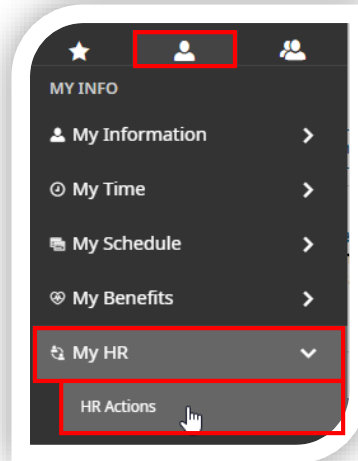


PERSONAL INFORMATION CHANGES

It is important that personal information changes be submitted through UKG in a timely manner. Submitting these changes through the UKG's HR Action feature are important because they trigger connecting functions. (For example: Submitting a new address through the Address Change HR Action will trigger an updated address with any integrated benefit providers.)



The HR Actions page will land on an instruction page (shown below) equipped to initiate the following actions:

- Address Change
- Direct Deposit Updates
- Employee Contact Updates (emergency contacts, dependents, beneficiaries)
- Name Change or Marital Status Change
- Phone Number Change

Simply read the instructions of the Action you'd like to perform and select "Start" to initiate and "Save" once complete.

A screenshot of the UKG 'My HR' page. The page has a header with a menu icon, a logo, the time '10:04 AM (CDT)', the title 'My HR', a search bar, and several notification icons. Below the header, the breadcrumb 'My HR > HR Actions' is shown. The main section is titled 'HR Actions' and has three tabs: 'Available', 'Open', and 'Submitted'. A search bar labeled 'Search Actions' is on the right. Below the tabs, there are two action cards. The first card is for 'Address Change' and has a red dashed box around its title and instructions. The instructions are: 'Use this to change your address', 'Here's what you need to do on this page', '1. Pick the date you want the change to start', '2. Type your new address', '3. Tap the "Submit" button'. A red arrow points from the instructions to a red 'Start' button. The second card is for 'Direct Deposit Update' and also has a red dashed box around its title and instructions. The instructions are: 'Use this to add your direct deposit', 'Here's what you need to do on this page', '1. Tap "+ Add" in the middle of the page', '2. Skip Name', '3. Skip Description', '4. Pick the date you want the direct deposit change to start, it has to be the day after you cancelled the current direct deposit', '5. Skip Active To (leave at Dec 31, 2099)', '6. Deposit Type needs to be "Direct Deposit"', '7. Choose Bank Account Type', '8. Choose Calculation Method', 'If you want your whole paycheck deposited into one bank account, choose "Entire/Remainder"', 'For all other calculation methods, you must enter more than 1 bank account and choose "Entire/Remainder" for the last bank account entered'. A red arrow points from the instructions to a red 'Start' button.