

Change Your Address


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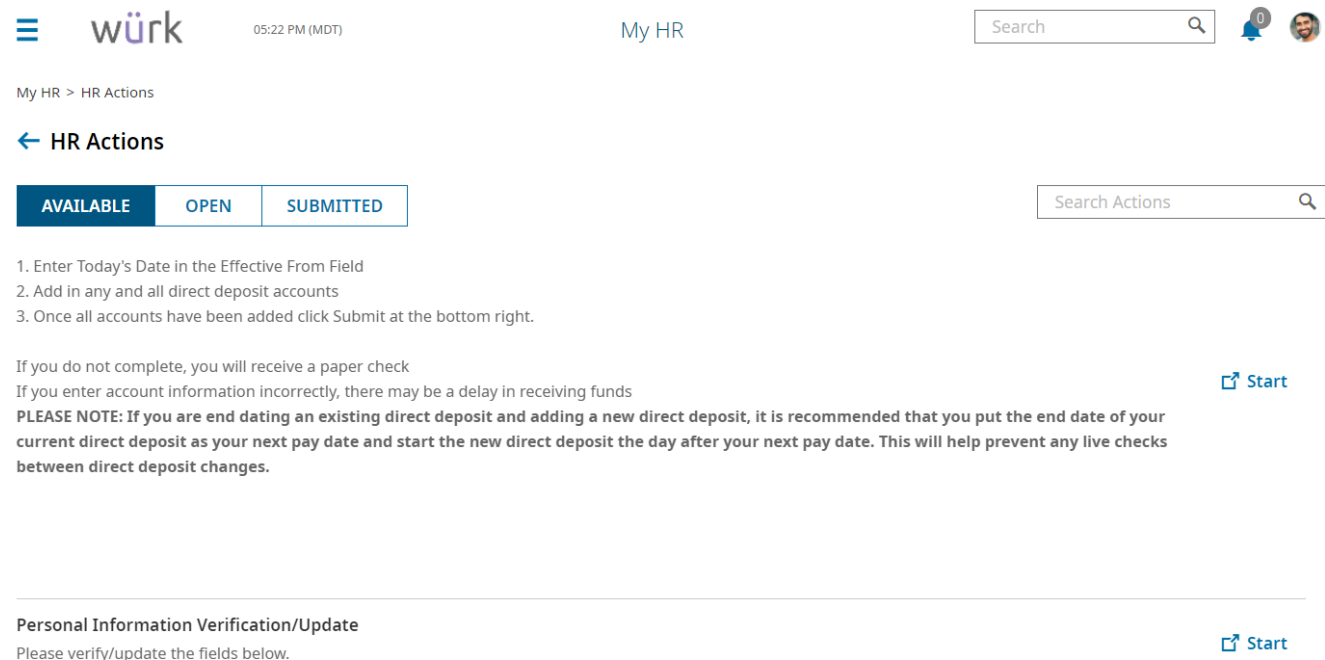
In the latest release of Wurk, you can request a change to your contact information within the system instead of directly contacting your supervisor or manager. This is done using the **Personal Information Verification/Update** HR Action.

If you don't see this HR action in Wurk, your Administrator has not enabled it, and you will need to contact your supervisor or manager outside of the system (by email, phone, in person, etc.). To simply check your personal info to decide if you need to update it, see [Viewing Your Personal Info](#).

If your personal or mailing address changes and you typically receive physical checks, your address information in Wurk must be updated on your profiles. Otherwise, you might not receive your paycheck in a timely fashion (therefore we recommend paperless paydays).

START HERE

1. From the main menu in Wurk, search for Update My Contact Info (or navigate to **My Info>My HR>HR Actions** and select the **AVAILABLE** tab). Then next to the **Personal Information Verification/Update** HR action, click the  **Start** icon. A form presents where you can submit your new address(es), with blue tabs along the left for each section of the form.



The screenshot shows the Wurk user interface. At the top, there is a navigation bar with the Wurk logo, the time '05:22 PM (MDT)', and the user's name 'My HR'. A search bar is visible on the right. Below the navigation bar, the breadcrumb 'My HR > HR Actions' is shown. The main content area has a left sidebar with a '← HR Actions' link. At the top of the main area, there are three tabs: 'AVAILABLE' (selected), 'OPEN', and 'SUBMITTED'. A search bar labeled 'Search Actions' is on the right. Below the tabs, there are three numbered instructions: 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 these instructions, there is a warning: '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 with a document symbol is on the right. At the bottom of the main area, there is a section titled 'Personal Information Verification/Update' with the instruction 'Please verify/update the fields below.' and another blue 'Start' icon on the right.

2. 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



SAVE

SUBMIT

Personal Information

Social Security *

123-45-6777

Gender *

Male

Ethnicity *

White (not Hispanic or Latino)

Citizenship *

Choose...

Cell Phone

Home Phone

Personal Email

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

Once the request is reviewed and processed, your new address information will go into effect (based on the **Effective From** date).