

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

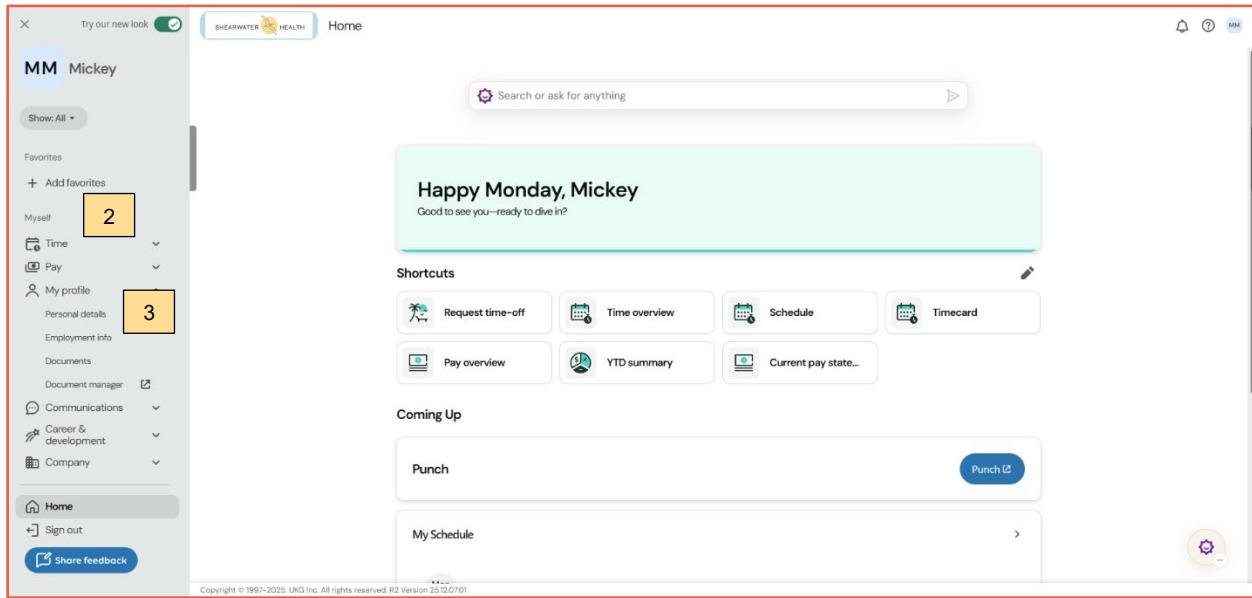
By following these instructions, employees can conveniently manage their personal information in UKG Pro, ensuring smooth coordination of benefits and payroll services.

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**.



The screenshot shows the UKG Pro dashboard with a red border. On the left, a vertical menu is open, showing the following structure with orange boxes and numbers:

- MM Mickey
- Show: All
- Favorites
- + Add favorites
- Myself** (boxed with 2)
- Time (boxed with 2)
- Pay (boxed with 2)
- My profile (boxed with 3)
- Personal details
- Employment info
- Documents
- Document manager
- Communications
- Career & development
- Company
- Home (boxed with 3)
- Sign out
- Share feedback

The main content area displays a greeting: "Happy Monday, Mickey" and "Good to see you—ready to dive in?". It includes a "Shortcuts" section with buttons for Request time-off, Time overview, Schedule, Timecard, Pay overview, YTD summary, and Current pay state...". Below that is a "Coming Up" section with a "Punch" button and a "My Schedule" link.