


DESKTOP – EMAIL INFORMATION CHANGE

Objective

To learn how to submit an HR Action request for personal information changes & update banking information.

Email Information Change

1. Click the **Show Menu**  icon to open the Navigation menu (top left corner of screen).

2. Click the **My HR** option and select **HR Actions**.

3. Navigate and click on the **Available** tab for a list of HR Actions to appear.

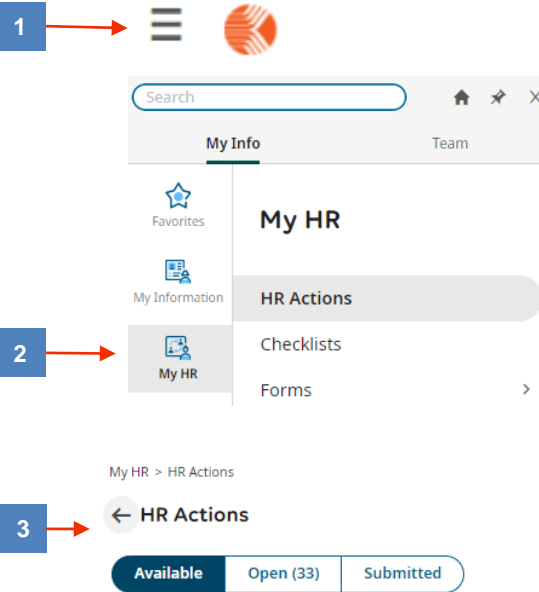
4. Click the **Start** option to the right of **Email Information Change** to update your email.

5. Update the **Primary or Secondary Email** as necessary.

To receive paystubs electronically update the Secondary email with preferred account.

6. Click **Submit** when finished to request email information change.

You will receive a notification email once submitted.



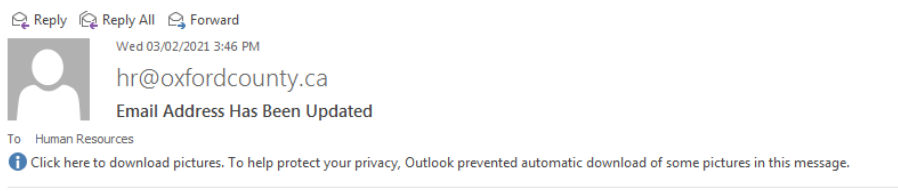
Email Information Change

The **Primary Email** should reflect a County account where applicable. The **Secondary Email** is used to receive paystubs electronically > select **submit** to update email information change. *The collection of personal information on this form is necessary for the proper administration of a lawfully authorized activity under Sec.12 of the Employment Standards Act, 2000 for the purpose of providing an electronic statement of wages and deductions; employment, benefits and pension correspondence and for no other purpose. For more information about this collection, please contact the Manager of Finance at 21 Reeve Street, P.O. Box 1614, Woodstock, ON N4S 7Y3 (519) 539-9800 (ext.3018) or the Human Resources Department (519) 539-9800 (ext. 3194).*

Effective From* Save Submit

Group #1

Primary Email* Secondary Email* 5 6 Save Submit



CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Jane Test,

Thank you for updating your email address.