



Employee Address or Contact Information Update

To update your address or contact information with PKL, please follow these steps:

1. Send an email to payroll@pklservices.com with the following information:
 - Specify the information to be updated: Address, phone number, email address
 - Provide the OLD contact info as well as the preferred NEW contact info
 - List your:
 - Employee ID number
 - Full name
 - Last 4 digits of SSN
 - Date of birth
 - PKL supervisor/site lead
 - PKL worksite location

2. You will receive a confirmation email to either provide additional information to confirm your identity or to acknowledge the update in our system.

Please note that if all information listed above is NOT provided in the initial request for the change, your records will not be updated. This is meant to provide security of your records and contact details.