Cornell University works to provide a safe and inclusive environment for all employees. In support of our LGBTQ community, a field has been added in Workday to indicate gender identity and sexual orientation. The LGBTQ Resource Center and the Department of Inclusion and Workforce Diversity encourages employees to update your Workday profile with the optional: Sexual Orientation & Gender Identity field. This information will be visible only to certain college or unit human resources representatives (HR Partner, HR Partner Lookup, Sr. HR Partner). The employee has sole 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 separate from Legal Gender, which is also located in the Personal Information worklet. Employees are not able to update Legal Gender on their own, as it is 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, use the scroll bar to review all options.

6) To select a Gender Identity (GI) identification, click on the box(es) next to the selection(s) you want. The gender identity field indicates the pronoun that the employee chooses to use at work.
7) To select a Sexual Orientation (SO) identification, click on the box(es) next to the selection(s) you want.
8) 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.
9) Click on Submit, otherwise your changes will not take effect.
10) A confirmation page will appear which shows the process successfully completed. Click Done.