Updates made to this document:

|  |  |  |
| --- | --- | --- |
| **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)



* 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



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



* 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



* Review and confirm your changes.
* Select Submit