Updates made to this document:

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| **Date Created or Updated** | **Created or updated** | **User Created or Updated** |
| 02/28/2023 | Created | Lori Hammerschmidt |

**I would like to change my home address and/or phone number in UKG.**

* Log into UKG Pro (use Apps)

Graphical user interface, application

Description automatically generated

* There are 2 ways to navigate to change this information:
  + Left hand side Menu -> Personal -> Name, Address and Phone Number
  + Shortcut tile on your dashboard

Graphical user interface, text, application, chat or text message

Description automatically generated

* Under “Things I Can Do” select Change Name, Address and Telephone

Graphical user interface, text

Description automatically generated

* On the Change Name, Address and Telephone screen:
  + Enter an effective date of the change.
  + Begin to enter the new address in the Quick Address Search bar.
  + Select the correct address that displays in the list.
  + You can also change your home telephone number at this time by changing the number.
  + SAVE

Graphical user interface, text, application

Description automatically generated

* Review and confirm your changes.
* Select Submit