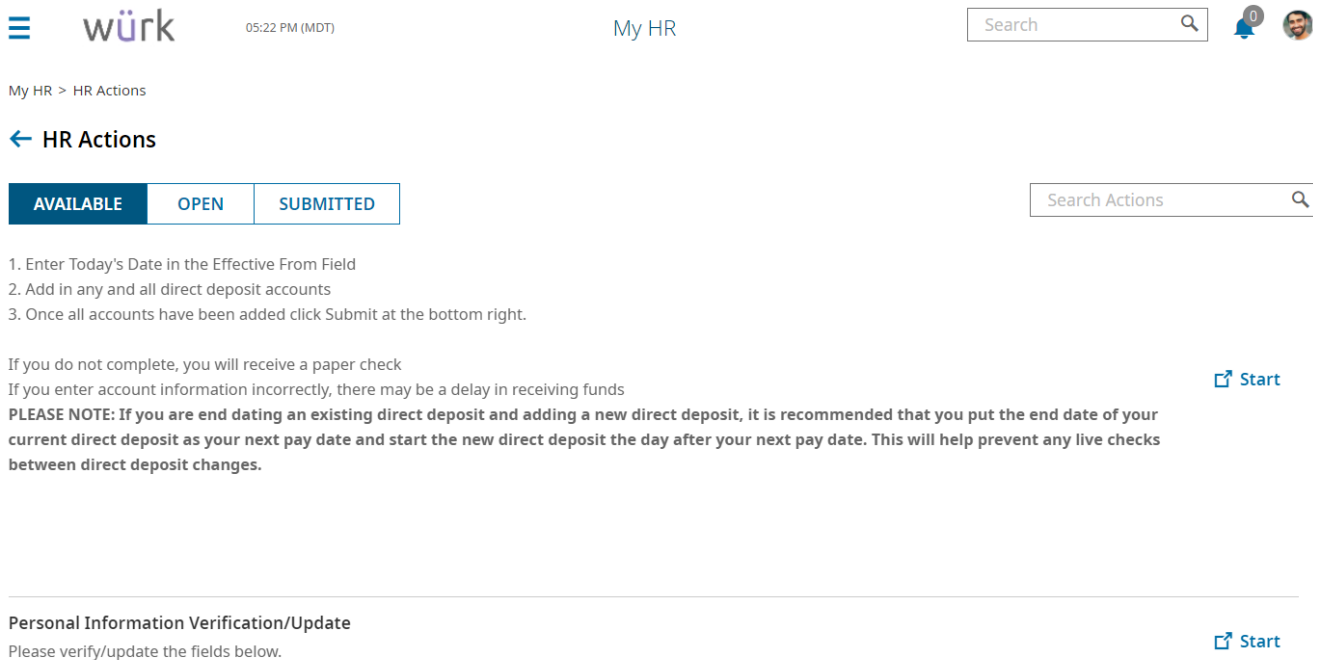# Change your Personal Info

Last Modified on 01/07/2022 3:42 pm EST

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.

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.

← 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]

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