Step-by-Step Instructions

Zachry Business Use Case

This section will allow the employee to view their **Name**, **Demographic Info**, **National Identifier** (Social Security Number), and **Biographical Info**.

The employee will only be able to make changes to the **Demographic Info** section of the Personal Details page.

To make corrections to Name, Social Security Number (SSN), or Biographical Info please reach out to the User Support help desk via e-mail at UserSupport@zachrygroup.com or by calling 1-888-737-2816 and have the proper documentation prepared, if needed.

Personal Details

Performed By: Employee

1. From the **Me** dashboard, navigate to the **Personal Information** tile and select the **Personal Details work area**.
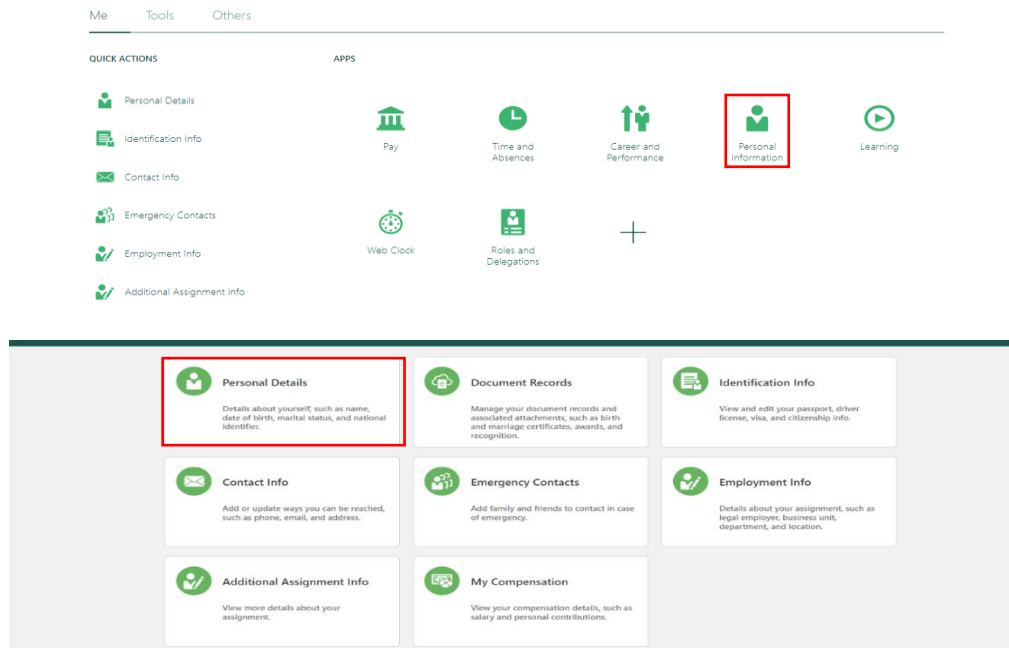
2. Under the **Name** section, review the details. If something is incorrect, reach out to your corporate or site payroll team for support with updating.

3. Under the **Demographic Info** section, review the details and select the **pencil icon** (on the right) to make edits.

3. The **Demographic Info** field becomes editable, except for the **Country** and **Gender** fields. Update any of the following fields: *Ethnicity, Select the races you identify with – select all that apply, Highest Education Level, Veteran Self-Identification Status, Disabled Veteran, Active-Duty Wartime or Campaign Badge Veterans, Armed Forces Service Medal Veteran, Recently Separated Veteran, Newly Separated Veteran Discharge Data.*

Note: If you identify with more than one race, click all that apply.

4. To view **Social Security Number** and **Biographical information**, click the **arrows** on the left-hand side to open and review each section. If something is incorrect, reach out to your corporate or site payroll team for support with updating.