

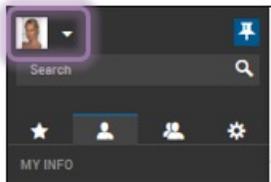
# View My Profile

Last Modified on 01/07/2022 3:46 pm EST

Your profile information (such as your Cannabis Badge, Cost Centers you can charge to, and employment profile), is available under **My Info>My Information>My Profile** or under the icon for your initials or your picture in the upper left corner of the Wurk screen. Your manager or administrator must add most of this information, such as your Cannabis Badge, for you.

## START HERE

1. You can see your basic personal profile in Wurk by clicking on the icon (your initial or picture) in the upper left corner of the main menu and then clicking on your name in the dropdown that appears.



2. Shown below is the **My Profile** page you will see when you click on this option (also available from **My Info>My Information>My Profile** as shown below).

Gray buttons enable you to make updates. Grayed-out fields are not editable. In order to update these, please contact your manager.

AMOUNT \$	PER	HOURS	PER	OFF IN YEAR	ANNUAL \$	OT
19,900	Hour	2000.00	Year	20	27,840.00	1.25

To update your personal or mailing address as shown in the Personal Information section, you need to complete an HR action. To do this, see [Changing Your Address](#).

To work with your Direct Deposits, please see [Working with Your Direct Deposit Settings](#).

Additional options for changing your password and notification preferences may also show for you under the  
the  
My Info tab on the main menu.

---