


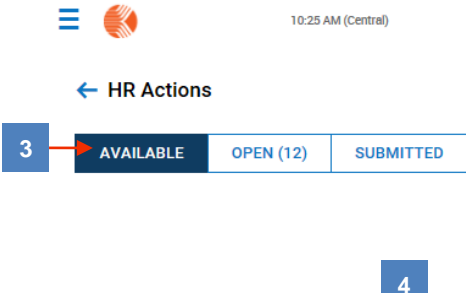
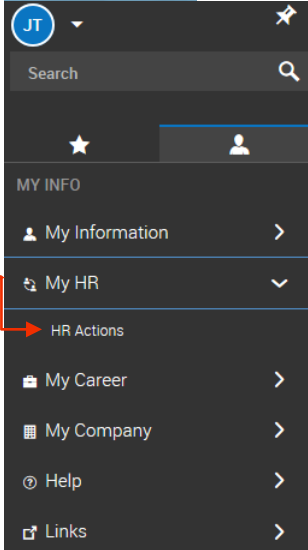
DESKTOP – MARITAL STATUS CHANGE

Objective

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

Marital Status Change

1. Click the **Show Menu**  icon to open the Navigation menu (top left corner of screen).
2. Click the **My HR** option & from the drop down menu 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 **Marital Status Change** to update your marital status.
5. Select the appropriate status from the drop down menu under **Actual Marital Status**.
6. Click **Submit** when finished to request marital status change.
You will receive a notification email once submitted.



Marital Status Change

Select new **marital status** in drop down menu > select **submit** when finished.

Marital Status Change

Name

First Name *	Middle	Last Name *
<input type="text" value="Jane"/>	<input type="text"/>	<input type="text" value="Test"/>
Suffix	Nickname	Salutation
<input type="text"/>	<input type="text"/>	<input type="text" value="Ms"/>

Actual Marital Status *

<input type="text" value="Divorced"/>	<input type="button" value="SAVE"/>	<input type="button" value="SUBMIT"/>
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Thu 04/02/2021 10:19 AM

hr@oxfordcounty.ca

Marital Status Has Been Updated

To Human Resources

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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 marital status.