


Change your Personal Info

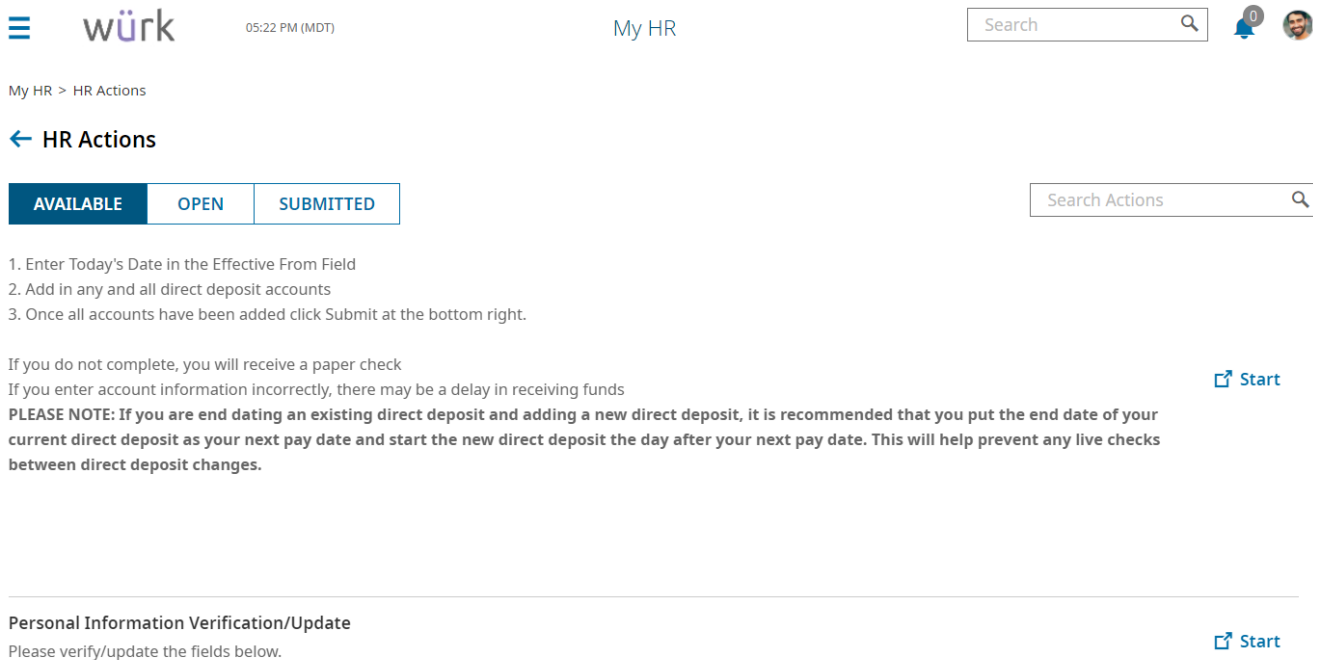
Last Modified on 01/07/2022 3:42 pm EST

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.



The screenshot shows the würk HR system interface. At the top, there is a navigation bar with the würk logo, the time 05:22 PM (MDT), and the text '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'. There are three tabs: 'AVAILABLE' (selected), 'OPEN', and 'SUBMITTED'. A search bar for 'Search Actions' is on the right. The main content area contains instructions: '1. Enter Today's Date in the Effective From Field', '2. Add in any and all direct deposit accounts', and '3. Once all accounts have been added click Submit at the bottom right.' Below this, 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, stating: 'PLEASE NOTE: If you are end dating an existing direct deposit and adding a new direct deposit, it is recommended that you put the end date of your current direct deposit as your next pay date and start the new direct deposit the day after your next pay date. This will help prevent any live checks between direct deposit changes.' A blue 'Start' icon is on the right. At the bottom, there is a section for 'Personal Information Verification/Update' with the instruction 'Please verify/update the fields below.' and another blue 'Start' icon on the right.

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



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.