

Personal Information*

Menu > Myself > Personal > Name, Address, or Telephone > Change Name, Address or Telephone

Name, Address, and Telephone

Name: [Redacted] Primary Home Phone: (Private)
Preferred: [Redacted] Primary Work Phone: [Redacted]
Former last: [Redacted] Work extension: [Redacted]
Marital status: [Redacted] Primary e-mail: [Redacted]
Address: [Redacted] Alternate e-mail: [Redacted]
Loveland, CO 80538 United States

Mailstop: [Redacted]

Alternate Phone Numbers

Type	Phone	Extension	Country	Country Prefix	Private
No records found					

Things I Can Do

- [Change Name, Address, or Telephone](#)
- Quick Tours and Tips
 - [UltiPro Navigation Overview](#)
 - [Personal Section Overview](#)
 - [Human Resources – Resources for Employees](#)
 - [Enter Contacts Tour](#)

* Primary e-mail must remain your @lfra.org

Income Tax Withholdings (W-4 Form)

Menu > Myself > Pay > Income Tax > Add/Change Withholding Form (W-4)

Income Tax Summary

Active Inactive

Description	Type	History	Filing Status	Claimed Allowances	Additional Allowances	Additional Amount	Block Withholding	Exempt From Tax
Federal Income Tax		🕒	SINGLE	1	0	\$0.00		
CO State Income Tax		🕒	SINGLE	1	0	\$0.00		

LFRA Admin Bldg Primary work location

Things I Can Do

- [Add/Change Withholding Form \(W-4\)](#)
- FOR THIS TAB SET
 - [Add Direct Deposit](#)
 - [Change Pay Statement Preference](#)
- Quick Tours and Tips
 - [Pay Section Overview](#)
 - [Add a Direct Deposit Account Tour](#)
 - [View Your Form W-2 Tour](#)

Direct Deposit

Menu > Myself > Pay > Direct Deposit > Add Direct Deposit (or click on Account number to edit)*

Direct Deposit Summary

Pay Statement Preference: Paper and electronic copies

Account Number	Description	Bank	Account Type	Amount	Status	Delete
[Redacted]			Checking	Available balance	Active	<input type="checkbox"/>

Things I Can Do

- [Add Direct Deposit](#)
- FOR THIS PAGE
 - [Add/Change Withholding Form \(W-4\)](#)
- FOR THIS TAB SET
 - [Change Pay Statement Preference](#)

* One account must always have "available balance" as the Amount

Emergency Contact(s)

Menu > Myself > Pay > Personal > Emergency Contacts > Add Emergency Contacts

MENU Myself Personal

Employee Summary Name, Address, and Telephone Status/Key Dates Contacts **Emergency Contacts** Property Private Info Other Personal Info Find...

Emergency Contacts

+ add | print | ? help

Status
Active

Name	Relationship	Preferred Phone
No records found		

Things I Can Do

Add Emergency Contact

FOR THIS TAB SET

[Change Name, Address, or Telephone](#)

Quick Tours and Tips