

Add an effective date for when an alternate work location change will take place

- 1. Navigate to worker profile.
- 2. Within the Contact tab, click Edit to Change Work Contact Information.

Change Work Contact Information Branham, Emily

Business Location

Business Address: , New Haven, CT 06511

Primary Work Location: Current work location is business location.

Effective Date: 09/01/2022

Alternate Work Location: [Empty field]

Address

Add

Phone

Submit Save for Later Cancel

3. Add Effective Date.

4. Add Alternate Work Location (note: can only add addresses that have already been added on worker profile.)

5. Submit