

## How to update Personal Details - App

The user guide outlines how to update your personal details using the Dayforce App.

Step 1 Click on More.		Step 2 Click on My Profile.		Step 3 Click on Edit.		Step 4 You can update your mobile phone number and add an emergency contact. Please press <b>Save</b> .	
Role: Employee with WFM	>	Ashleigh Nuge	uone	Ashleigh N Learning and Develop	lugent ment Manager	PHONE NUMBERS AUS Busine_> Alerts Alerts EMAIL ADDRESS	e Save
Next scheduled shift No upcoming shifts in the next 7 days	>	My Profile ROLE	×	WORK INFORMATION Employee number Job assignment Hire date		Busin >     Alerts     Add email address     ONLINE PROFILES	) is verified
No time away requests in the next 30 days	>	Employee with Clock Wamarra Manager with WFM Employee with WFM	~	Original hire date Seniority date Annual salary		Add online profile EMERGENCY CONTACTS     Add emergency contact	
		PREFERENCES Settings Widgets	> >	CONTACT INFORMATION Business	S.		
Hame Availability Calendar Directory	More:	Help	>	Rusiness Fmail ONLINE PROFILES No online profiles. Tap to add			_