

How do I update my contact details in the EGT Timesheet & Payroll portal?

Electrical Group Training

Login to Portal and navigate to 'More' > 'Profile'

Home Timesheets **More** Search... Example Apprentice

Leave
Profile

Employee Details Emergency Contacts Superannuation D Pay Advices Payment Details

Personal Details

Personal Information

First Name Example * Last Name Apprentice

Birthdate 5 Apr 2004

Contact Details

Phone 62416100 Mobile 0401234567

Email timesheets@egt.net.au

Alternative Email

Pay Advice Email Address Primary

Primary Address Details

Mailing Address

Mailing Street 199 Balcatta Road

Mailing City BALCATT Mailing State/Province WA

Mailing Zip/Postal Code 6021 Mailing Country Australia

Alternative Address Details

Other Address

Other Street

Other City Other State/Province

Other Zip/Postal Code Other Country

Update any required fields

Click 'Save' when finished

Save