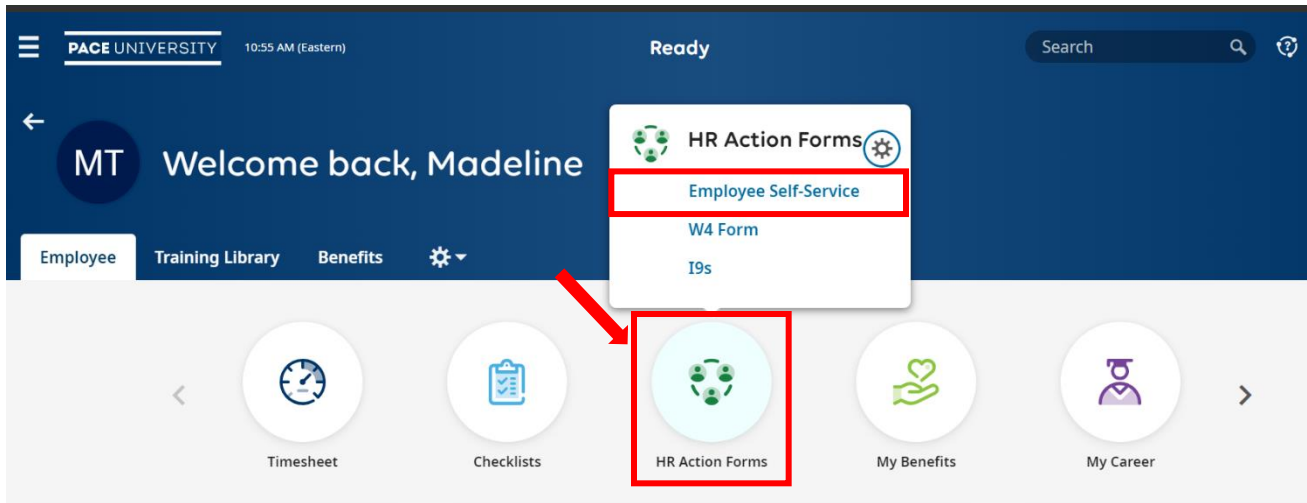


## Updating your Contacts (Emergency, Beneficiary, Dependent):

This training document is intended to provide instruction on how to update your contacts in UKG Ready.

Login to UKG Ready and click on the **HR Action Forms** button and select **Employee Self-Service**.



On the available tab, click on the **Start** button to the far right of the **Update My Contacts** action.

My HR > HR Actions

← HR Actions

Available Open (1) Submitted

Search Actions

Update My Emergency, Dependent and or Beneficiary Contacts

Use this HR Action to add/update your contact(s). Your contact(s) can be your emergency contact, dependent, beneficiary, or a combination of all three  
Here's what you need to do on this page

Adding a new contact

1. Tap "+ Add" in the middle of the page
2. Put a check in the box next to Emergency, Dependent, and/or Beneficiary
3. Type your contact's first name and last name
4. Choose your contact's relationship to you.
5. Type your contact's cell phone or if you are adding a dependent and Beneficiary this can be left blank.
6. If you picked Dependent and/or Beneficiary, add information to the additional required fields

\*If Dependent, their social security number, birth date, gender, full time student status, and either put a check in the box next to use employee address or type a new address

\*If Beneficiary, their social security number and birth date.

7. Tap the "Save" button

Start

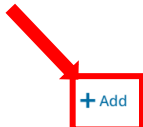
Scroll to the bottom and click on the +Add button to the far right.

Contacts

Account Contacts

Page 1 of 1 0 Rows All (0)

Name	Relationship	Code	Preferred Phone Number	Contact Type	Primary	↓	Actions
No Data to Display							



Fill out the required fields including adding a phone number. Please note you can check one of the following or all three:

1. **Emergency**-this should be checked if this is your emergency contact. All employees must have an emergency contact on file.
2. **Dependent**- this should be checked if this person is a dependent for the purposes of Benefits coverage.
3. **Beneficiary**- this should be checked if this person is a dependent for the purposes of life insurance.

Click **Save** once done.

### Add Account Contact

Primary Contact

Contact type  
 Emergency  Dependent  Beneficiary

Salutation

Middle

Suffix

First Name \*

Last Name \*

Relationship \*

Code  Work Phone

Code  Home Phone

Code  Cell Phone

Primary  Primary

Click on **Submit** to finish the HR action. You have successfully updated your contacts in UKG Ready.