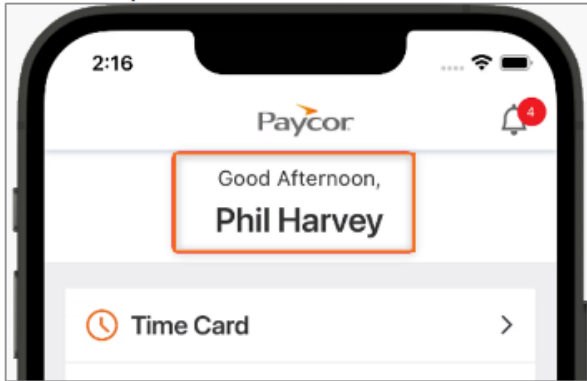


How to update your contact information in Paycor

1. To request a change to your personal, contact or work contact information, click your name at the top of the screen within the Mobile app.



2. Select **Edit Personal Information** or **Edit Contact Information**, then enter the changes and select **Save Changes**.

If your changes require approval from leaders in your organization, the changes will be updated after it's been approved.

You can **cancel** a pending Personal, Contact, or Work Contact workflow by selecting the link within the pending message and selecting **Cancel Change**.

