

HOW TO REVIEW PERSONAL INFORMATION IN UKG

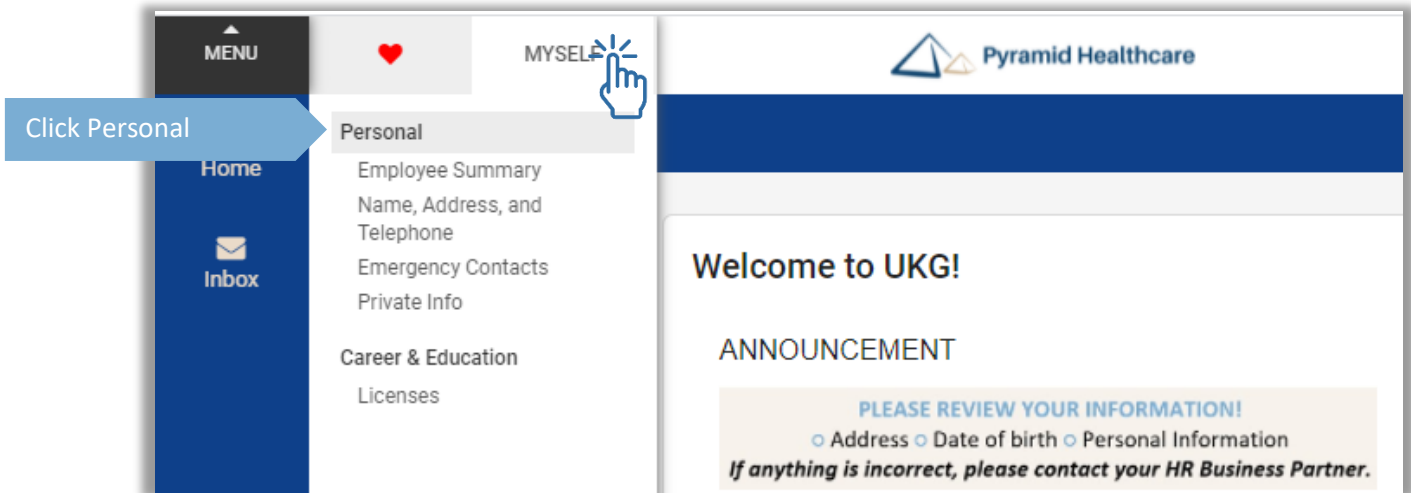
PERSONAL INFORMATION

First Login to UKG

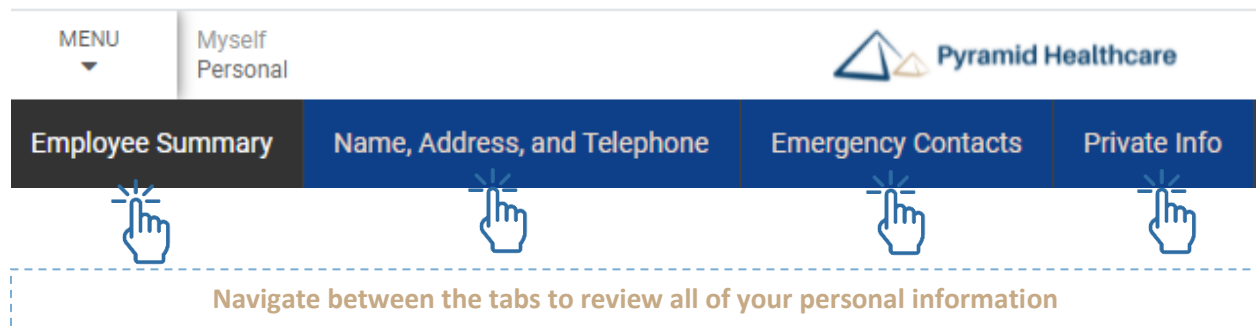
To review your personal information, click on **MENU** in the top left corner.



Then, click on the **MYSELF** tab to open a list of options available to you. To view your Personal Information, click **Personal**.



Next, click on each of the listed options on at a time to view them. Once you are in the Personal Information section, you can also click on the tabs on the top to view different information. ***If you find errors, reach out to your local HRBP.***




Employee Summary

Personal Information	
Name	Robert M Sample
Preferred	Bob
Employee number	1009730
Time clock	
Address	23 Stone Rd Ridgewood, NJ 07451
Primary e-mail	rsample@gmail.com
Alternate e-mail	
Mailstop	
Primary Home Phone	+1 201-251-9154
Primary Work Phone	
Work extension	

Name Address & Telephone

Employee Summary | **Name, Address, and Telephone** | Emergency Contacts | Private Info

Name, Address, and Telephone 

print help >

Name	Mr. Robert M Sample	Primary Home Phone	+1 201-251-9154 (Private)
Preferred	Bob	Primary Work Phone	
Former last		Work extension	
Marital status	Married	Primary e-mail	rsample@gmail.com
Address	23 Stone Rd Ridgewood, NJ 07451 United States	Alternate e-mail	
Mailstop			


Alternate Phone Numbers

Type ↕	Phone	Extension	Country	Country Prefix	Private
Personal Mobile	+1 201-450-1994		United States		<input type="checkbox"/>

Emergency Contacts

Employee Summary | Name, Address, and Telephone | **Emergency Contacts** | Private Info

Find...


Emergency Contacts 

add print help >

Things I Can Do

For This Page
[Add Emergency Contact](#)

For This Tab Set
[Add Additional Address](#)

Learning Resources 
[Human Resources - Resources for Employees](#)

Status: Active

Name ↕	Relationship	Preferred Phone
No records found		

If you find errors, reach out to your local HRBP.

CAREER & EDUCATIONAL INFORMATION

You can also click on licenses under **Career & Education** to view any license information on the **Myself** tab of the **Menu**.

The top screenshot shows the 'MYSELF' menu with 'Licenses' under 'Career & Education' highlighted. A blue arrow points to the 'Licenses' link with the text 'Click Licenses'. A second blue arrow points from the 'Licenses' link to a callout box below. The callout box shows the 'Licenses and Certifications' page with a table header and a 'No records found' message.

Received	License / Certification	Number	Type	Provider	Renewal	Notes
No records found						

To return to the home screen, you can click on MENU and then the HOME icon or you can click on the Pyramid logo at the top of your screen.

The screenshot shows the 'MYSELF' menu. A blue arrow points to the 'Home' icon with the text 'Click Home'. Another blue arrow points to the Pyramid Healthcare logo at the top right with the text 'Click Logo'.

When you are finished, click on **LOGOUT**, in the top right corner.

