

## Adding or Updating Contacts

It is essential to keep your personal and dependent information up to date in the UKG Pro system. Accurate contact details ensure HR can coordinate effectively with benefit vendors and maintain the necessary emergency contacts on file.

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

- Update personal demographic information in the UKG Pro website
- Add or edit dependent contact details to ensure accuracy
- Maintain emergency contacts for HR and organizational needs
- Support benefit coordination by keeping records current and reliable

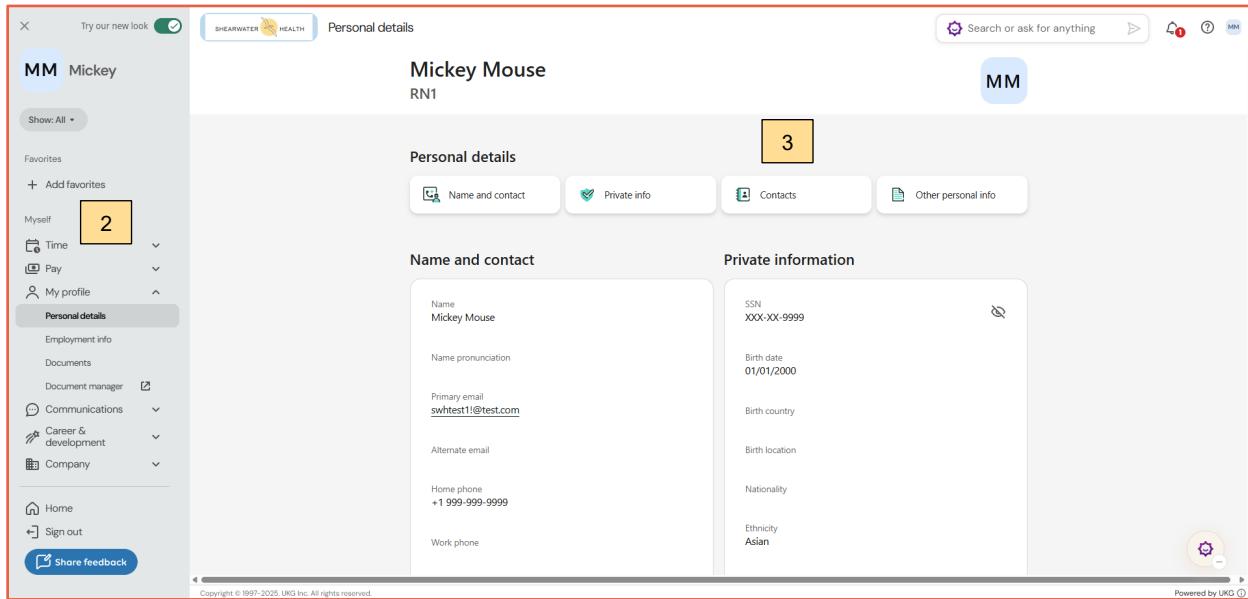
By following these instructions, employees can successfully manage their contact information in UKG Pro, ensuring both personal and dependent records remain accurate and complete.

### Instructions:

Navigate to Contacts

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 > Contacts**.

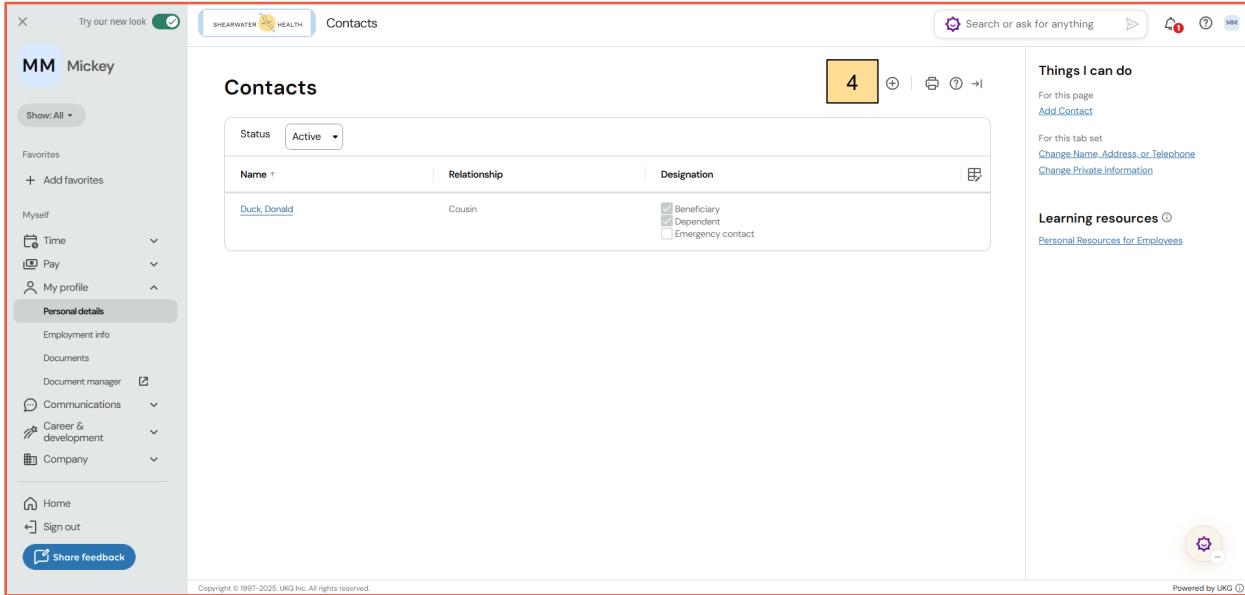


The screenshot shows the UKG Pro dashboard with a sidebar on the left and a main content area on the right. The sidebar is titled 'MM Mickey' and includes a 'Personal details' menu with a yellow box labeled '2' over it. The main content area is titled 'Mickey Mouse' and 'RN1'. It shows a 'Personal details' tab selected, with a yellow box labeled '3' over it. The 'Name and contact' tab is active, showing fields for Name (Mickey Mouse), SSN (XXX-XX-9999), Birth date (01/01/2000), and other personal information. The 'Private info' tab is also visible.

### Adding a Contact

4. Select **Add**.
5. Check the **Contact is Active** box.
  - a. Contact is active, and if eligible, appears when enrolling in benefit plans via Life Events or Enrollment. This is the default setting.
6. Enter the contact's personal information such as **legal name**, **SSN (if applicable)**, **gender**, and **birth date**.
7. Select the contact's **relationship** to the employee.
8. Designate the contact as a **dependent**, **beneficiary**, or **emergency contact**. More than one option can be selected.

9. The address will auto populate based on employee's address. There is a box to check for you if the address is different.
10. Select **Save**.



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**MM Mickey**

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Personal details

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- Document manager
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Search or ask for anything

Contacts

**Contacts**

Status Active

Name <input type="button"/>	Relationship <input type="button"/>	Designation <input type="button"/>
Duck, Donald <input type="button"/>	Cousin <input type="button"/>	<input checked="" type="checkbox"/> Beneficiary <input checked="" type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact

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Things I can do

For this page

Add Contact

For this tab set

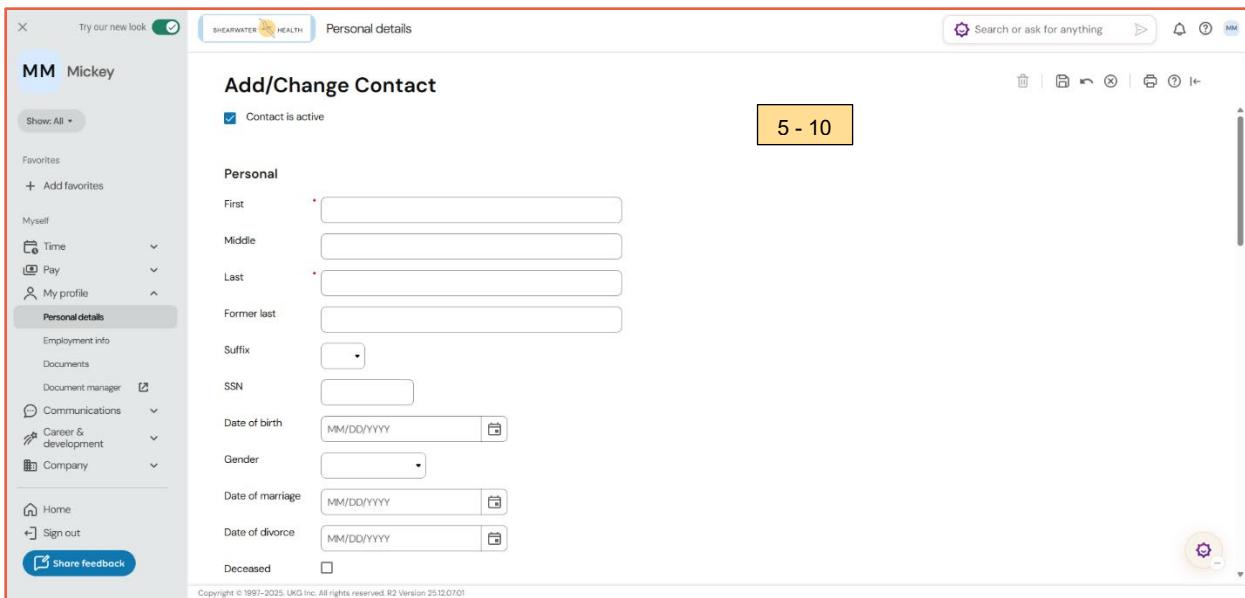
Change Name, Address, or Telephone

Change Private Information

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Personal Resources for Employees

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Search or ask for anything

Personal details

**Add/Change Contact**

Contact is active

Personal

First <input type="text"/>
Middle <input type="text"/>
Last <input type="text"/>
Former last <input type="text"/>
Suffix <input type="button"/>
SSN <input type="text"/>
Date of birth <input type="text"/> MM/DD/YYYY <input type="button"/>
Gender <input type="button"/>
Date of marriage <input type="text"/> MM/DD/YYYY <input type="button"/>
Date of divorce <input type="text"/> MM/DD/YYYY <input type="button"/>
Deceased <input type="checkbox"/>

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### Updating an Existing Contact

11. Select the existing contact.
12. Click **Edit**.
13. Make any necessary updates or inactive contact.
  - a. The contact is inactive and does not appear as eligible during enrollment sessions. An example of when to deactivate someone is when a divorce occurs.
14. Select **Save**.

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**MM Mickey**

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**Contacts**

Status  Active

Name	Relationship	Designation
Duck, Donald	Cousin	<input checked="" type="checkbox"/> Beneficiary <input checked="" type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact

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**Things I can do**

For this page  Add Contact

For this tab set  Change Name, Address, or Telephone  Change Private Information

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[Personal Resources for Employees](#)



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**MM Mickey**

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**Personal details**

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**Personal details**

**Duck, Donald**

**Personal**

SSN	111-11-1111
Date of birth	02/13/1986
Gender	Male
Date of marriage	
Date of divorce	
Employer	
Occupation	

**Designation**

Relationship	Cousin
<input checked="" type="checkbox"/> Dependent	
<input checked="" type="checkbox"/> Beneficiary	
<input type="checkbox"/> Emergency contact	

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