Employee Personal Profile

How to access your Personal Profile.

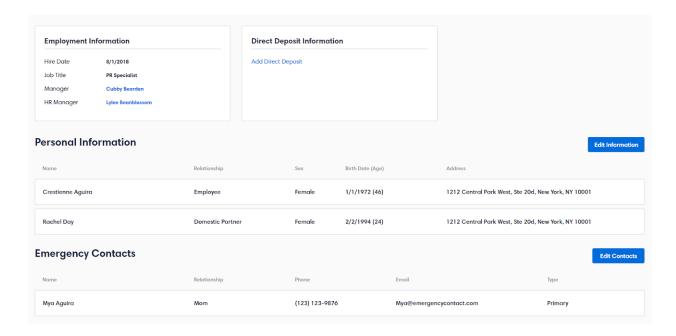
Notes:

• Direct Deposit and Emergency Contacts are only available with Onboarding.

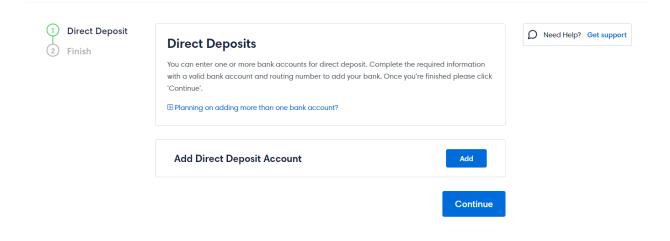
Procedure:

Profile

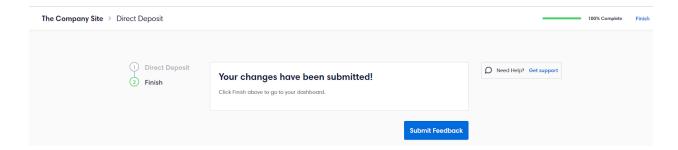
- **Employment Information** fields may be locked and only accessible by your Company Administrator
- **Direct Deposit Information** add banking information for automatic payroll deposits.



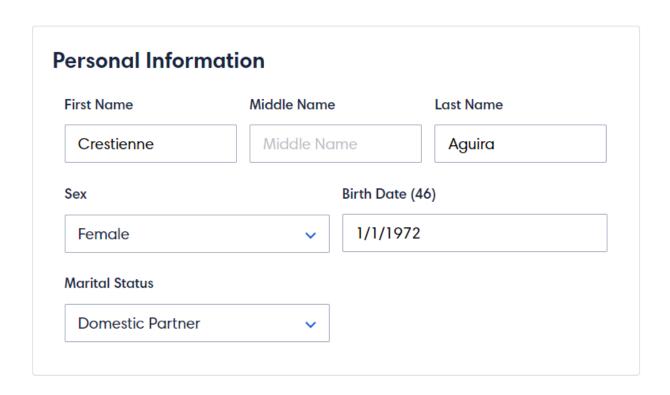
1. Click Add Direct Deposit.

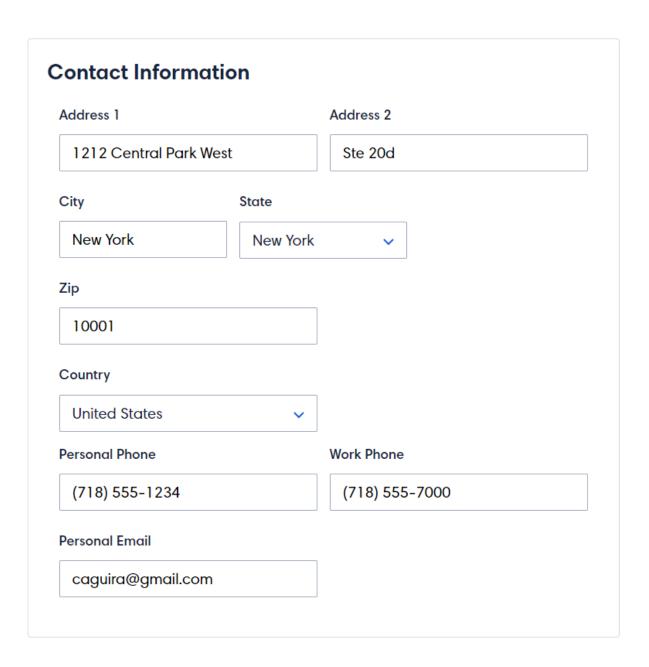


- 2. Click Add.
- 3. Click Continue.



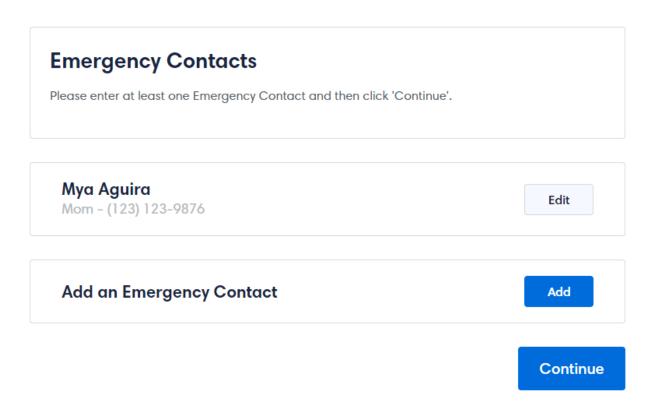
- **Personal Information** add/update personal information.
 - 1. Click Edit Information.
 - 2. Enter details.





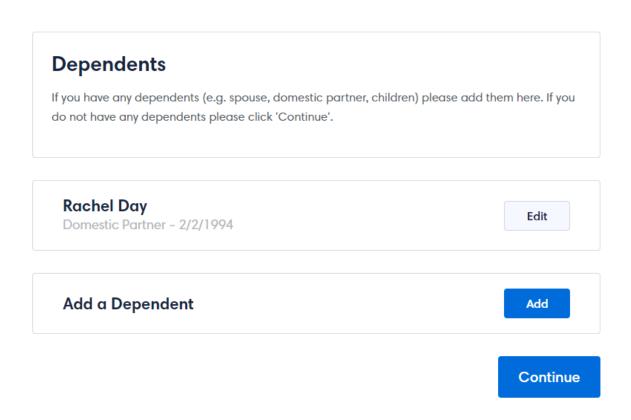
Additional Information		
Sample - Uniform Size		

- 3. Click Continue.
- **Emergency Contacts** add/update contact information in case of an emergency at work
 - 1. Click Edit Contacts.



- 2. Click **Edit** to update existing contact information.
- 3. From **Edit Emergency Contact** dialog box, to delete, click **Delete**.
- 4. To edit, complete details.
- 5. Click Save.
- 6. Click **Add** for additional contacts.
- 7. Complete details in **Add Contact** dialog box.
- 8. Click Add Contact.
- 9. Click Continue.
- **Dependents** add spouse, domestic partner and/or children

1. Click **Dependents**.



- 2. Click **Edit** to update existing dependent information.
- 3. From **Edit Dependent** dialog box, complete details.
- 4. Click Save.
- 5. Click **Add** for additional contacts.
- 6. Complete details in **Add Dependent** dialog box.
 - o If dependent lives at separate address, mark box and enter details.
 - Essential when submitting claims.
- 7. Click Add Dependent.
- 8. Click Continue.

End of Procedure