

## Employee Name, Address and Phone Number Change Tutorial

### Name Change

1. Complete Name Change Form found here: <http://workatjordan.org/files/namechangeform.pdf>
2. Bring this form and your new Social Security Card with your new legal name to Human Resources

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*Please note: This form must be in the Human Resource Department on or before the TENTH (10th) day of the month in order for it to be processed for that month's payroll.*

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### Address and Phone Number Changes

1. Log in to Skyward Employee Access.  
*\*Call 801-567-8737 for your username and password if you do not remember your log in information.*
2. Click on the Employee Information Tab

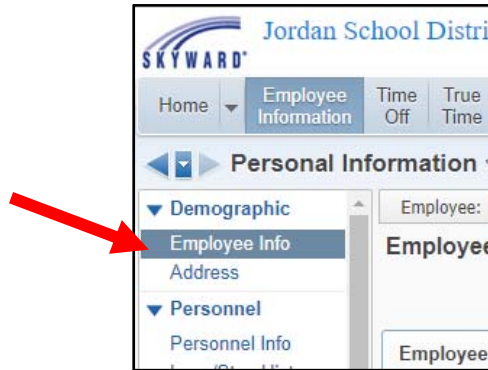


3. Click on Personal Information

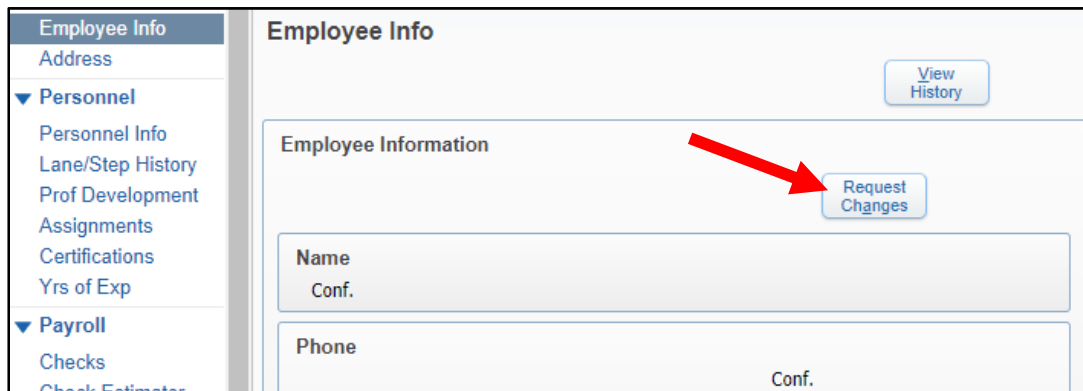


4. Under Demographics:
  - a. Phone Number change: Click Employee Info

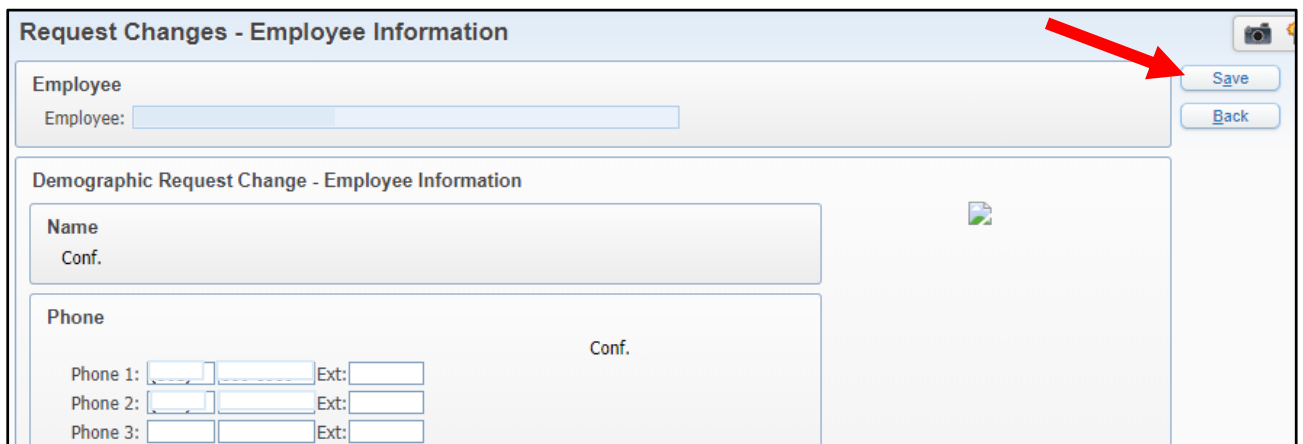
b. Address change: Click Address



5. Click Request Changes



6. Enter updated information and click Save.



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**Address and phone number changes will be approved by Human Resources and updated on Employee Access in a few days.**

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