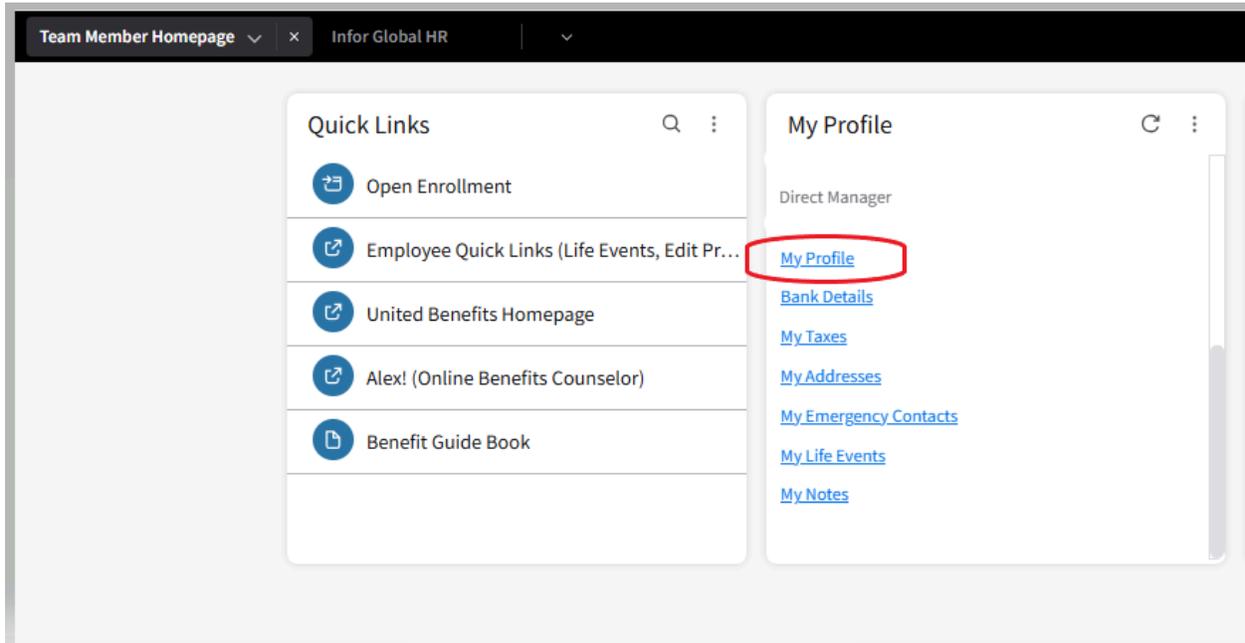
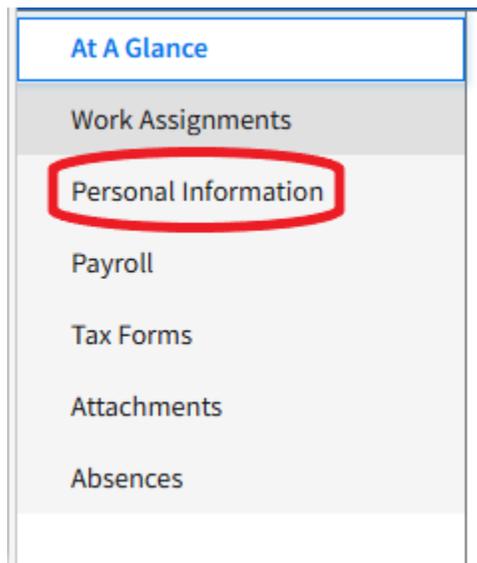


How to update/add personal information in GHR

1. From the Team Member Homepage, under the My Profile section of GHR, click on 'My Profile'



2. Go to the Personal Information section



Email address and phone numbers will be under the Contact Information:

Contact Information

1. To UPDATE an email address or phone #:

- Double click the method that is needing to be updated
- A box will pop up so that you update the information. You can use today's date as the effective date
- Update the information that is needing to be updated
- Press Submit

Update Phone

Employment ID

Effective Date *

Active

Description

Telephone Type

Phone Number Ext

Change This To Be Work Phone

Preferred Telephone Pager Or Fax Number

When Available

Country/Jurisdiction

2. To ADD an email address or phone #:

- Click on either 'Add phone' or 'Add Email'.

 Add Phone  Add Email

- A box will pop up so that you update the information. You can use today's date as the effective date
- Add the information that needs to be added
- Press Submit

Add A Telephone Pager Or Fax Number For [Redacted]

Effective Date *

Active

Description

Telephone Type *

Phone Number Extension

Change This To Be Work Phone

Preferred Telephone Pager Or Fax Number

When Available

Add An Email Address For [Redacted]

Effective Date *

Active

Description

Email Address

Change This To Be Work Email

Preferred Email

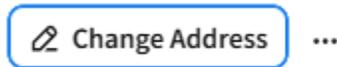
When Available

Address will be under the Addresses section:

Addresses

3. To UPDATE address:

- Click Change Address



- A box will pop up so that you update the information. You can use today's date as the effective date
- Click on the pencil that is under the 'Enter The Address Changes'.

A screenshot of a "Change Address For [redacted]" form. The form has a blue header. Below the header, there are fields for "Effective Date" (with a calendar icon), "Reason" (with a search icon), and "Description". Below these is a section titled "Enter The Address Changes" containing a text box with "LUBBOCK, TX 79423" and "United States of America", a pencil icon in a red circle, and an "X" icon. Below this are two checkboxes: "Send Mail To This Address" and "I Live At This Address". At the bottom is a "Comment" text area. The form has "Cancel" and "Submit" buttons at the bottom.

- Update the information that is needing to be updated
- Press Submit
 - *Please note that you are unable to **delete** an address. If an address needs to be deleted, please reach out to payroll@unitedtexas.com.*

Emergency Contacts will be under the Emergency Contacts section:

Emergency Contacts

4. To UPDATE an emergency contact:

- Double click the emergency contact that is needing to be updated
- A box will pop up so that you update the information. You can use today's date as the effective date
- Update the information that is needing to be updated
- Press Submit

5. To ADD an emergency contact:

- Click on 'Add Contact'.

 Add Contact

- A box will pop up so that you update the information. You can use today's date as the effective date
- Add the information that needs to be added
- Press Submit

6. To DELETE an emergency contact:

- Check mark the contact that you are wanting to delete and press Delete.

Emergency Contacts   ...

<input checked="" type="checkbox"/>	Name	Preferred Contact	Contact Detail
<input checked="" type="checkbox"/>	●●●●	Yes	●●●●