



## Updating Personal Information in DNet



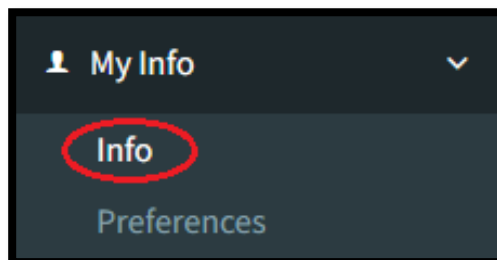
Your employees can update their personal information directly in DNet. Below is a list of information they can update:

- Physical Address (this one is important for employees to keep updated for when we mail W-2s)
- Phone Number
- Marital Status
- Last Name

Below are the steps for your employees to follow to update any of their personal information.

1. To update your personal information, select the following options on your Main Menu on the left of your dashboard:

My Info > Info



- This will take you to your Employee Profile. Here, you may update any of your personal information, except the fields highlighted in grey. Some of the personal information you may update are your address and email. Once you've entered the updated information, you may click the 'Save' button on the bottom right to save all changes.

### Employee Info

<b>First Name</b>	<input type="text" value="Karen"/>	<b>Email</b>	<input type="text" value="youremail@mail.com"/>
<b>Middle Name</b>	<input type="text"/>	<b>Street Address</b>	<input type="text" value="789 Valley Dr"/>
<b>Last Name</b>	<input type="text" value="Alton"/>	<b>Address 2</b>	<input type="text" value="Apt 202"/>
<b>SSN</b>	xxx-xx-9959 <a href="#">Click to Change SSN</a>	<b>Address 3</b>	<input type="text"/>
<b>Department</b>	<input type="text" value="N/A (035000)"/>	<b>City</b>	<input type="text" value="Austin"/>
<b>Position</b>	<input type="text" value="Driver (DRIVER)"/>	<b>State</b>	<input type="text" value="Texas (TX)"/>
<b>Birth Date</b>	<input type="text" value="07/18/1986"/>	<b>Zip</b>	<input type="text" value="78211"/>
<b>Start Date</b>	<input type="text" value="09/14/2017"/>	<b>Home Phone</b>	<input type="text" value="(000) 000-0000"/>
<b>Original Hire Date</b>	<input type="text" value="09/14/2017"/>	<b>Work Phone</b>	<input type="text"/>
<b>Marital Status</b>	<input type="text" value="Single"/>	<b>Employment Status</b>	<input type="text" value="Part Time Regular"/>
<b>Gender</b>	<input type="text" value="Female"/>		
<b>Ethnicity</b>	<input type="text" value="N/A"/>		
<b>Workers Comp</b>	<input type="text" value="TX9063"/>		
<b>SUTA State</b>	<input type="text" value="TX"/>		
<b>Supervisor</b>	<input type="checkbox"/>		