want.
- 9) Your selection(s) will be highlighted in a gray shaded section at the bottom of the list of identifications.
Note: If you wish to remove a selection(s), click on the **X** in the shaded section. After making changes to your information, please review your identification(s) for accuracy.
- 10) Click on **Submit**, otherwise your changes will not take effect.
- 11) A confirmation page will appear which shows the process successfully completed. Click **Done**.