

Step-by-Step Instructions

Zachry Business Use Case

This section will allow the employee to view their **Name**, **Demographic Info**, **National Identifier** (Social Security Number), and **Biographical Info**.

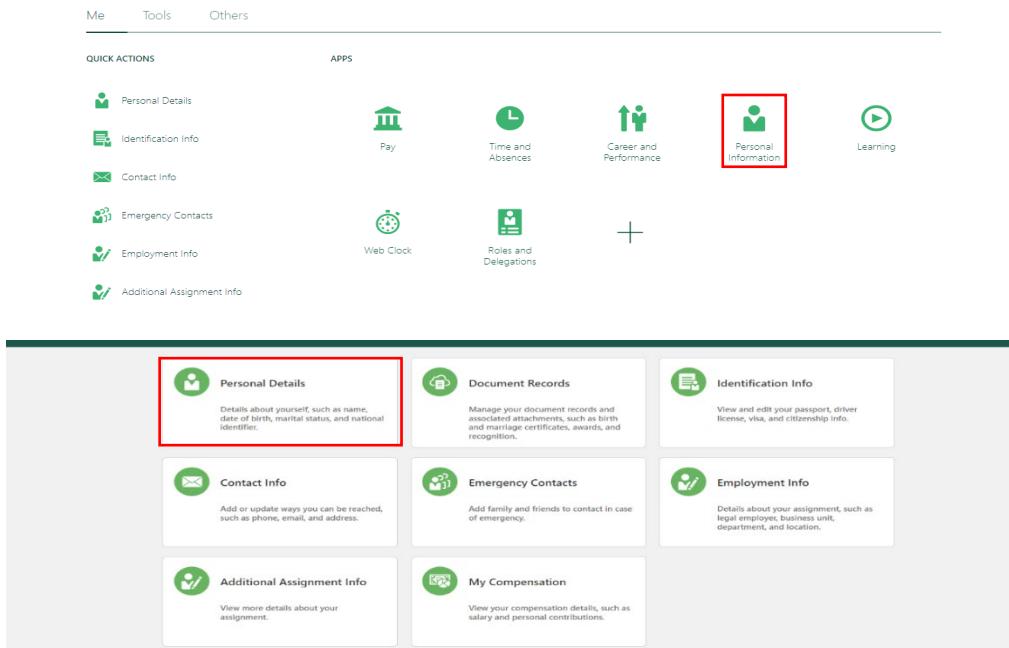
The employee will only be able to make changes to the **Demographic Info** section of the Personal Details page.

To make corrections to Name, Social Security Number (SSN), or Biographical Info please reach out to the User Support help desk via e-mail at UserSupport@zachrygroup.com or by calling 1-888-737-2816 and have the proper documentation prepared, if needed.

Personal Details

Performed By: Employee

1. From the **Me** dashboard, navigate to the **Personal Information** tile and select the **Personal Details work area**.



2. Under the **Name** section, review the details. If something is incorrect, reach out to your corporate or site payroll team for support with updating.

Personal Details
Samantha J Jones

Name		
Start Date 2/7/25	Last Name Jones	First Name Samantha
Title Ms.	Middle Name J	

- Under the **Demographic Info** section, review the details and select the **pencil icon** (on the right) to make edits.

The **Demographic Info** field becomes editable, except for the **Country** and **Gender** fields. Update any of the following fields: *Ethnicity, Select the races you identify with – select all that apply, Highest Education Level, Veteran Self-Identification Status, Disabled Veteran, Active-Duty Wartime or Campaign Badge Veterans, Armed Forces Service Medal Veteran, Recently Separated Veteran, Newly Separated Veteran Discharge Data.*

Once complete, click **Save**.

Note: If you identify with more than one race, click all that apply.

Demographic info

Country United States	Start Date 3/28/22	Gender Female
Highest Education Level	Veteran Self-Identification Status Disabled Veteran	
Active Duty Wartime or Campaign Badge Veterans	Armed Forces Service Medal Veteran	Recently Separated Veteran
Newly Separated Veteran Discharge Date		
Ethnicity <input checked="" type="checkbox"/> I am Hispanic or Latino. Select the races you identify with. <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White		

- Social Security Number and Biographical information.** If something is incorrect, reach out to your corporate or site payroll team for support with updating.

National identifiers

Country United States	National ID Type Social Security Number	National ID	✉
Primary			

Biographical info

Date of Birth 12/15/94	Age 30 Years 2 Months 24 Days
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