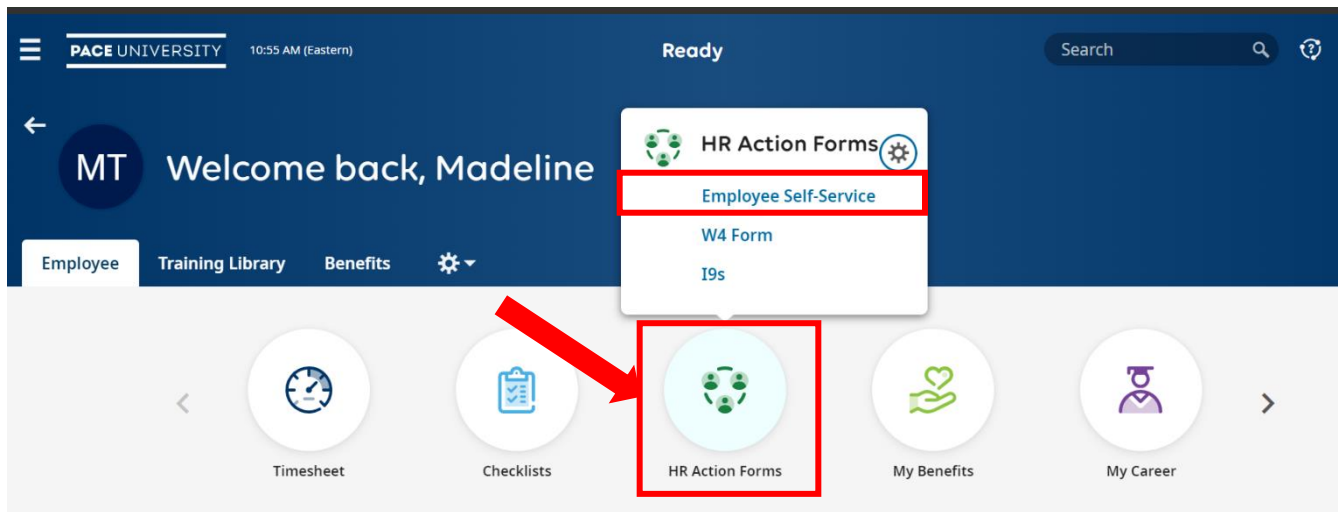


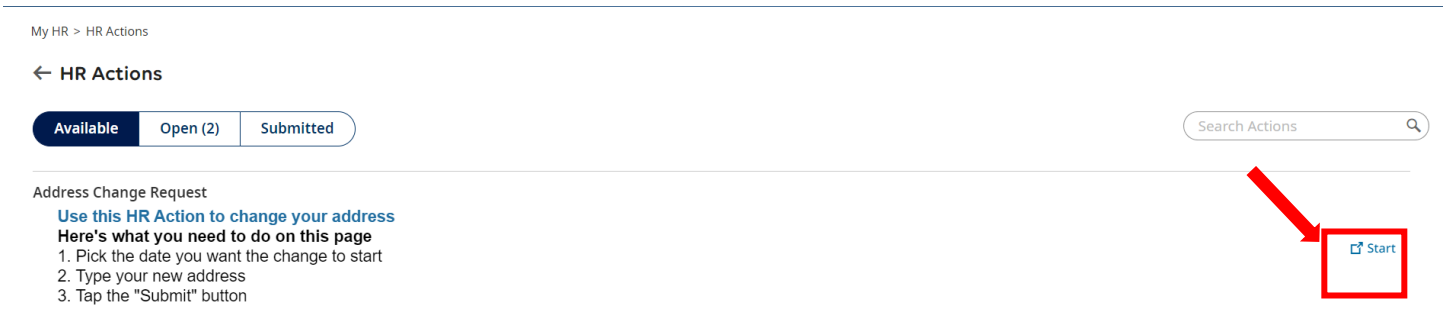
Updating your Address:

This training document is intended to provide instruction on how to update your address.

Login to UKG Ready and click on the **HR Action Forms** button and select **Employee Self-Service**.



On the available tab, click on the **Start** button to the far right of the **Address Change Request** action.



Your current address will auto-populate. To submit a new address, overwrite the current address in the fields provided.

Employee Address

Country*	Street*	
<input type="text" value="United States"/>	<input type="text" value="543 Two One"/>	<input type="text"/>
Zip*	City*	State*
<input type="text" value="10038"/>	<input type="text" value="New York"/>	<input type="text" value="New York"/>

Recommend

Separate Mailing Address

If your Mailing Address is separate, please check off the Separate Mailing Address box and enter that address in the fields provided.

Once finished click on **Submit** and you have successfully updated your address in UKG Ready.