

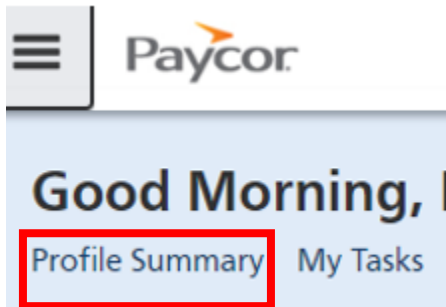
## UPDATING PERSONAL INFO IN PAYCOR

Paycor provides the ability for employees to review, update, and maintain their personal data at any time. This personal data includes demographic information such as your gender identity and veteran status, your contact information including address and phone number, and contact information for your designated emergency contact.

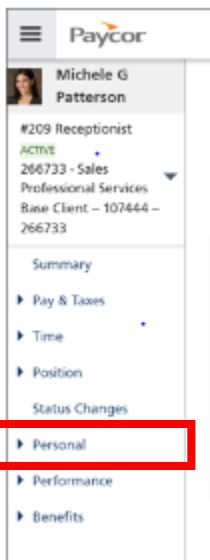
To begin, log in to Paycor at [www.augustana.edu/Paycor](http://www.augustana.edu/Paycor). A reminder that you will need to use your Augustana Single Sign On Credentials (what you use to access your email and log into your computer) and go through the Duo process.

### HOW TO UPDATE YOUR TAX FILING STATUS/WITHHOLDING INFORMATION

1. After you log into Paycor, in the upper left corner of the screen, the Paycor logo, click **Profile Summary**.



2. In the vertical menu on the left side of the screen, go to **Personal > Personal Info**



3. Across the top you will see three different tabs.

# Personal Information



- Identity: Allows you to review and update all demographic information that the college maintains for employees.
- Contact: Allows you to review and update your personal information including address, phone, and personal email. You also may update work contact information on this screen.
- Emergency Contact: Allows you to enter contact information including phone and email address for those individuals you would want us to reach out to in the event of an emergency. All employees should have at least one designated emergency contact.

4. Select the tab you wish to review and click **Edit** to update the information on the screen.

## Personal Information



5. Click through each tab to make any necessary changes or updates and press save in the lower right corner.