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*

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.