Quick Reference Guide: Update Personal Information

Introduction
This guide explains the steps required for an employee to update his or her personal information in myHubb.

Responsibility
Employees are responsible for keeping their personal information up to date in myHubb. Employees are also responsible for making additions, changes, and corrections to their personal information. The HR Operational Services team is responsible for validating the transactions and verifying documentation, as required.

Terminology
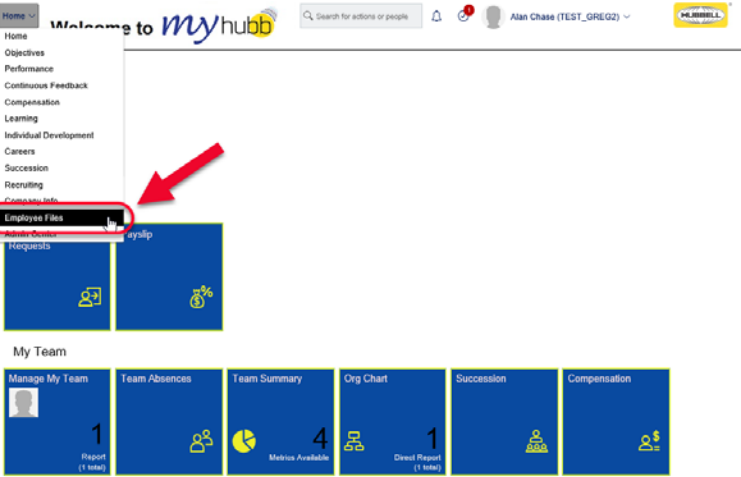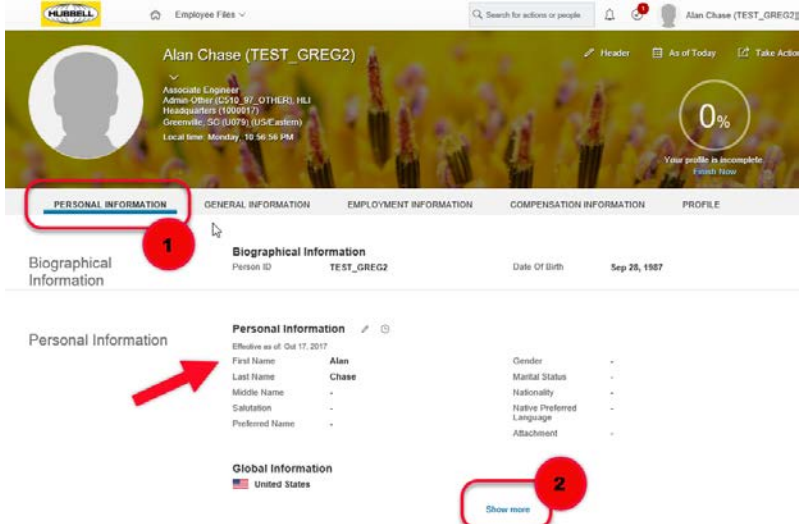The table below defines terms you should know to perform the task.

Term	Definition
Personal Information	Includes name, marital status, gender, nationality, and preferred language
Global Information	Includes Ethnicity/Race, Veteran Status, and Disability Status
Email / Contact & Addresses	Includes business and personal emails as well as work, home, and mailing addresses. *Note: Your home address may **not** be a post office box. It must be the physical address where you reside.*
Emergency Contact and Dependents	Includes contact information for your emergency contact(s) as well as information on dependents for those not in the US or Canada.
National ID and Identification Documents	Includes national ID #s such as social security number as well as documents such as visas, passports, and other citizenship documents.

Before you begin
For certain transactions (legal name changes, updating marital status, and national IDs), documentation is required. Please have supporting documents ready to upload as you will not be able to complete the transaction without the required documentation.
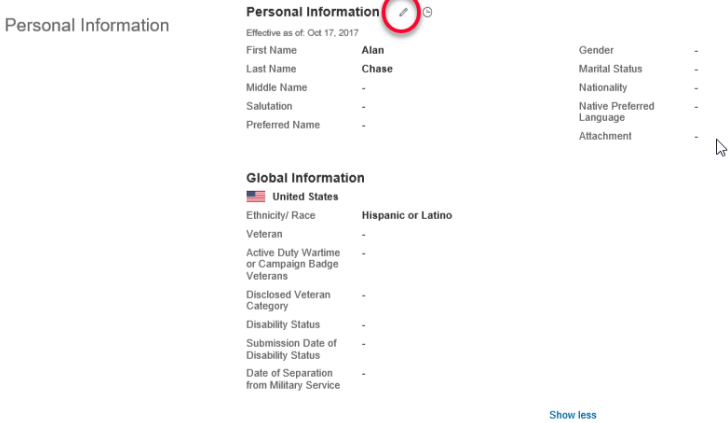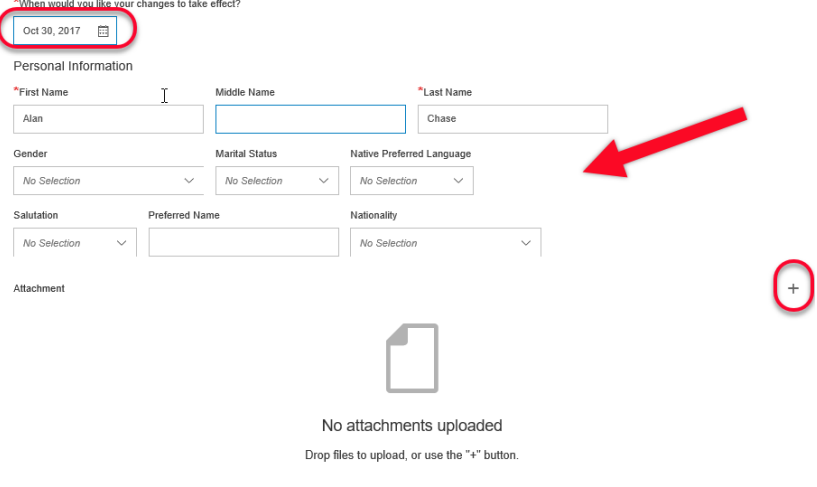
Procedure   Follow the steps below to update your personal information:

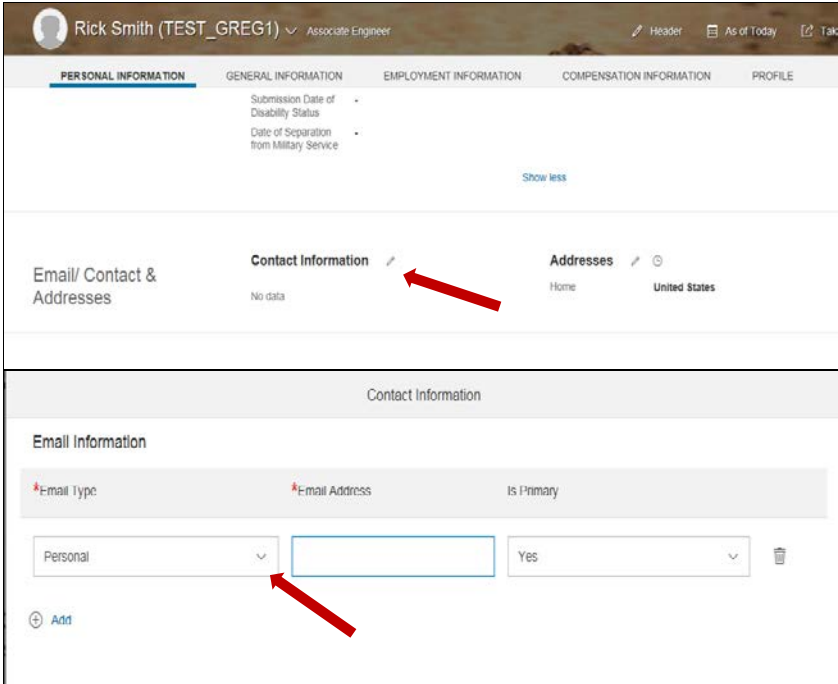| Step	Action
1	Log in to myHubb from any Hubbell device by clicking here.
2	Click the **Home** menu. If you are an Employee with no direct reports, click **My Employee File.** If you are a Manager, click **Employee Files.**
3	The Employee File screen will display and the **Personal Information** section (#1) will be at the top of the screen. Click the **Show More** (#2) to expand the section to include all fields.

4	Click the **Pencil icon** to enter the edit mode.
	Personal Information (pencil icon) (clock icon) Effective as of: Oct 17, 2017 First Name — Alan Last Name — Chase Middle Name — - Salutation — - Preferred Name — - Gender — - Marital Status — - Nationality — - Native Preferred Language — - Attachment — - **Global Information** 🇺🇸 **United States** Ethnicity/ Race — Hispanic or Latino Veteran — - Active Duty Wartime or Campaign Badge Veterans — - Disclosed Veteran Category — - Disability Status — - Submission Date of Disability Status — - Date of Separation from Military Service — - Show less *Note: You can also click the Clock icon to see the change history associated with these items and view previous edits.*
6	Begin by entering the **date** you want the change to take effect. Next, update the **personal information fields** with the new or corrected information. Attach any required documentation by clicking the **+** icon. Remember to click the **Save** button in the lower right hand corner of the screen. *When would you like your changes to take effect? Oct 30, 2017 Personal Information *First Name — Alan Middle Name *Last Name — Chase Gender — No Selection Marital Status — No Selection Native Preferred Language — No Selection Salutation — No Selection Preferred Name Nationality — No Selection Attachment — + No attachments uploaded Drop files to upload, or use the "+" button. *Note: Documentation is required for **legal name changes** and **marital status** changes.*
7	If an update or correction is required for the **Global Information** section, please submit a service request to **1-800-Hubbell**. (ServiceDesk@Hubbell.com)

| 8 | The same process may be used to update **email and phone contact information, addresses, emergency contacts, dependents** (non-US/non-Canada only), **national id**, and **identification** information.

Click the **Pencil** icon to edit the information. Click the **+ sign** icon to add an additional item (e.g., an additional address, an additional emergency contact, etc.) in any section. Be sure to click **Save** when you are finished.

Hourly employees: Please add a personal email address in Contact Information, in lieu of Hubbell email address. This will be used for necessary notifications only.

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| **Related resources** | See Quick Reference Guides for:
• *Going Mobile with myHubb*
• *Update Talent Profile*
• *Update Bank Details* |