

Memorandum



To: HR Administrators of All State Agencies, Boards and Commissions

From: Stephanie Loucka, Deputy Director 
DAS Human Resources Division

Date: February 15, 2013

Re: Gender Marker Change Procedures

Effective May 1, 2010, the following procedures should be used to process requests from employees who wish to change their gender marker.

1. Employees seeking a gender marker change will be required to present an updated driver's license or identification card issued by the Ohio Bureau of Motor Vehicles for the purpose of obtaining a driver's license or identification card indicating their identified gender before a gender marker change can be made.
2. Employees requesting a name change must provide a court order. Employees are not required to change their name upon a gender change. The gender can be female with a male name or vice versa.
3. The agency's human resources office should make a copy of the updated driver's license or identification card and keep the license or card in the employee's personnel file.
4. The agency may then change the employee's gender marker in OAKS:
 - a. Go to *Workforce Administration > Personal Information > Modify a Person*.
 - b. Enter the employee's EmplID and click "Search."
 - c. Find the "Biographical History" section and click on the (+) sign to add a row.
 - d. Enter the new effective date. Gender changes will be effective as of the date the request is processed. State records will not be retroactively backdated to reflect the change.
 - e. Update the gender information.
 - f. Click "Save."

if you have any additional questions or concerns, please contact the Office of Policy Development at (614) 753-5393 or DASHRD.HRPolicy@das.state.oh.us.