

When you have changes in your current status, whether it's a change of address, name or any other change, these may affect your benefits and it is important to know where go to make these changes happen.

If you need to:

Update your **address, phone and emergency contact** information:

- Go to TESS (Time and Expense)
- Click on "Self-Service" (top left)
- Click on the "Employee Information" drop down option
- Choose the option you need to update

Change your **name** (marriage, divorce, etc.):

- Go to Insight at <http://insight.engility.com>
- Click on "Governance"
- Click on "Forms"
- Click on the "+" sign next to "Department: Human Resources"
- Click on HR-F12 Name Change Request Form
- Fax or Mail to the number or address on the form

View your **leave** balance:

- Go to TESS (Time and Expense)
- Click on "Time" (top left)
- Click on "Leave" (above your name)
- Choose the "Leave Type" you wish to know

View or update your **current benefits**:

- Go to <https://engilitybenefits.benefitsnow.com>

View or update your **401(k) or ESPP**:

- Go to Fidelity at www.netbenefits.com

Your updated information will go to the Benefits Administrator on an electronic file and then it will feed over to all applicable benefit carriers.

Questions

- General benefits questions: Engility Benefits Service Center @ 877-248-8519
- More benefits questions: Engility.Benefits@engility.com