

Change Your Contact Information

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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](#).

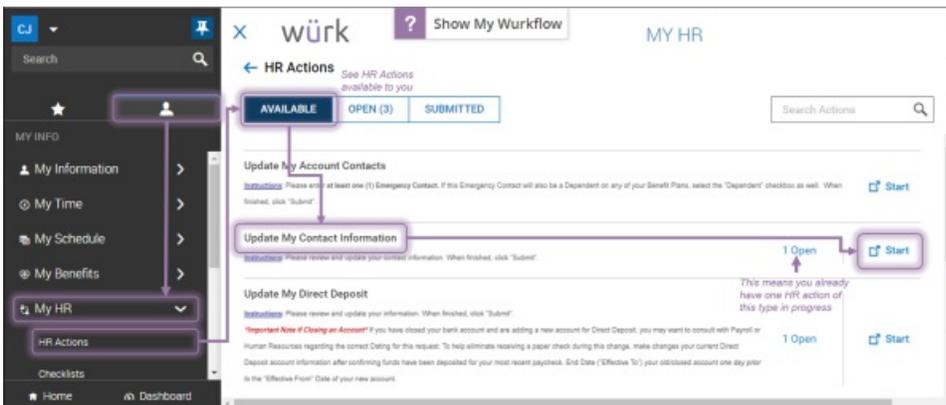
If your

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.



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.

These are tabs in the form. Click CONTINUE to advance through them all

würk MY HR

← Update My Contact Information

Instructions: Please review and update your contact information. When finished, click "Submit".

Effective From * 02/27/2020 *Set the date when the new information is effective*

Address

Address Enter your new address info below

Country * United States Street * 455 Sherman

Zip * 80203

City * Denver State * Colorado

RECOMMEND

Separate Mailing Address

Click here if your mailing address is different than your home address

SAVE CONTINUE

SAVE your changes and CONTINUE to each section until everything is complete

SAVE CONTINUE

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

würk MY HR

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Effective From * 02/27/2020

Address ✓

Phone Numbers ✓

Email Addresses

Email Addresses

Primary Email * misajn@enjoywurk.com

Secondary Email

SAVE SUBMIT

SAVE SUBMIT

4. Confirm your submittal.

Submit HR action request?

You are about to submit HR action request.

CANCEL SUBMIT

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

