

## 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.

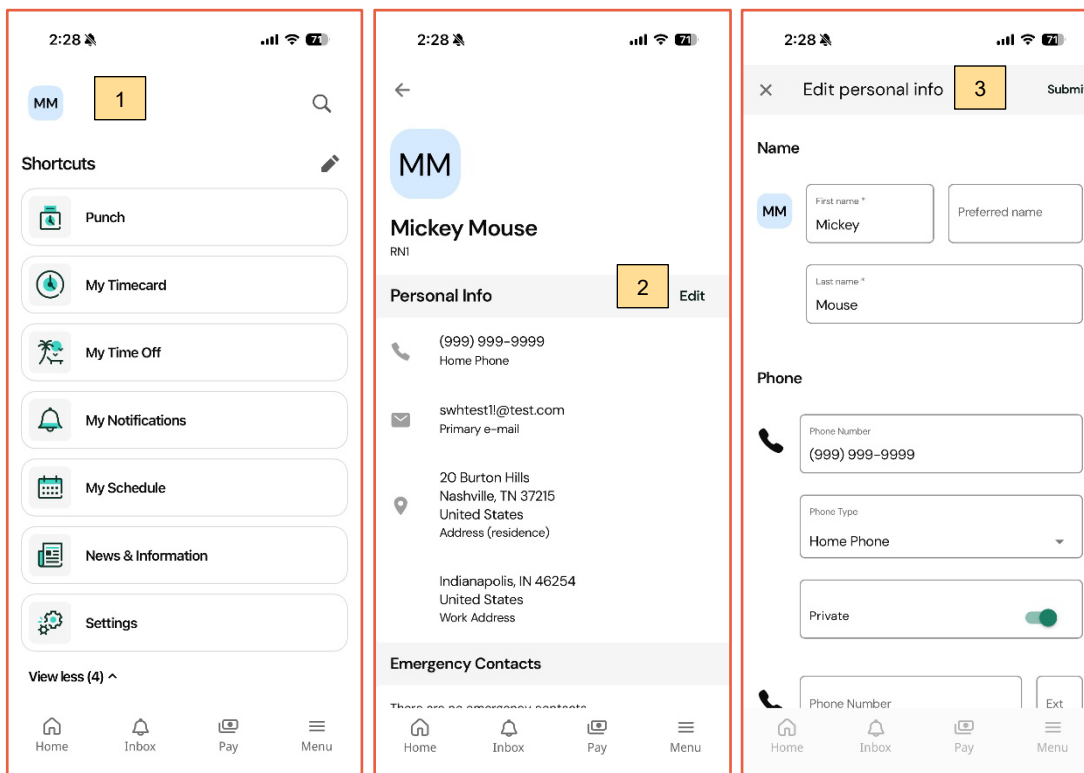
This document provides step-by-step instructions on how to update your name, address, and telephone number using the UKG Pro mobile app, making the process simple and convenient.

### **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 first screenshot shows the UKG Pro dashboard with a yellow box labeled '1' highlighting the 'MM' initial icon in the top left corner. The second screenshot shows the 'Personal Info' section with a yellow box labeled '2' highlighting the 'Edit' button. The third screenshot shows the 'Edit personal info' form with a yellow box labeled '3' highlighting the 'Submit' button in the top right corner.

**Screenshot 1: Dashboard**

2:28 AM, Signal, Wi-Fi, 71% battery

MM 1

Shortcuts

- Punch
- My Timecard
- My Time Off
- My Notifications
- My Schedule
- News & Information
- Settings

View less (4) ^

Home Inbox Pay Menu

**Screenshot 2: Personal Info**

2:28 AM, Signal, Wi-Fi, 71% battery

← MM

Mickey Mouse  
RNI

Personal Info 2 Edit

(999) 999-9999  
Home Phone

swhtest11@test.com  
Primary e-mail

20 Burton Hills  
Nashville, TN 37215  
United States  
Address (residence)

Indianapolis, IN 46254  
United States  
Work Address

Emergency Contacts

There are no emergency contacts.

Home Inbox Pay Menu

**Screenshot 3: Edit personal info**

2:28 AM, Signal, Wi-Fi, 71% battery

× Edit personal info 3 Submit

Name

MM

First name \* Mickey Preferred name

Last name \* Mouse

Phone

Phone Number (999) 999-9999

Phone Type Home Phone

Private ☒

Phone Number Ext

Home Inbox Pay Menu