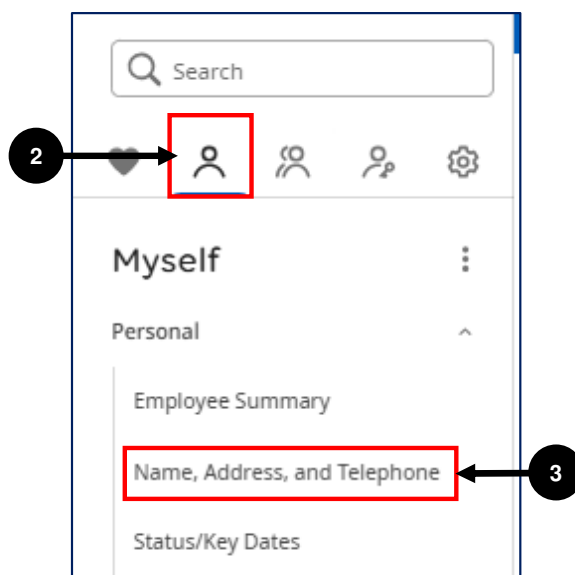


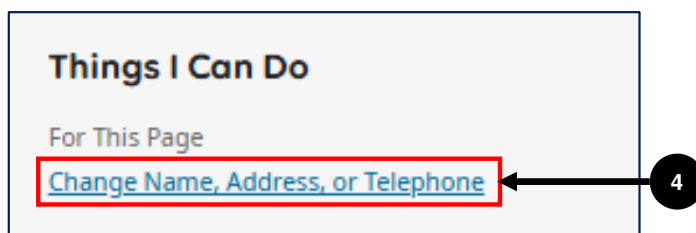
UKG – Update Personal Information

This job aid is intended for NSM employees to utilize when updating personal information. Please ensure your phone number, personal email address, and home address are always up to date.

1. Log into **UKG**.
2. Select **Myself** from the Main Menu.
3. Select **Name, Address, and Telephone** from the Personal list.



4. Click **edit** or **Change Name, Address or Telephone** under “Things I Can Do.”



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5. To update your personal email, enter the email address in the “**Alternate e-mail**” field. Do not edit the “**Work e-mail**” field.
6. Click **Save**.

The screenshot shows the 'Address' section of a form. At the top right, there are buttons for 'save', 'cancel', 'print', and 'help'. A black circle with the number '6' has an arrow pointing to the 'save' button. Below the buttons is a 'Quick Address Search' bar. The main form area has a section titled 'Override Smart Tax address' with a note: 'You will have to validate Resident Tax codes if making manual changes'. Below this are fields for 'Country', 'Address', 'Address Line 2', 'City', 'State/Province', and 'Zip/Postal code'. To the right of these fields are 'County', 'Work e-mail', and 'Alternate e-mail' fields. A black circle with the number '5' has an arrow pointing to the 'Alternate e-mail' field, which is highlighted with a red border.

7. To update your home/personal phone number, select the appropriate country from the drop-down menu.
8. Enter your home or cell phone number.
9. Click **Save**.

The screenshot shows the 'Telephone' section of a form. It has two main sections: 'Primary Home Phone' and 'Work Mobile Phone'. In the 'Primary Home Phone' section, there is a dropdown menu for 'Country' showing 'United States (+1)'. A black circle with the number '7' has an arrow pointing to this dropdown. Below the dropdown is a text input field for the phone number. A black circle with the number '8' has an arrow pointing to this input field. To the right of the input field is a 'Private' checkbox and a 'Yes' dropdown. In the 'Work Mobile Phone' section, there is a '+1' prefix and a text input field for the phone number.

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10. To update your home address, use the **Quick Address Search** field. Start typing in your address and select the exact match from the list that populates.

Note: It is important to use the Quick Address Search field to locate your new address. Please do not type your information directly into the individual fields. The quick search application confirms that the new address will properly tie to local taxes.

11. Click **Save**.

The screenshot shows the 'Address' update form in UKG. At the top right, there is a toolbar with buttons: 'save' (highlighted with a red box and callout '11'), 'cancel', 'print', and 'help'. Below this, the 'Quick Address Search' section is highlighted with a blue background. It contains a search input field (highlighted with a red box and callout '10') and a clear button. Below the search field, there is a section titled 'Override Smart Tax address' with a note: 'You will have to validate Resident Tax codes if making manual changes'. This section includes fields for 'Country', 'Address', 'Address Line 2', 'City', 'State/Province', and 'Zip/Postal code'. To the right of these fields, there are fields for 'County', 'Work e-mail', and 'Alternate e-mail'.