Electronic W-2 Form Enrollment (Web)

As a valued Shearwater employee, it is essential to keep your personal information up to date in the UKG Pro system. Accurate records ensure that Human Resources and Payroll have the most current details necessary for coordinating with benefit vendors and for efficient payroll processing. Maintaining accurate information helps provide the best possible support and ensures that your benefits and payroll are managed correctly.

This guide provides step-by-step instructions to help employees:

- Log in securely to the UKG Pro website
- Navigate to the personal information section
- Update demographic details such as address, phone number, and emergency contacts
- Save changes to ensure HR and Payroll records remain accurate and current
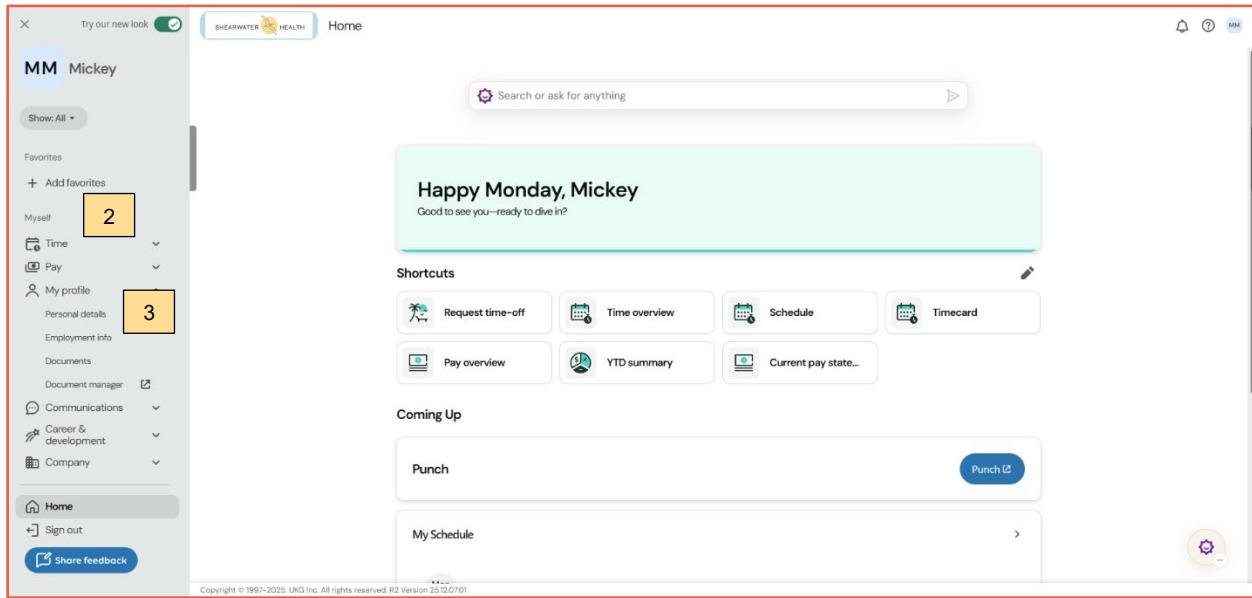
By following these instructions, employees can conveniently manage their personal information in UKG Pro, ensuring smooth coordination of benefits and payroll services.

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, scroll down to **Myself**.
3. Select My profile > **Personal details.**
4. Click Name, Address, and Telephone > **Edit**.
5. 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.
6. Click **Save**.