Change your Personal Address Last Modified on 01/07/2022 3:46 pm EST

In the latest release of Wurk, you can request a change to your contact information within the system instead of directly contacting your supervisor or manager. This is done using the Update My Contact Information HR Action.

If you don't see this HR action in Wurk, your Administrator has not enabled it and you will need to contact your supervisor or manager outside of the system (by email, phone, in person, etc.). To simply check your personal info to decide if you need to update it, see Viewing Your Personal Info.

If your

personal or

mailing address changes and you typically receive physical checks, your address information in Wurk must be updated on your profiles, otherwise, you might not receive your paycheck in a timely fashion (therefore we recommend paperless paydays).

START HERE

1. From the main menu in Wurk, search for Update My Contact Info (or navigate to My Info>My HR>HR Actions and select the AVAILABLE tab). Then next to the Update My Contact Information HR action, click Start. A form presents where you can submit your new address(es), with blue tabs along the left for each section of the form.

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MY INFO		
My Information My Time My Schedule	Update by Account Contacts http://www.energy.com.com/contacts//www.com/comparing/contact.villatio.be.a.Dependent or any of your Banetit Plans, select the "Dependent' sheekbox as well foreface: site: "Salest".	. Wen 🗗 Start
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the Home A Dashboard		

2. Update the information in the form as needed, using SAVE and CONTINUE to advance through the tabs in the form. Anything you do not change will remain the same.

+	Update My Contact Information		
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hese are tabs the form. Click ONTINUE to dvance through em all	Address		your new info below
	Phone Numbers	Country *	Street *
	Email Addresses	United States 💌	455 Sherman
			Zip*
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		City *	State *
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		RECOMMEND	SAVE your changes and CONTINUE to each section until everything is complete
	address	re if your mailing is different than ne address	SAVE CONTINUE

3. Once all required and new information is complete, click **SUBMIT** to send the update for review and processing.

≡ würk ← Update My Contact Information	MY HR	
Instructions: Please review and update your contact internation. When finance Effective From *		
02/27/2020		SAVE SUBMIT
Address	Email Addresses	
Phone Numbers	Primary Email *	Secondary Email
Email Addresses	misajn@enjoywurk.com	
		SAVE

4. Confirm your submittal.



5. Once the request is reviewed and processed, your new address information will go into effect (based on the **Effective From** date).