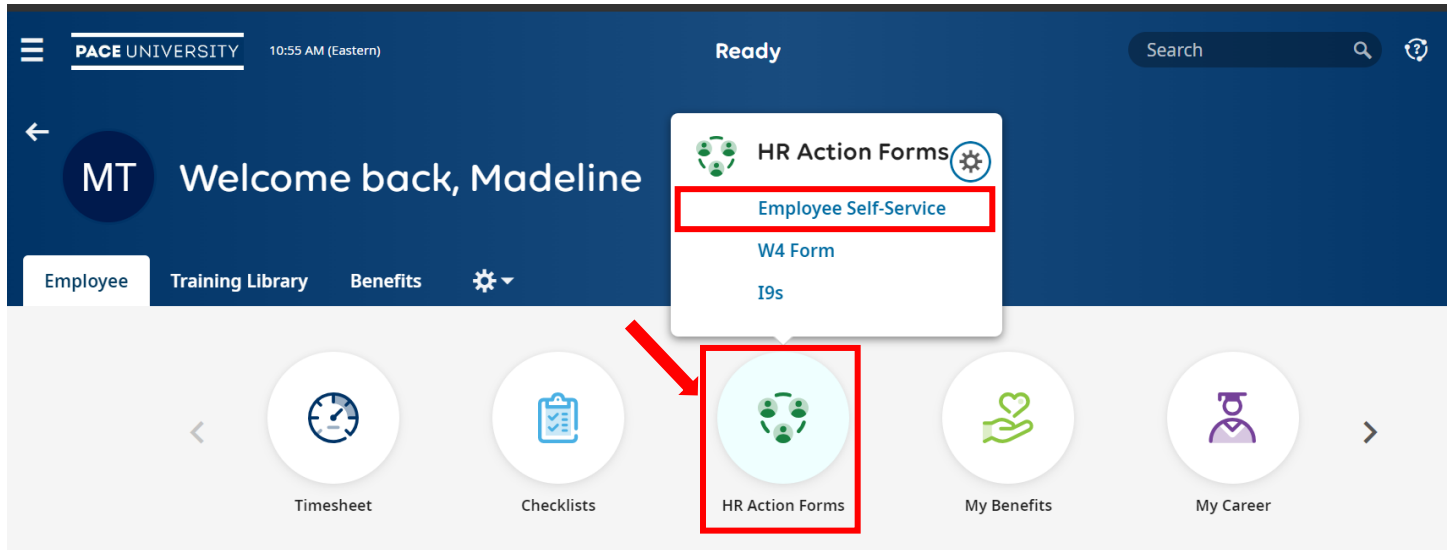


Updating your Personal Phone Number and Email Address:

This training document is intended to provide instruction on how to update your personal phone number and email 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 **Phone Number/Email Update** action.

My HR > HR Actions

← HR Actions

Available Open (1) Submitted

Search Actions

Phone Number/Email Update

Use this HR Action to change your phone number or email address

Here's what you need to do on this page

1. Pick the date you want the change to start
2. Update fields as applicable
3. Tap the "Submit" button

Start

On the **Employee Phone Numbers** tab enter your new number(s) in the appropriate fields. Click **Continue** to move forward:

Employee Phone Numbers

Employee Personal Email

Code: United States (+1) Cell Phone: 914-123-4567

Code: United States (+1) Home Phone: []

Primary Phone: Home Phone

Save Continue

On the **Employee Personal Email** tab enter a **Personal Email**. Click **Submit** to complete the action.

Employee Phone Numbers

Employee Personal Email

Personal Email: test@email.com Secondary Email: []

Save Submit

You have successfully updated your phone number and email address in UKG Ready.