

## Updating Personal Information (App)

As a valued Shearwater employee, it is essential to keep your personal information up to date in our UKG Pro system. This ensures that Human Resources and Payroll has the most accurate and current details necessary for coordinating with our various benefit vendors and for efficient payroll processing. Maintaining accurate information helps us provide you with the best possible support and ensures that your benefits and payroll are managed correctly. This document offers comprehensive instructions on how to update your personal information using the UKG Pro mobile app, making the process straightforward and convenient.

### Instructions

Navigate to Name, Address, and Telephone through your mobile app.

Upon logging in to UKG Pro, the UKG Dashboard will appear.

1. Click on the **initial icon**, which will direct you to your personal information.
2. Select **Edit** next to the Personal Info.
3. Here is where you can update your **personal information**.
  - a. Please note if you are updating your name, you will need to submit proof of change to Benefits at [benefits@swhealth.com](mailto:benefits@swhealth.com).
4. Click on **Submit**.

