

## Personal Information (App)

As a valued Shearwater employee, it is important to keep your personal information current in the UKG Pro system. Accurate details ensure Human Resources and Payroll can coordinate with benefit vendors and process payroll efficiently.

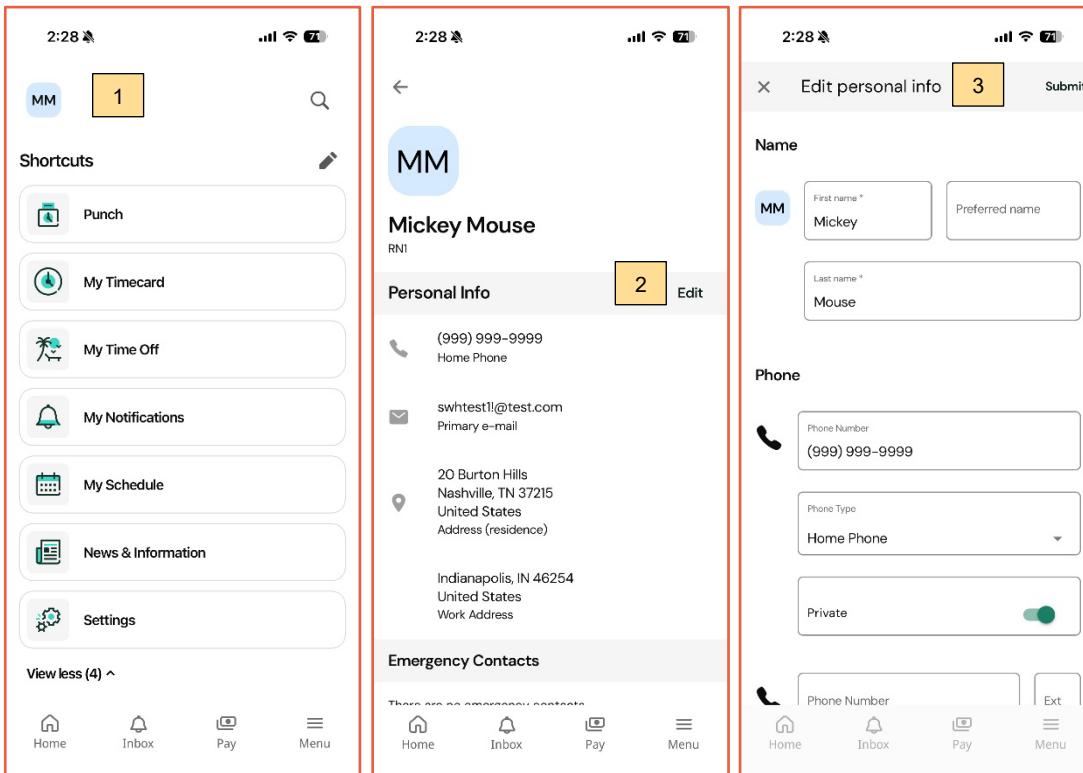
This document provides step-by-step instructions on how to update your name, address, and telephone number using the UKG Pro mobile app, making the process simple and convenient.

### 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**.



The screenshots show the following steps:

- Dashboard (Step 1):** Shows the UKG Pro dashboard with a list of shortcuts: Punch, My Timecard, My Time Off, My Notifications, My Schedule, News & Information, and Settings. The initial icon (MM) is highlighted with a yellow box.
- Personal Info (Step 2):** Shows the personal information screen for 'Mickey Mouse'. It displays the name 'Mickey Mouse', address '20 Burton Hills, Nashville, TN 37215, United States', and work address 'Indianapolis, IN 46254, United States'. The 'Edit' button is highlighted with a yellow box.
- Edit Personal Info (Step 3):** Shows the 'Edit personal info' screen. It has fields for First name (Mickey) and Preferred name. The 'Submit' button is highlighted with a yellow box.