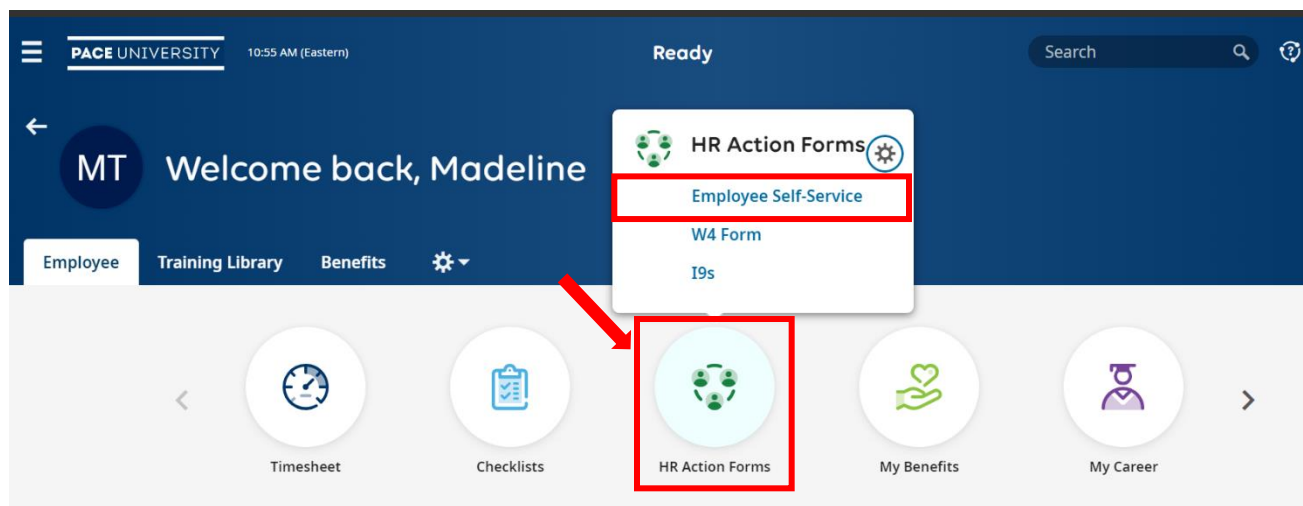


Updating your Contacts (Emergency, Beneficiary, Dependent):

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							

+ Add

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

First Name *

Middle

Last Name *

Suffix

Relationship *

Code

Work Phone

☐ Primary

Code

Home Phone

☒ Primary

Code

Cell Phone

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