


View your Personal Info

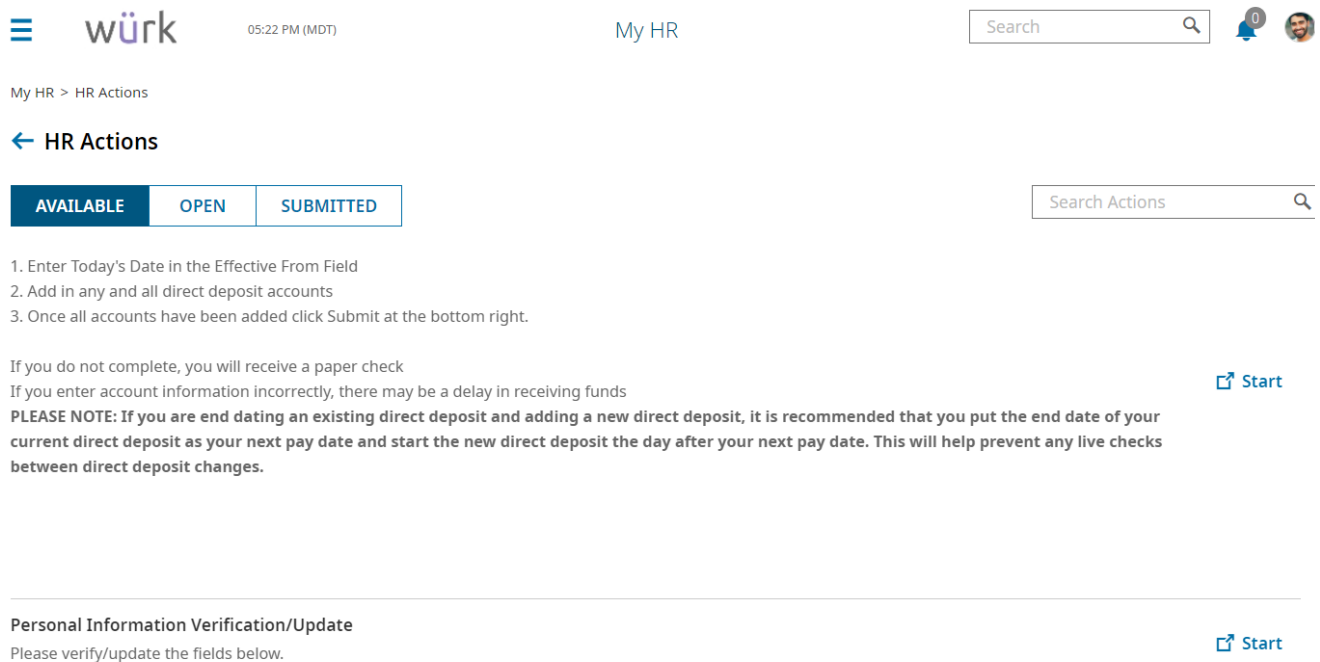
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When you need to update any of the following items, follow the steps below.

- Social Security Number
- Birthday
- Ethnicity
- Gender
- Citizenship

START HERE

1. From the main menu, search for *Personal Info* and click **Personal Information Verification/Update** in the search results (or navigate to **My Info>My HR>HR Actions**). Then from the **Available** tab, click  **Start** icon next to Update SSN and DOB to update your social security number and/or date of birth. Select the **Personal Information Verification/Update** to update everything else listed above.



The screenshot shows the 'My HR' interface. At the top, there is a navigation bar with the 'würk' logo, the time '05:22 PM (MDT)', and 'My HR'. A search bar is visible on the right. Below the navigation bar, the breadcrumb 'My HR > HR Actions' is shown. The main heading is 'HR Actions' with a back arrow. There are three tabs: 'AVAILABLE' (selected), 'OPEN', and 'SUBMITTED'. A search bar for 'Search Actions' is on the right. The content area lists three steps: 1. Enter Today's Date in the Effective From Field; 2. Add in any and all direct deposit accounts; 3. Once all accounts have been added click Submit at the bottom right. Below the steps, there is a note: 'If you do not complete, you will receive a paper check' and 'If you enter account information incorrectly, there may be a delay in receiving funds'. A 'PLEASE NOTE' section follows, advising on how to handle ending an existing direct deposit and adding a new one. A blue 'Start' icon is on the right. At the bottom, there is a section for 'Personal Information Verification/Update' with a 'Please verify/update the fields below.' instruction and another 'Start' icon.

2. A form presents where you can submit your new personal info, with blue tabs along the left for each section of the form. Update the information in the form as needed, using **SAVE** and **SUBMIT** to advance through the tabs in the form. Anything you do not change will remain the same.

My HR > HR Actions

← Personal Information Verification/Update

Please verify/update the fields below.

Effective From *

03/14/2022 [Calendar Icon]



SAVE

SUBMIT

Personal Information

Social Security *

123-45-6777 [Eye Icon]

Gender *

Male [Dropdown Arrow]

Ethnicity *

White (not Hispanic or Latino) [Dropdown Arrow]

Citizenship *

Choose... [Dropdown Arrow]

Cell Phone

[Text Field]

Home Phone

[Text Field]

Personal Email

[Text Field] [Envelope Icon]

3. Once all required and new information is complete, click **SUBMIT** to send the update for review and processing.

Submit HR action request?

You are about to submit HR action request.

CANCEL

SUBMIT

4. Confirmation pop-up appears. Click **OK** to close it.



Completed

Request submitted successfully.

OK

Your changes are submitted for review and approval (typically, by your manager or HR department), and your records in Würk are updated. You will then see the correct info when Viewing Your Personal Info.