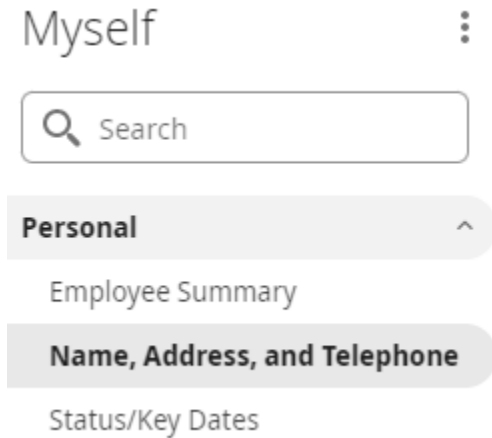


## How to: Update Last Name/Address/Phone Number/Email in UKG

1. Navigate in UKG to Menu -> Myself -> Personal -> Name, Address, and Telephone



The screenshot shows the 'Myself' menu in UKG. At the top is the word 'Myself' followed by a vertical ellipsis icon. Below this is a search bar with a magnifying glass icon and the text 'Search'. Underneath the search bar is a section titled 'Personal' with an upward arrow icon. This section contains four items: 'Employee Summary', 'Name, Address, and Telephone' (which is highlighted with a dark grey background), and 'Status/Key Dates'.

2. Click on the "Edit" button in the top right
3. Make changes as needed - do NOT edit your Primary e-mail field (this is your PT Solutions email)
4. For address changes use the "Quick Address Search" box instead of manually typing everything in

### Address



The screenshot shows the 'Quick Address Search' box. It has a light blue background. On the left, the text 'Quick Address Search' is followed by an information icon (i). To the right is a white search input field with the text 'Search' inside. On the far right of the input field is a close button (X).

5. For name changes please complete the additional steps that can be found in the Name Change guide and related form in People Assist
6. When you are finished making changes press the "Save" button in the top right, review your changes (changed fields will be highlighted in blue) and then submit
7. Your change request will be reviewed and processed once approved by HR

Please reach out to HR with any questions.