DESKTOP – TD1 2021 FORM CHANGE

Objective	To learn how to submit an HR Action request for personal information changes & update banking information.

TD1 Form Change

1. Click the **Show Menu** icon to open the Navigation menu *(top left corner of screen).*

2. Click the **My HR** option & from the drop down menu select **HR Actions.**

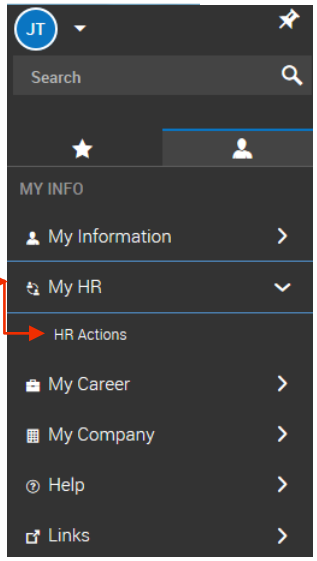
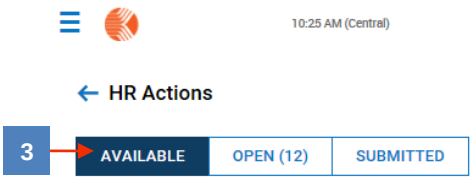
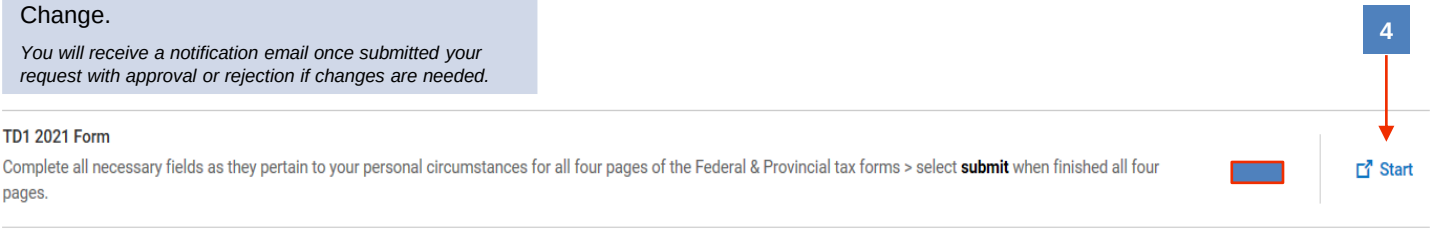
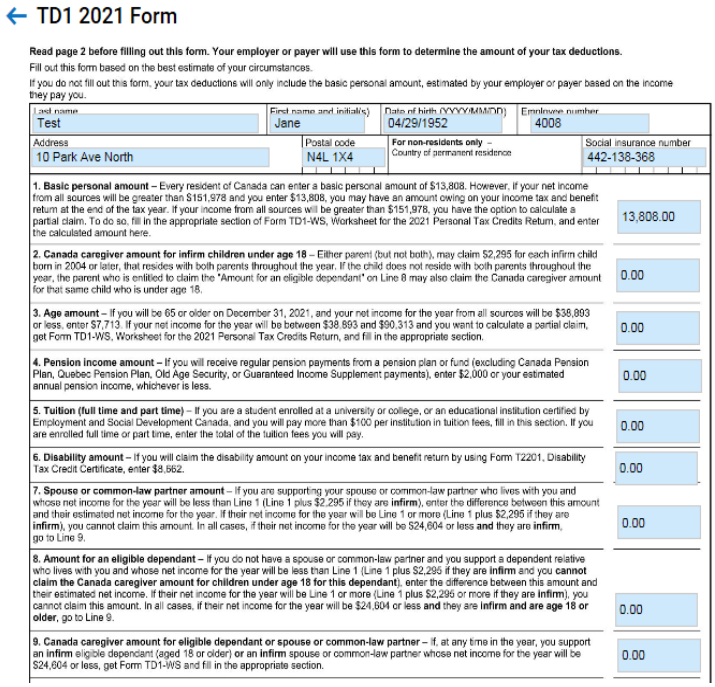
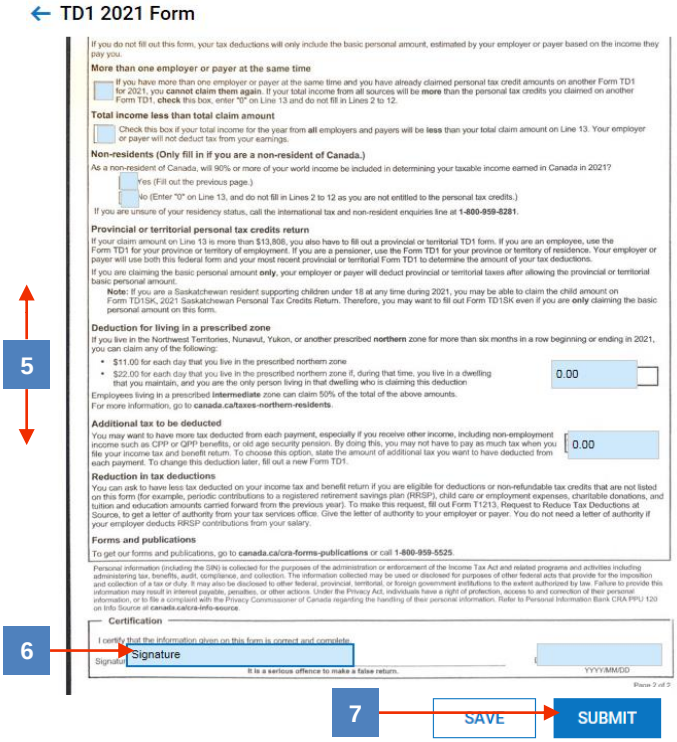
3. Navigate and click on the **Available** tab for a list of HR Actions to appear.

4. Click the **Start** option to the right of **TD1 2021 Form** to update your TD1 information.

5. Complete all necessary fields as they pertain to your personal circumstances.

6. Click **Sign & Date** when finished page 2 & 4.

   You will be prompted to enter your Kronos Login Password to validate your signature.

7. Select **Submit** to request the Direct Deposit Change.

   You will receive a notification email once submitted your request with approval or rejection if changes are needed.