



# New Employee Checklist

With Employee Central, it is easy to keep your personal information up-to-date. Use this checklist to guide you through updating your personal information in Employee Central by the end of your first week with our company.

**You are responsible for updating this information for the duration of your employment with our company.**

**1. Ensure your certificate is [installed](#).**

**2. Confirm you can access [Employee Central](#) and navigate to your profile:**

- Select the “My Profile” tile under the "My Info" section or from the drop down menu (next to the home button at the top of the screen), select “My Employee Files.”
- You can update any of the sections that display a pencil icon. Simply click the pencil, make the appropriate updates and click “save” in the bottom right corner
- **Review that your Social Security Number, Date of Birth, and Zip Code are accurate; follow-up with HR4U immediately if any of these data elements are incorrect**
- Some changes will require documentation, such as changes to your name or national ID. If documentation is required, your change will not be approved until the documentation has been sent to HR4U for review.

**3. Update the following information on your Employee Central profile to ensure it is accurate**

**Gender\***

**Personal email/Phone**

**Marital Status\***

**Home address**

**Military\***

**Emergency contact(s)**

**Ethnic group**

- **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
- **White** (not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- **Black or African American** (not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa
- **Native Hawaiian or other Pacific Islander** (not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- **Asian** (not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- **American Indian or Alaskan Native** (not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment
- **Two or more races** (not Hispanic or Latino) – All persons who identify with more than one of the above five races

**Education and experience**

• **Formal education**

• **Certifications/licenses/designations**

• **Employee Resource Group membership**

Select which Employee Resource/Inclusion Groups to become a member (more information on [Blue Pages](#))

\*Allianz is an Equal Employment Opportunity employer and does not discriminate in hiring or employment on the basis of race, color, creed, age, religion, sex, sexual orientation, marital status, national origin, veteran status, disability, or status with regard to public assistance. Solely for government and/or internal reporting purposes, and to enhance our diversity programs, we request that you complete your personal information in Employee Central.

Submission of this information is purely **VOLUNTARY** and choosing not to disclose the requested information will not subject you to any adverse employment treatment. This information will be held strictly confidential and separate from your application and personnel file. When the information is reported, the data will not identify any specific individual.