

ISSUE: Gender Reporting Categories

BACKGROUND:

In OneUSG, there is an 'unknown' option for gender. However, gender as male/female is required for IPEDS and Digest reporting.

SOLUTION:

If gender is unknown in OneUSG, it will be coded as 'female' when uploaded to NCES or reported in the Digest HR reports. See the screenshot below for relevant data fields.

Navigation: Workforce Administration → Personal Information → Biographical Details → Modify a Person

The screenshot shows the 'Modify a Person' page in the OneUSG system. The browser address bar shows the URL: core.hprod.onehcm.usg.edu/psp/hprod/EMPLOYEE/HRMS/c/DUPLICATE HOLDER.PERSONAL_DATA.GBL. The page has a dark blue header with 'Employee Self Service' and 'Modify a Person'. Below the header are tabs for 'Biographical Details', 'Contact Information', and 'Regional'. The main content area is titled 'Person ID' and includes a 'Name' section with fields for 'Effective Date' (12/13/2010), 'Format Type' (English), and 'Display Name' with a 'View Name' button. The 'Biographic Information' section contains fields for '*Date of Birth', 'Date of Death', 'Birth Country', and 'Birth Location', along with 'Years' (62) and 'Months' (0), and a 'Waive Data Protection' checkbox. The 'Biographical History' section shows '*Effective Date' (09/11/2018), '*Gender' (Unknown), '*Marital Status' (Single), 'Language Code' (English), and 'Alternate ID'. At the bottom, there is a 'National ID' section with a table for tracking national identifiers.

*Country	*National ID Type	National ID	Primary ID	Use Dummy SSN			

IMPLICATION FOR IPEDS HR REPORTS:

Any persons with gender marked as 'Unknown' in OneUSG will be categorized as 'Female' in IPEDS reports. Race will be reported as the entered race/ethnicity.

IMPLICATION FOR DIGEST HR REPORTS:

Any persons with gender marked as 'Unknown' in OneUSG will be categorized as 'Unknown' in the Digest Reports. Race is reported separately for the Digest reports and will be unaffected.