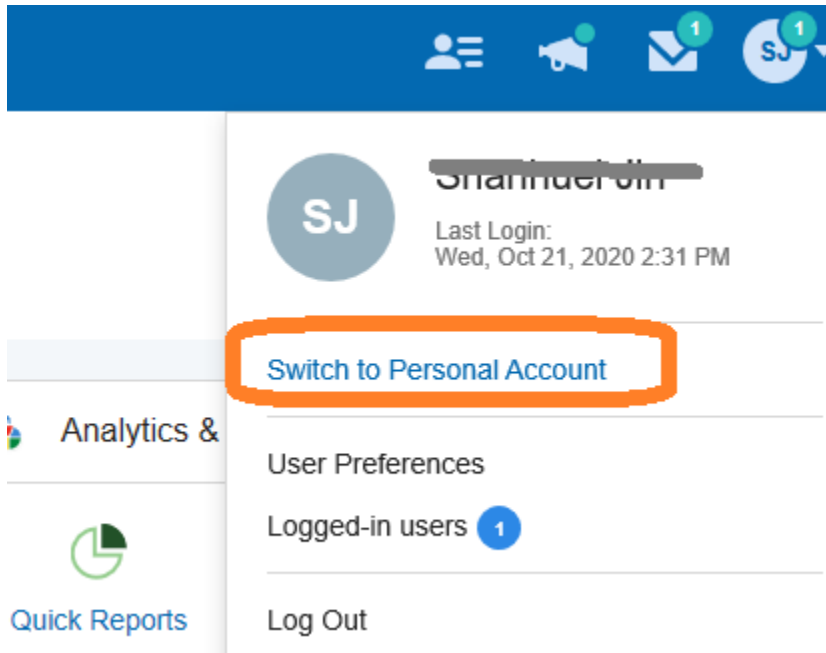


PayChex SOP – Verify and Update your Residence Address and Other Personal info.

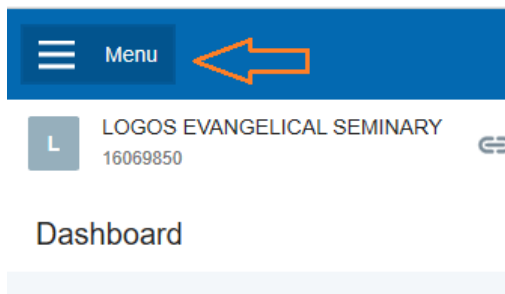
11/19/2020

Please ensure your address and other info. in Logos’s PayChex Flex HRIS are correct!!!

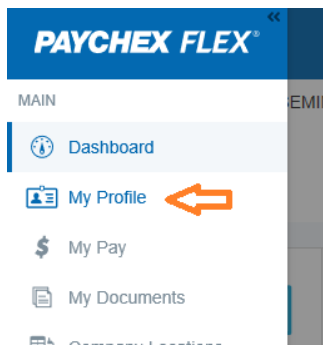
If you are a manager/supervisor, you need to do this additional step: please switch to Personal Account



Otherwise, you may follow the procedure from here.



Select **My Profile**:



Information Please verify:

- Name
- SSN
- Birth Date
- Age
- Sex
- (residence) Address
- Mobile Phone
- Work Email
- Emergency Contact

If not correct, please use the **Edit** to update and Notify HR Office (Bernard) by email to **hr@les.edu**

[End of SOP]