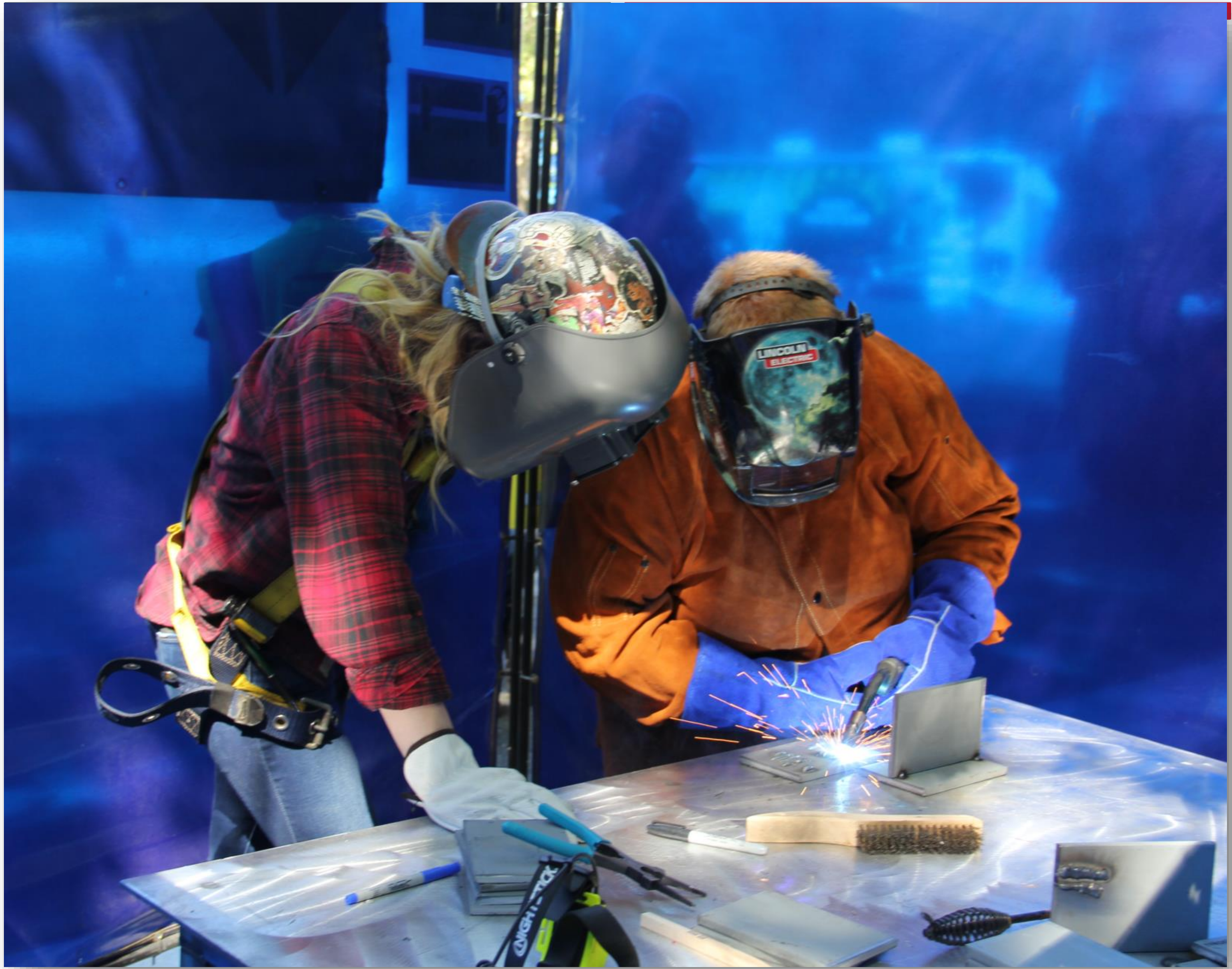


VIGOR @ work

VIGOR@WORK EDUCATION

EMPLOYEE SELF SERVICE

Help Yourself to Your Human Resources Data

1

Personal Information Changes:

1. Address Change
2. My Contacts Update
3. Phone/Email Change

2

My Benefits:

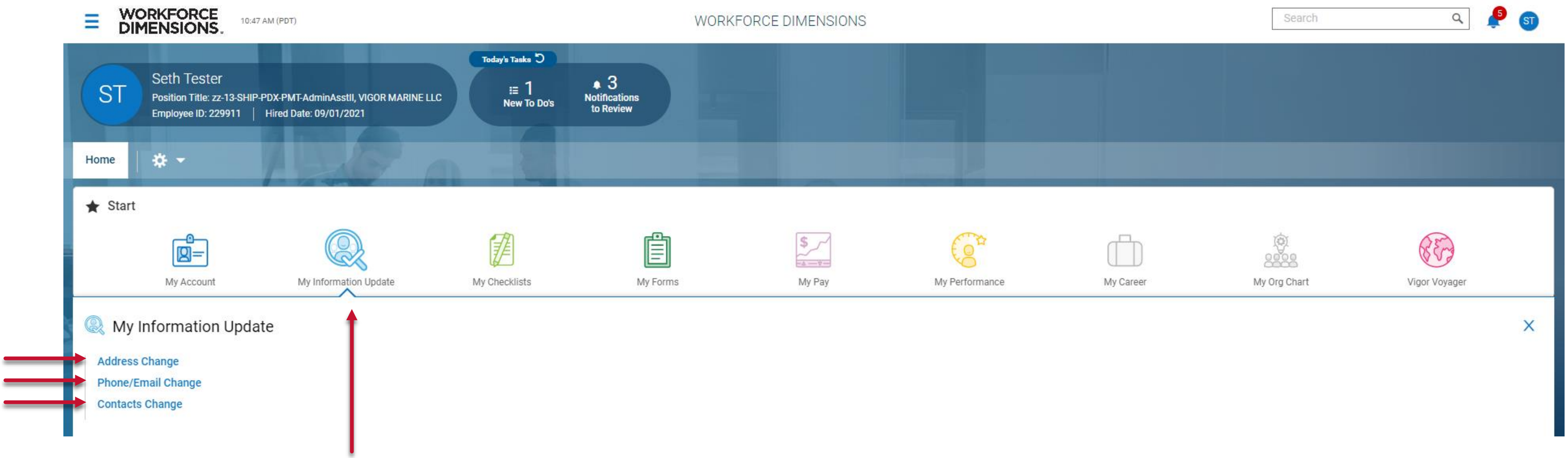
1. Life Change Events

3

My Pay:

1. Pay Statements
2. Tax Withholding Tax (Form W-4)
3. Tax Information
4. Direct Deposit Change
5. W2s

PERSONAL INFORMATION CHANGE



To perform a Personal Information Change from the HCM Dashboard, navigate under “My Information Update” and click on your desired area to update.

Click on “Address Change”, “Phone/Email Change, or “Contact Change” to kick off each HR Action.

ADDRESS CHANGE

Address Change

Important: If you are moving to a new state, you must complete a new state withholding form, unless you are moving to a state with no personal income tax (see below). Once you have completed your address change, please click here to add a new state withholding form, or navigate to: My HR > Forms > Government Forms > Withholding.

Start

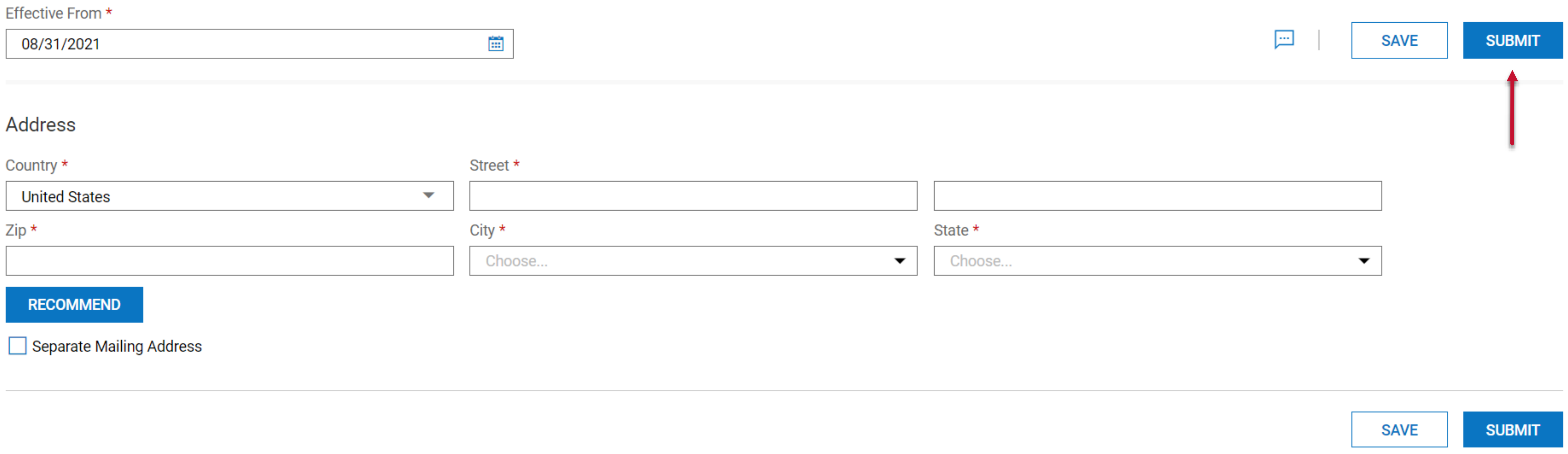
(Personal Income Tax Exempt States: AK, FL, NH, NV, TN, TX, SD, WA, WY)

To launch this action, click the **Start** button on the right side of your sreen. Once you've completed the information, please remember to click **Submit**.

Address Change is to change your primary address upon moving. To kick off the Address Change, click on “Start” on the right hand side.

Also note that if moving to a new state, you must also complete a new withholding form to ensure you are paying the proper state taxes. You can find the form by clicking “here” on the second line, or by navigating to “My HR > Forms > Government Forms > Withholding”

ADDRESS CHANGE



Once within the Address Change, populate all required fields, as well as the “Effective From” date when this change should take effect.

Once complete, click “Submit”

MY CONTACTS UPDATE

My Contacts Update

This action is used to update your emergency contacts, dependents, and beneficiaries.

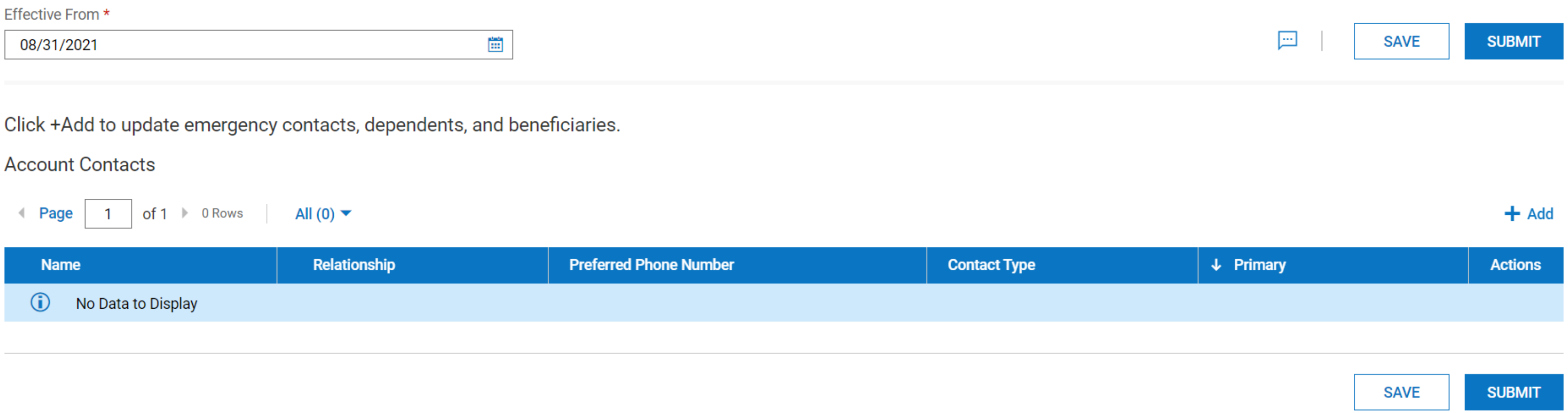
Start

To launch this action, click the **Start** button on the right side your screen. Once you've completed the information, please remember to click **Submit**.

My Contacts Update is to update your emergency contacts, dependents, and beneficiaries.

To kick off, click on "Start"

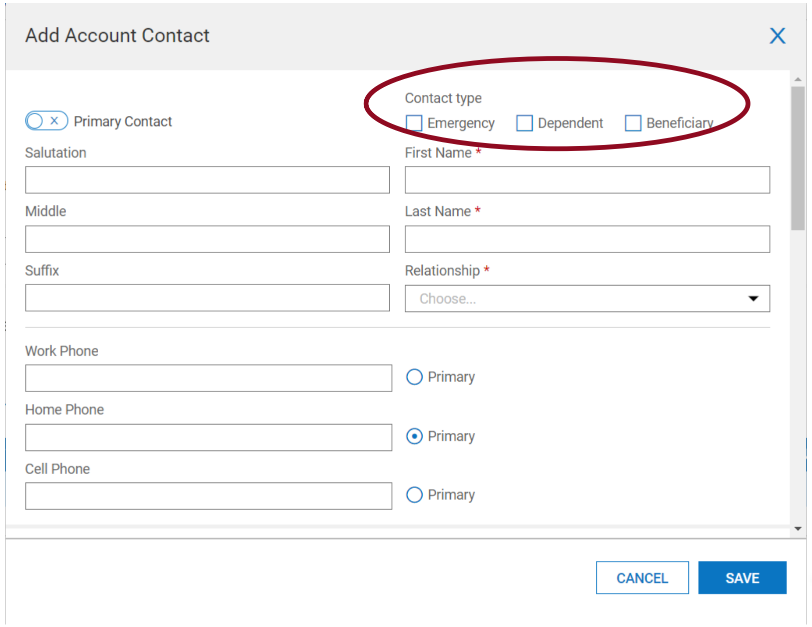
MY CONTACTS UPDATE



Click on “+Add” to add new contacts, as well as the “Effective Date” when this change should take effect.

The “Add Account Contact” will open. Fill out the Required information, and select the “Contact Type”. A contact can be one or all of theses contact types. Once done click “Save”.

Once complete, click on “Submit”



PHONE/EMAIL CHANGE

Phone/Email Change

This action is used to update your home phone, cell phone, personal email, and secondary email address.

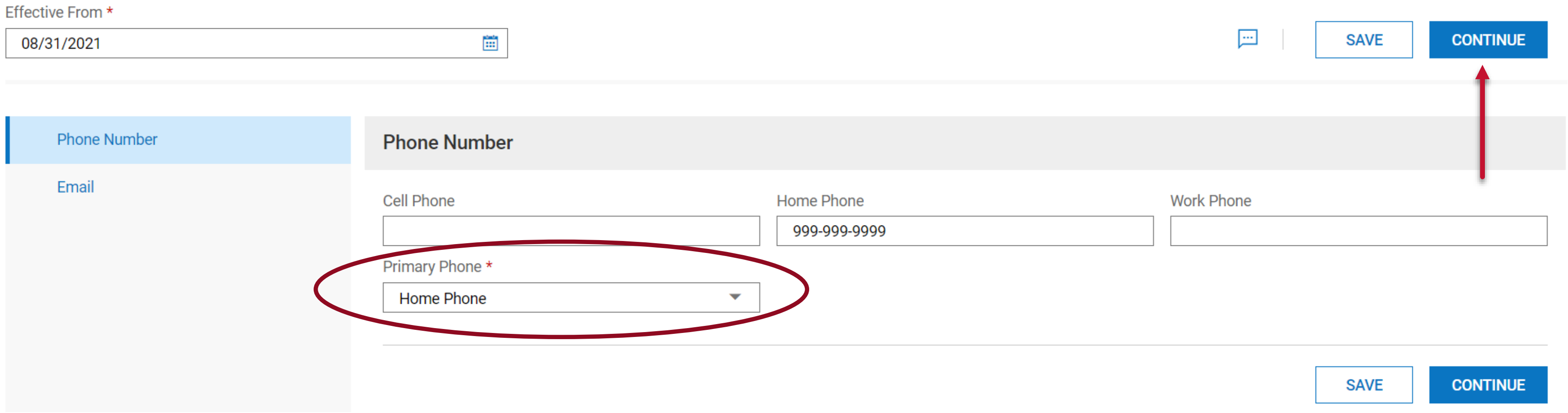
Start

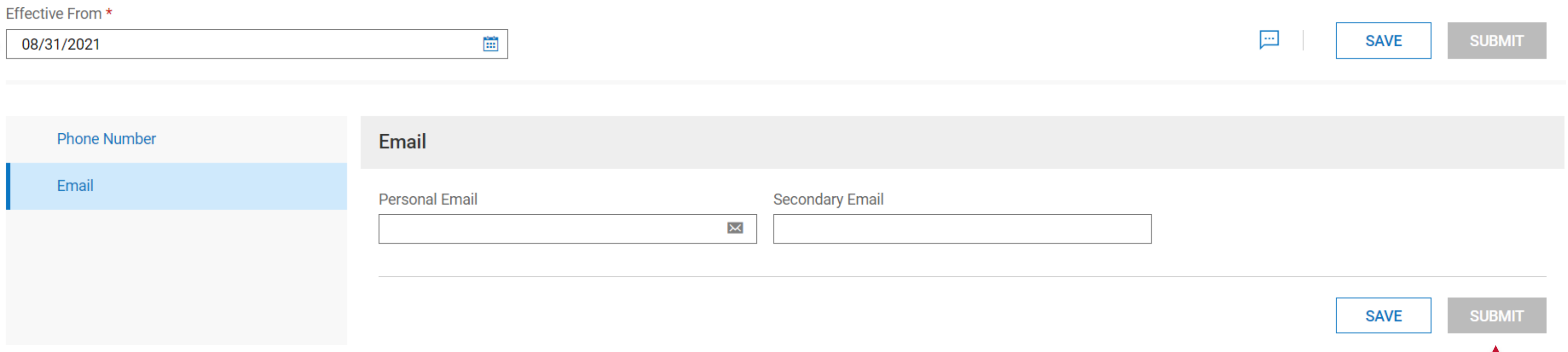
To launch this action, click the **Start** button on the right side of your screen. Once you've completed the information, please remember to click **Submit.**

Phone/Email Change is to update your personal phone number and email.

To kick off, click on "Start"

PHONE/EMAIL CHANGE





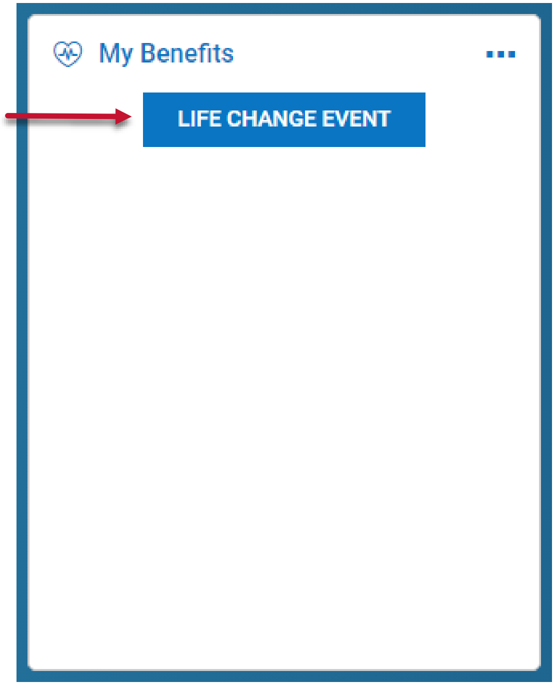
You will first be able to enter or edit your Cell Phone, Home Phone, & Work Phone. Selecting your Primary Phone is required. Be sure to enter the “Effective From” Date as well.

Once complete, click “Continue”.

Next, you can enter or edit your Personal Email and Secondary Email. Please note for Production, Personal Email will be your Username

Once complete, click “Submit”.

MY BENEFITS – LIFE CHANGE EVENT

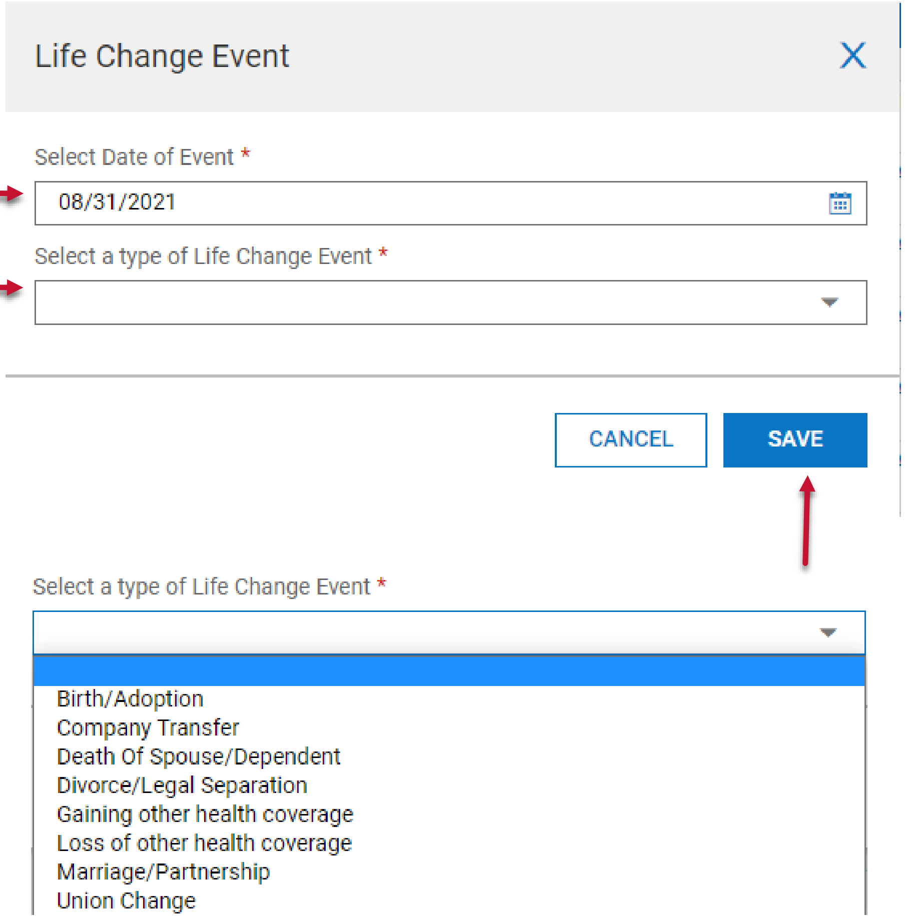


In the event you need to update your benefits, navigate to your HCM Dashboard.

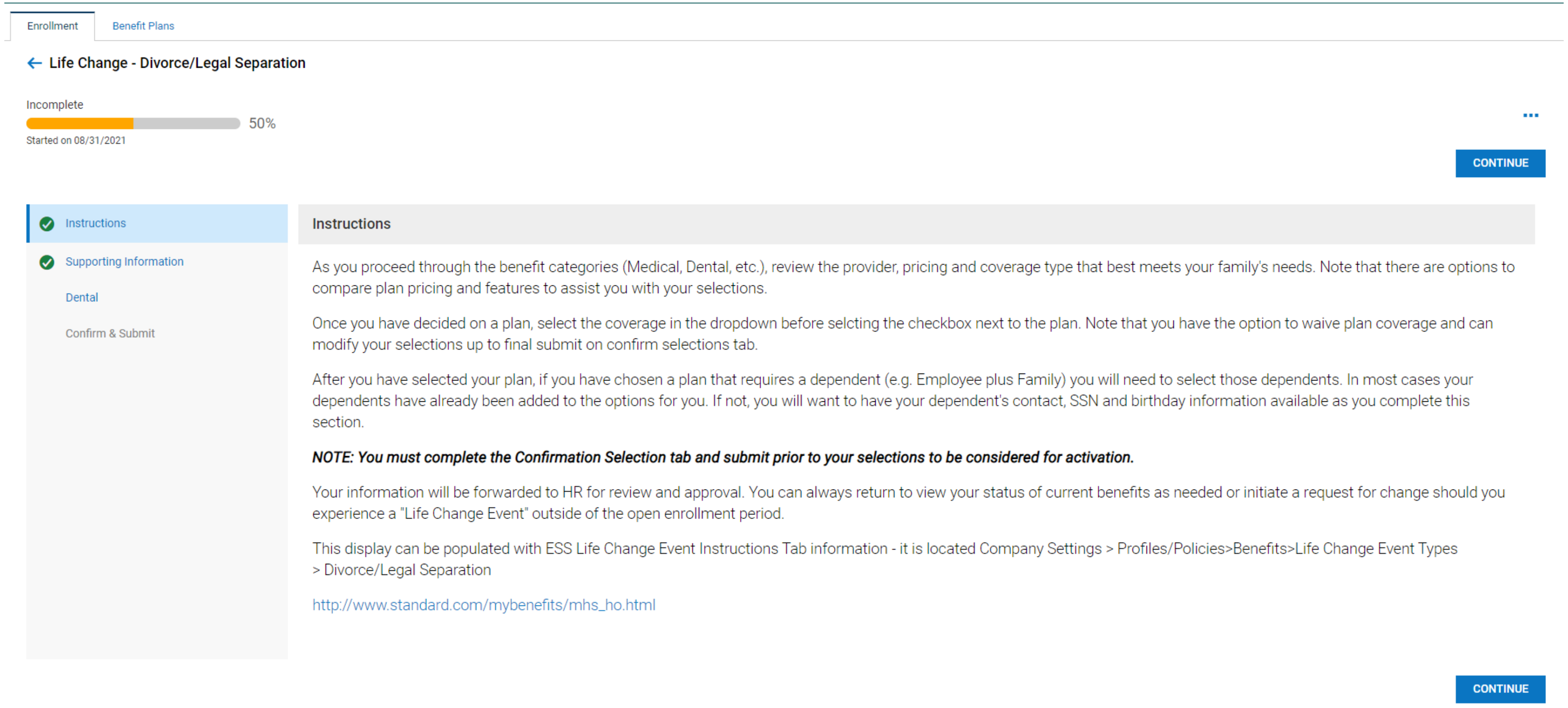
On the right hand side of your dashboard you will find a tile titled “My Benefits” and click on “Life Change Event”.

The Life Change Event Window will pop up. Enter the Date of the Event, and select from the drop down of Life Change Events.

Once complete, click “Save”.



MY BENEFITS – LIFE CHANGE EVENT



You will be taken to the appropriate checklist for your selected Life Change Event.

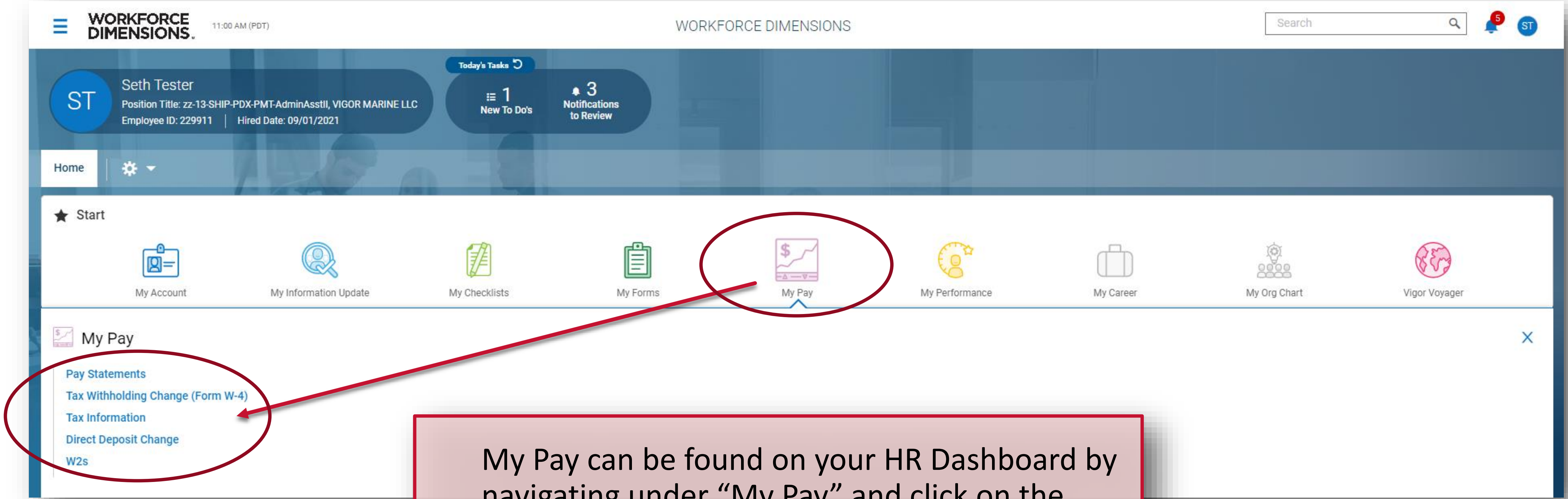
Enter all required information, include supporting information, and update your benefits as needed.

To proceed to next checklist item, click on “Continue”.

Once complete, click on “Submit”.

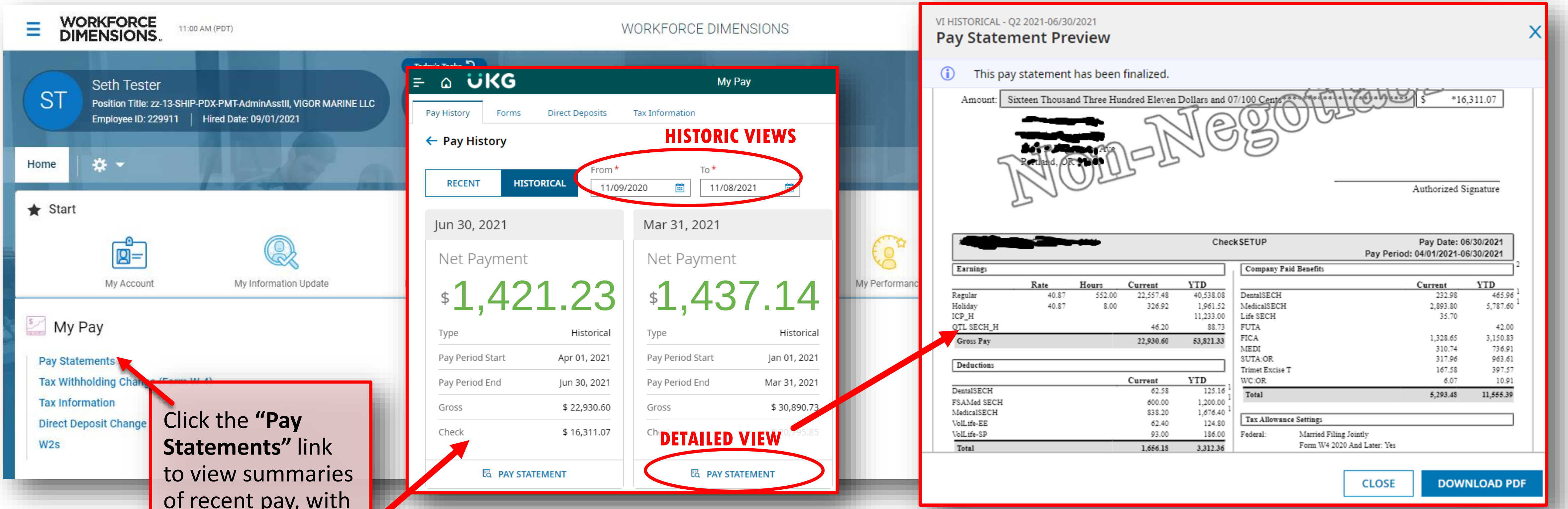
Once submitted, HR will review and approve.

MY PAY



My Pay can be found on your HR Dashboard by navigating under "My Pay" and click on the area you want to see/change.

MY PAY: PAY STATEMENTS

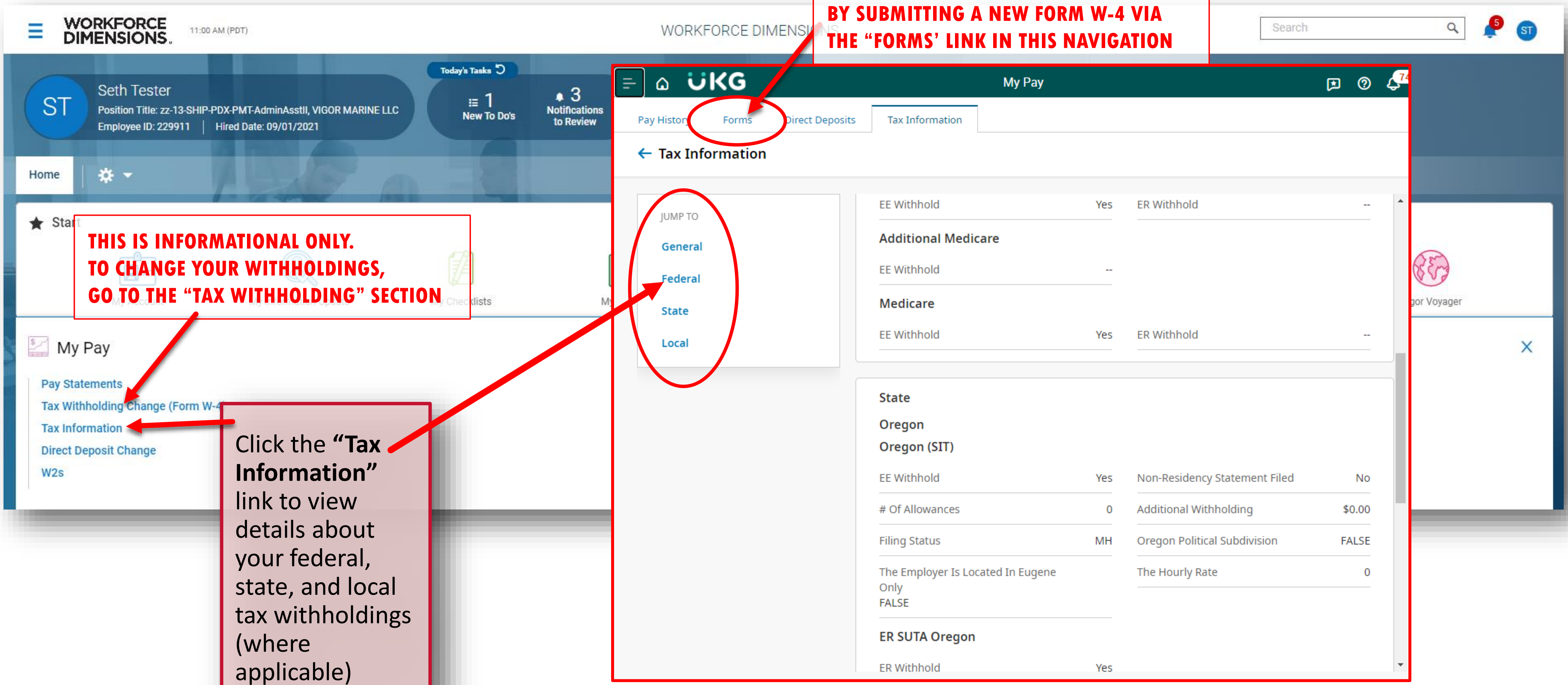


Click the **"Pay Statements"** link to view summaries of recent pay, with links to more details AND to historical views of your paystubs

MY PAY: TAX INFORMATION

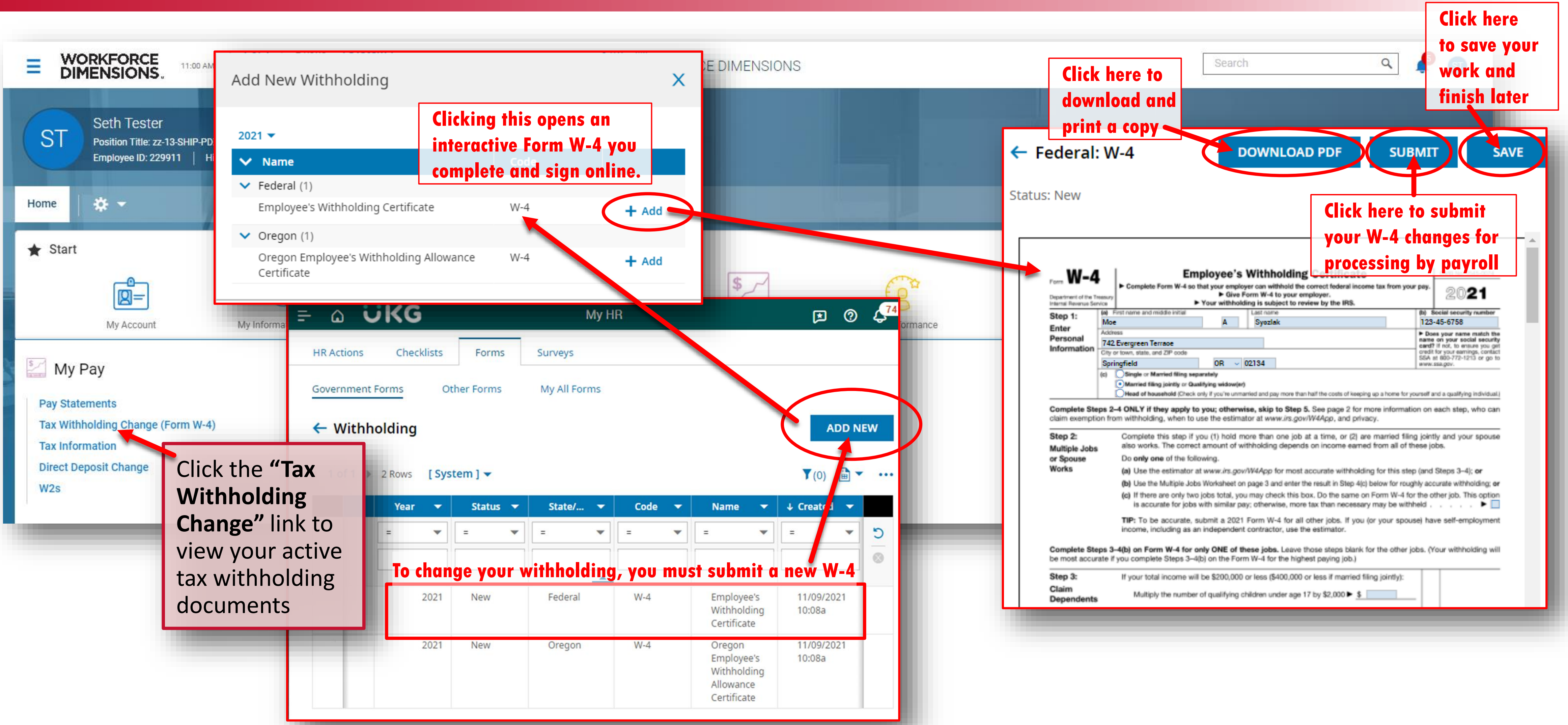
YOU MAY ADJUST YOUR TAX WITHHOLDINGS BY SUBMITTING A NEW FORM W-4 VIA THE "FORMS' LINK IN THIS NAVIGATION

THIS IS INFORMATIONAL ONLY.
TO CHANGE YOUR WITHHOLDINGS,
GO TO THE "TAX WITHHOLDING" SECTION

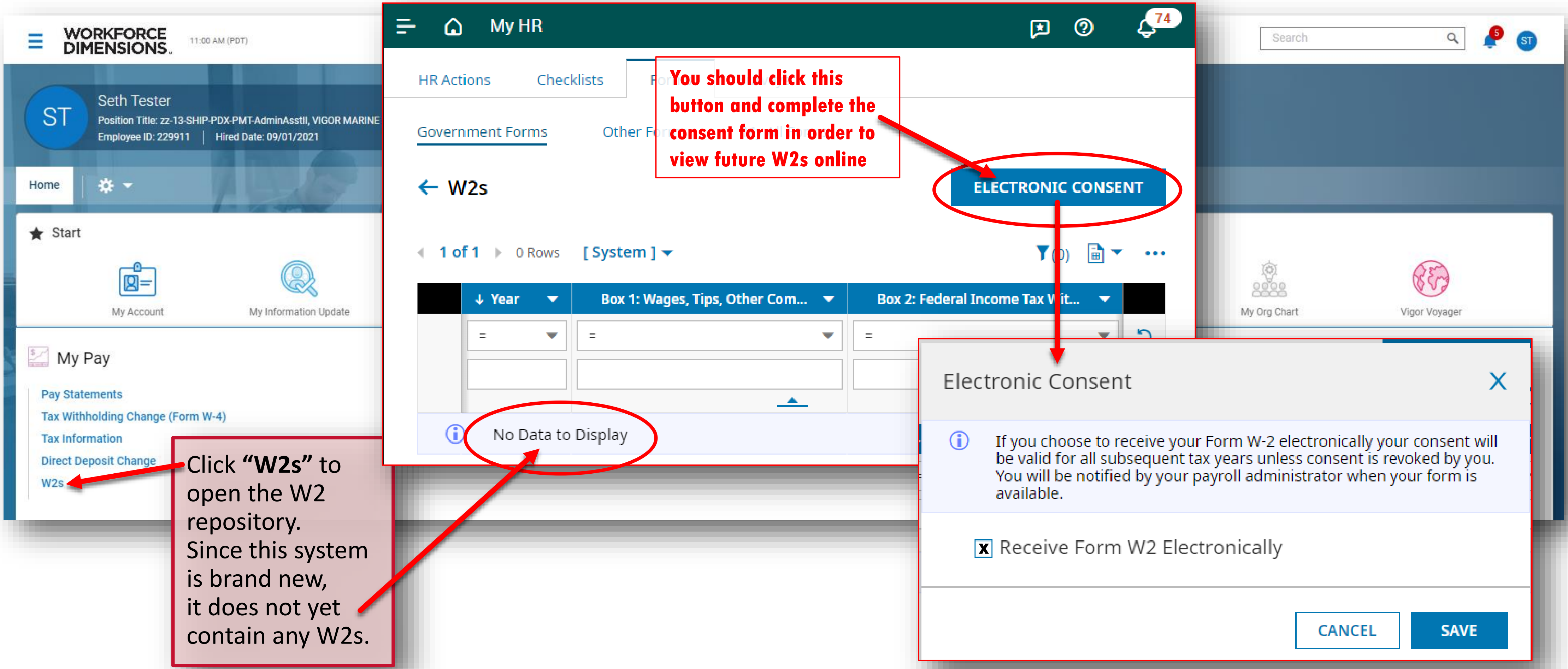


Click the **"Tax Information"** link to view details about your federal, state, and local tax withholdings (where applicable)

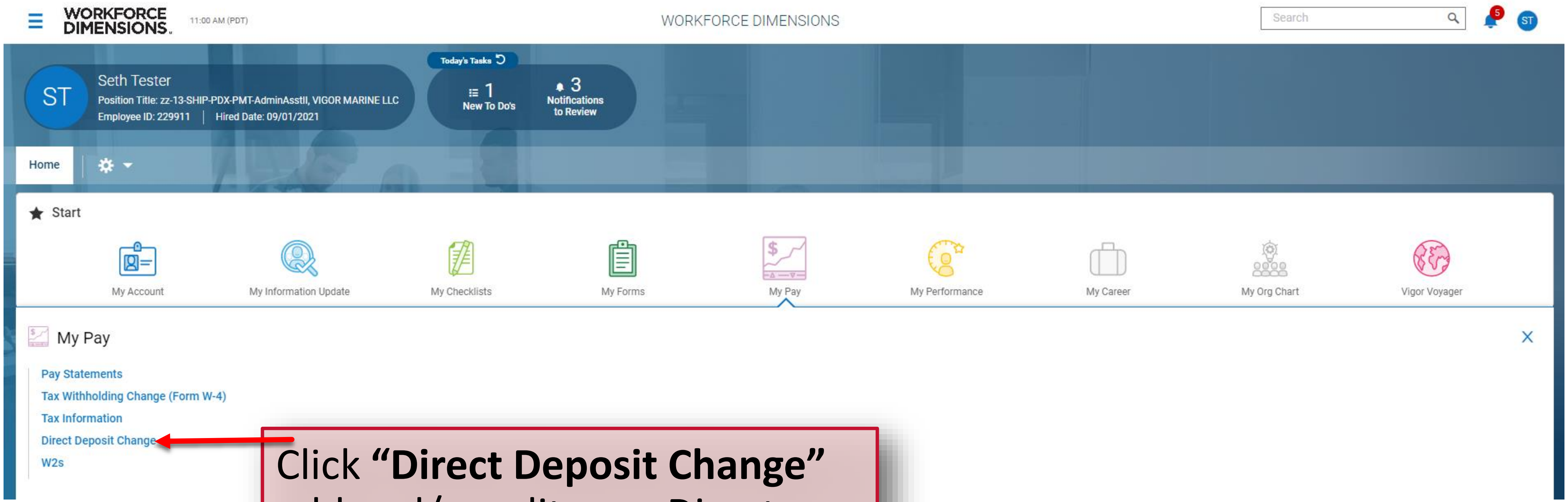
MY PAY: TAX WITHHOLDINGS



MY PAY: W2 AND ELECTRONIC CONSENT

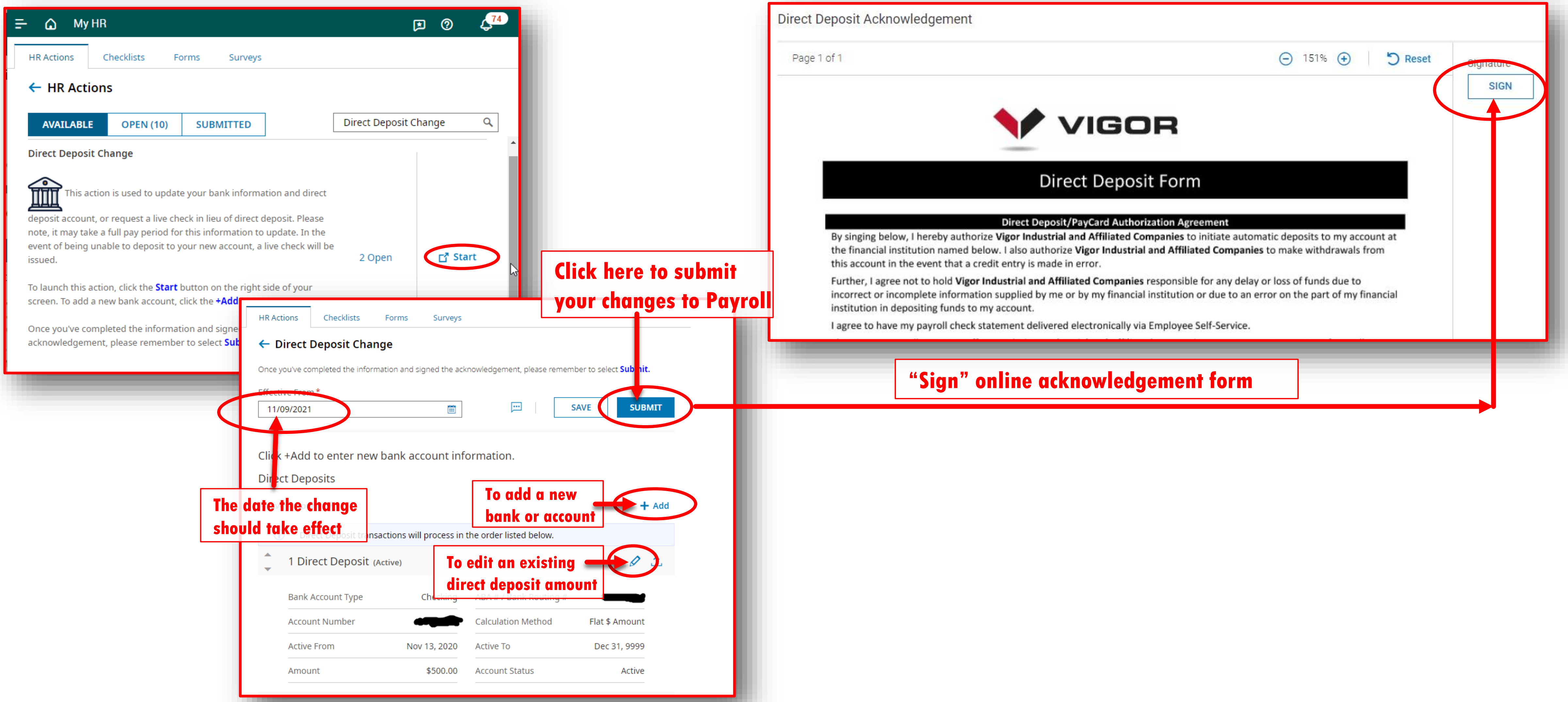


MY PAY: DIRECT DEPOSIT



Click **"Direct Deposit Change"** add and/or edit your Direct Deposit settings.

DIRECT DEPOSIT CHANGE



THANK YOU!

https://atwork.vigor.local