

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.

Employment Information

Hire Date

8/1/2018

Job Title

PR Specialist

Manager

Cubby Bearden

HR Manager

Lylee Beanblossom

Direct Deposit Information

[Add Direct Deposit](#)

Personal Information

Edit Information

Name	Relationship	Sex	Birth Date (Age)	Address
Crestienne Aguirra	Employee	Female	1/1/1972 (46)	1212 Central Park West, Ste 20d, New York, NY 10001
Rachel Day	Domestic Partner	Female	2/2/1994 (24)	1212 Central Park West, Ste 20d, New York, NY 10001

Emergency Contacts

Edit Contacts

Name	Relationship	Phone	Email	Type
Mya Aguirra	Mom	(123) 123-9876	Mya@emergencycontact.com	Primary

1. Click **Add Direct Deposit**.

1

Direct Deposit

2

Finish

Direct Deposits

You can enter one or more bank accounts for direct deposit. Complete the required information with a valid bank account and routing number to add your bank. Once you're finished please click 'Continue'.

[Planning on adding more than one bank account?](#)

Add Direct Deposit Account

Add

Continue

Need Help?

Get support

2. Click **Add**.

3. Click **Continue**.

The Company Site > Direct Deposit

100% Complete

Finish

1

Direct Deposit

2

Finish

Your changes have been submitted!

Click Finish above to go to your dashboard.

Submit Feedback

Need Help?

Get support

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

Personal Information

First Name

Crestienne

Middle Name

Middle Name

Last Name

Aguira

Sex

Female

Birth Date (46)

1/1/1972

Marital Status

Domestic Partner

Contact Information

Address 1

1212 Central Park West

Address 2

Ste 20d

City

New York

State

New York



Zip

10001

Country

United States



Personal Phone

(718) 555-1234

Work Phone

(718) 555-7000

Personal Email

caguira@gmail.com

Additional Information

Sample - Uniform Size

Continue

3. Click **Continue**.

- **Emergency Contacts** – add/update contact information in case of an emergency at work

1. Click **Edit Contacts**.

Emergency Contacts

Please enter at least one Emergency Contact and then click 'Continue'.

Mya Aguirra

Mom - (123) 123-9876

Edit

Add an Emergency Contact

Add

Continue

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**.

Dependents

If you have any dependents (e.g. spouse, domestic partner, children) please add them here. If you do not have any dependents please click 'Continue'.

Rachel Day

Domestic Partner - 2/2/1994

Edit

Add a Dependent

Add

Continue

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.
 - 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