Updating Employee Information Via Employee Profile

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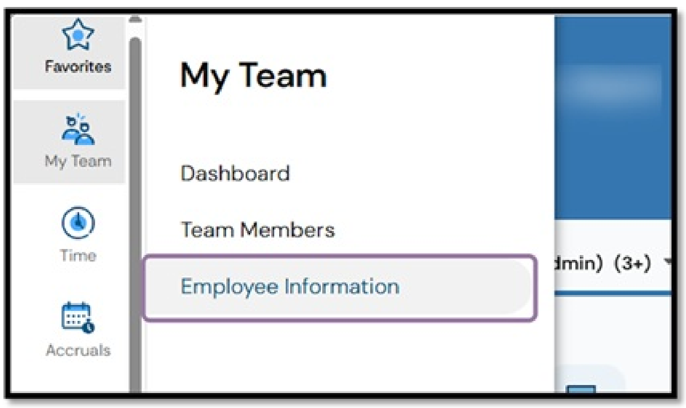
There may be times when you need to update information for an employee. This could happen when you first add their information during Hire, or later in their employment when you need to update details such as their job, department, pay, EIN, or other profile fields.

Whenever possible, it is recommended that employee changes are submitted through HR Actions. HR Actions provide a single, organized form for each type of change, create a reportable paper trail that can be reviewed or audited when needed, and support approval workflows that allow one or more reviewers to approve changes. These features help maintain HR best practices and support internal review requirements.

If HR Actions are not configured for your company, or if your company does not use the HR module in Würk, you can apply certain employee changes directly on the employee profile. This allows you to update the necessary information when HR Actions are not available.

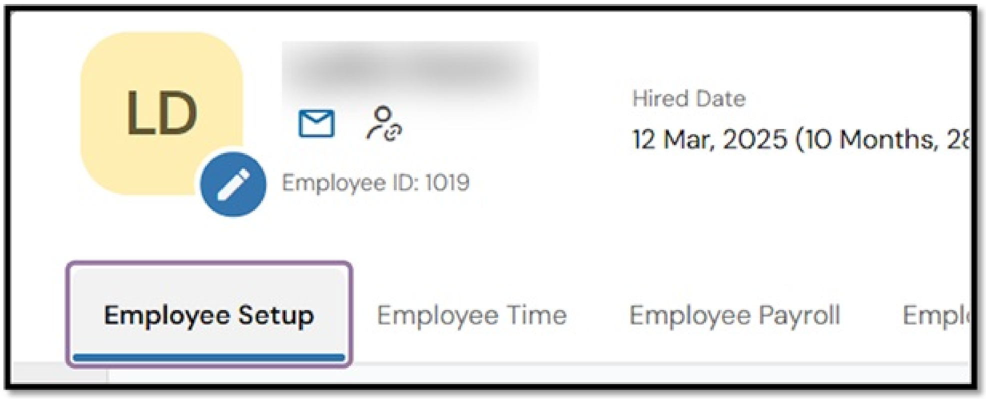
If you follow this guide and do not have the access you need, please contact support@enjoywurk.com for assistance.

1. In the menu, navigate to My Team>Employee Information.

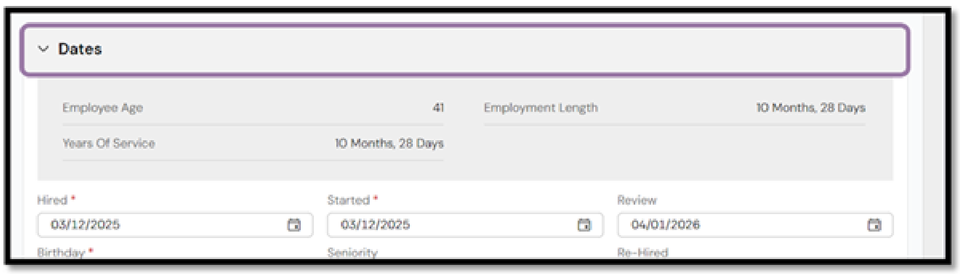


2. Locate the employee you want to view, then click the Employee Information icon. This icon is a single person.

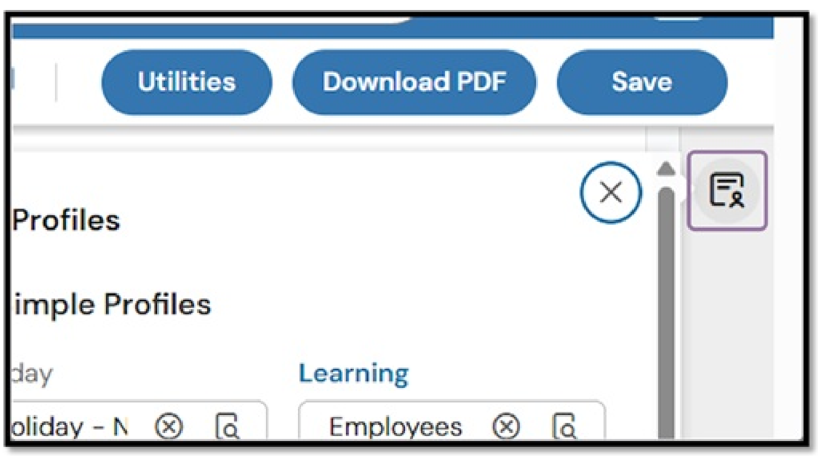
3. Click the tab that contains the information you want to update. Tab names and the number of tabs may vary based on your company's configuration.



4. Find the field you want to change and enter the updated information. In this example, a Review Date has been added.



5. Some information may be located in the Profiles pop-out tab on the right side of the page. If the pop-out is not already open, click the icon that shows a page with a person to expand it. Update any profiles within the pop-out as needed.



6. When you are finished making your changes, click Save.

7. A confirmation message will appear on the page to indicate that your changes have been saved successfully.