Personal Information Change in UKG

If you need to make any personnel changes to you or your dependents at any time, you can do this in UKG.

Please log into UKG and go to the top left menu icon and select My Info > My HR > HR Actions

Down at the bottom of the page you should see 'Update: Personal Information'. Select 'Start' and it should walk you through the process.

Questions regarding personal information changes can be directed to HR Coordinator, Alivia Klein at **aklein@hacap.org**.