

## Updating Personal Information (Web)

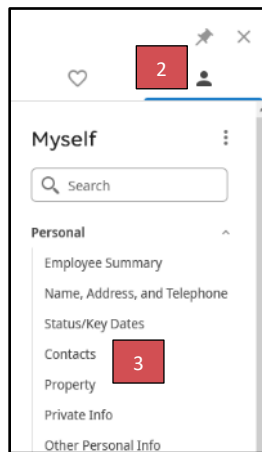
As a valued Shearwater employee, it is essential to keep your personal information up to date in our UKG Pro system. This ensures that Human Resources and Payroll has the most accurate and current details necessary for coordinating with our various benefit vendors and for efficient payroll processing. 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 through the UKG Pro website, making the process straightforward and convenient.

### Instructions

Navigate to Name, Address, and Telephone

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

1. Navigate to **Menu** on the left – side of the UKG dashboard.
2. From the menu, select **Myself**.
3. Select Personal > **Name, Address, and Telephone**



Updating Personal Information

1. Click on **Edit**.
2. 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).
3. Click on **Save**.

A screenshot of the UKG Pro 'Name, Address, and Telephone' form. The form is titled 'Change Name, Address, or Telephone' and has a 'save' button. It contains several sections: 'Effective' (03/16/2023), 'First' (Mickey), 'Middle' (Mickey), 'Last' (Mouse), 'Suffix' ( ), 'Preferred first' ( ), 'Former last' ( ), 'Marital status' (Single), 'Address' (20 Burton Hills, Nashville, Tennessee, 37215), 'Country' (United States), 'State/Province' (Tennessee), 'Zip/Postal code' (37215), 'County' ( ), 'Primary e-mail' (test@test.com), and 'Alternate e-mail' ( ). A red box with the number '2-3' is placed over the 'Address' section.

Need help? Email Payroll at [payroll@swhealth.com](mailto:payroll@swhealth.com)