

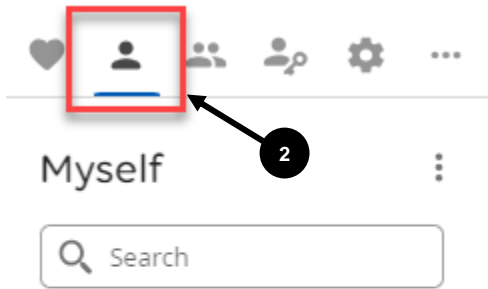
UKG – Update Personal Information

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.

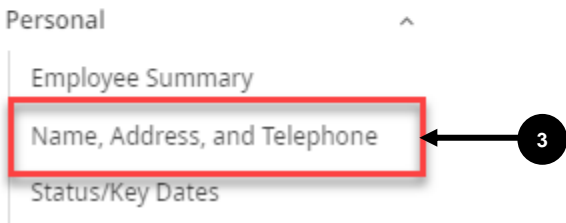
1. Click on UKG in the WNSM menu and log in.



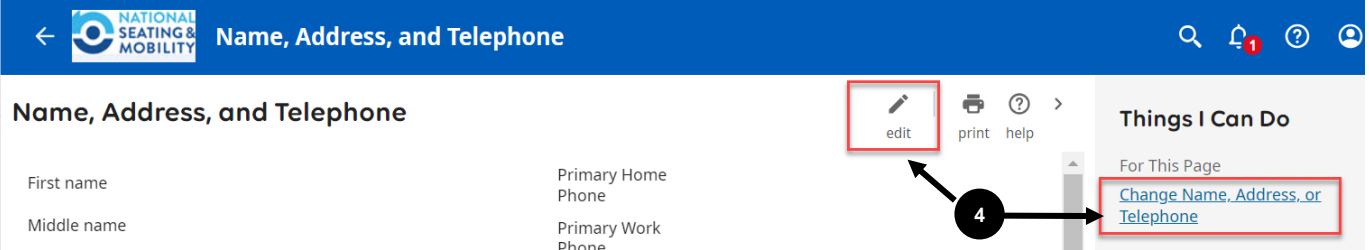
2. Select **Myself** from the left top Main Menu.



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 home address, use the **Quick Address Search** field. Start typing in your address and select the exact match from the list that should appear.

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.

6. Click **Save**.

Change Name, Address, or Telephone

Address

Quick Address Search ⓘ

Search

X

Country

• United States ▾

Address

•

...

Address Line 2

City

•

State/Province

• ▾

Zip/Postal code

•

County

🔍

Work e-mail

Alternate e-mail

save

cancel

print

help

5

6

UKG – Update Personal Information

- 7. To update your personal email, enter the email address in the “Alternate e-mail” field.
- 8. To update your home/personal phone number, select the appropriate country from the drop-down menu.
- 9. Enter your home or cell phone number.
- 10. Click **Save**.

Change Name, Address, or Telephone

10

save

cancel

print

help

>

County

q

Work e-mail

Alternate e-mail

7

Telephone

Primary Home Phone

United States (+1)

8

9

Private

Yes

Work Mobile Phone

+1