ISSUE: Gender Reporting Categories

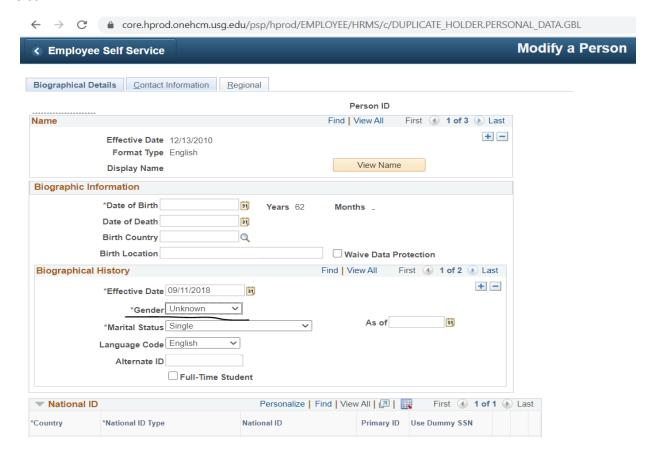
BACKGROUND:

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 \rightarrow Personal Information \rightarrow Biographical Details \rightarrow Modify a Person



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.