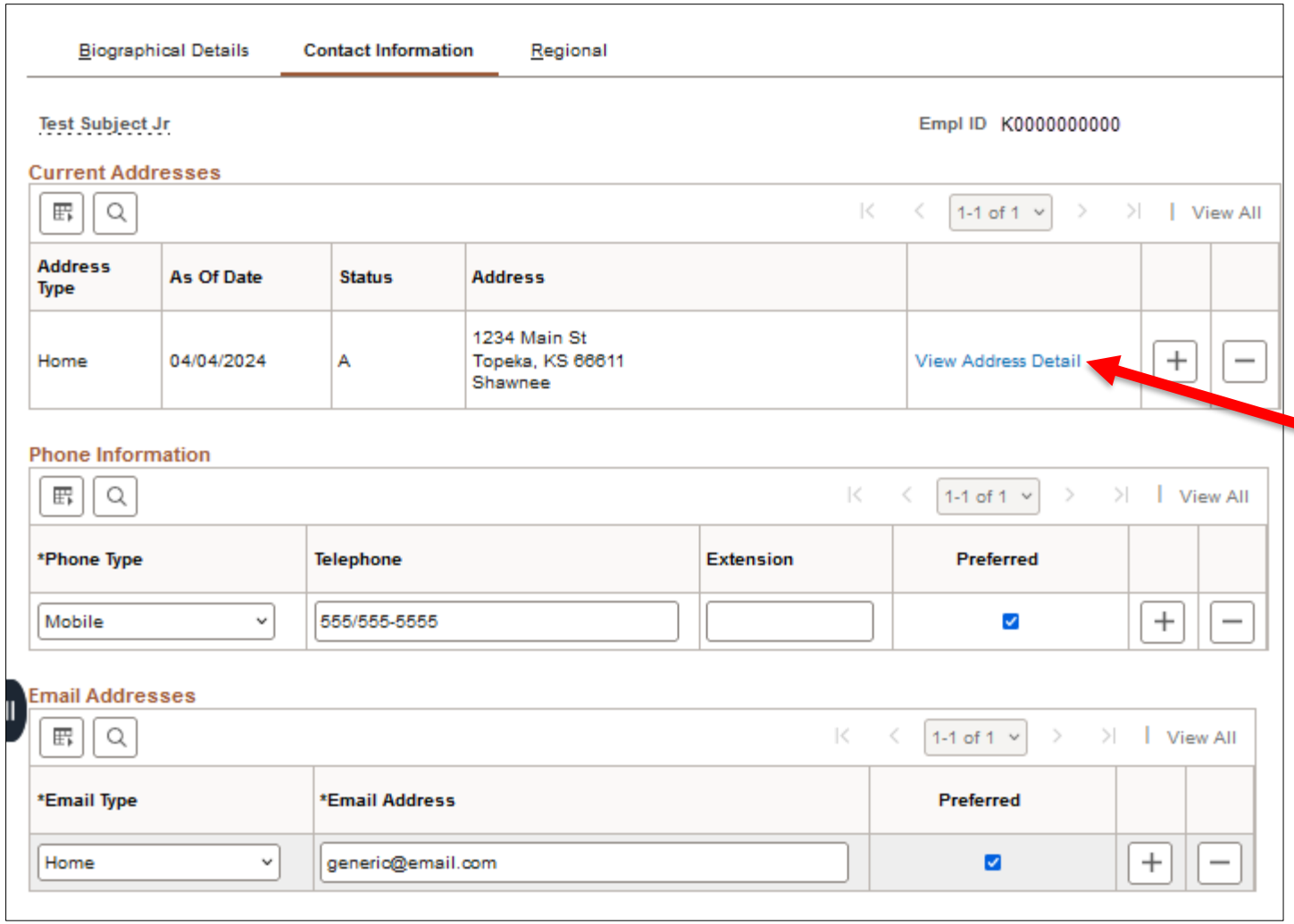
Update Address

Prior to reading this job aid, please review the Position Management and Workforce Administration CBTs.

Update Address



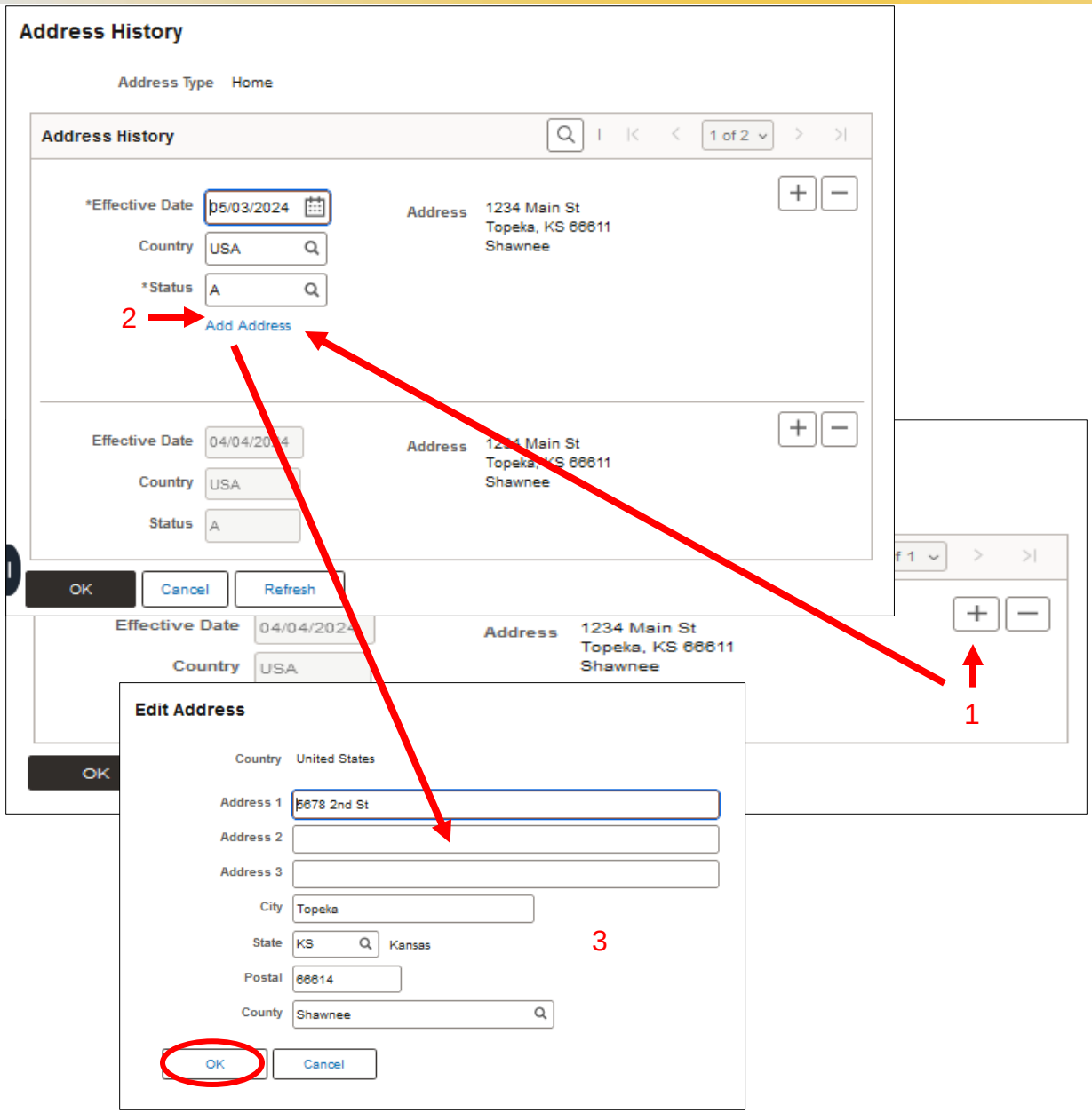
NOTE: Every employee needs an active Home or Mailing address.

To update an existing address, **do not** click the + button in Current Addresses to change the address. The + button here is used to add another type of address, such as Mailing.

To change this employee's Home address, click on this link to open a new area to change the address.

Go to the next page to see how this is done.

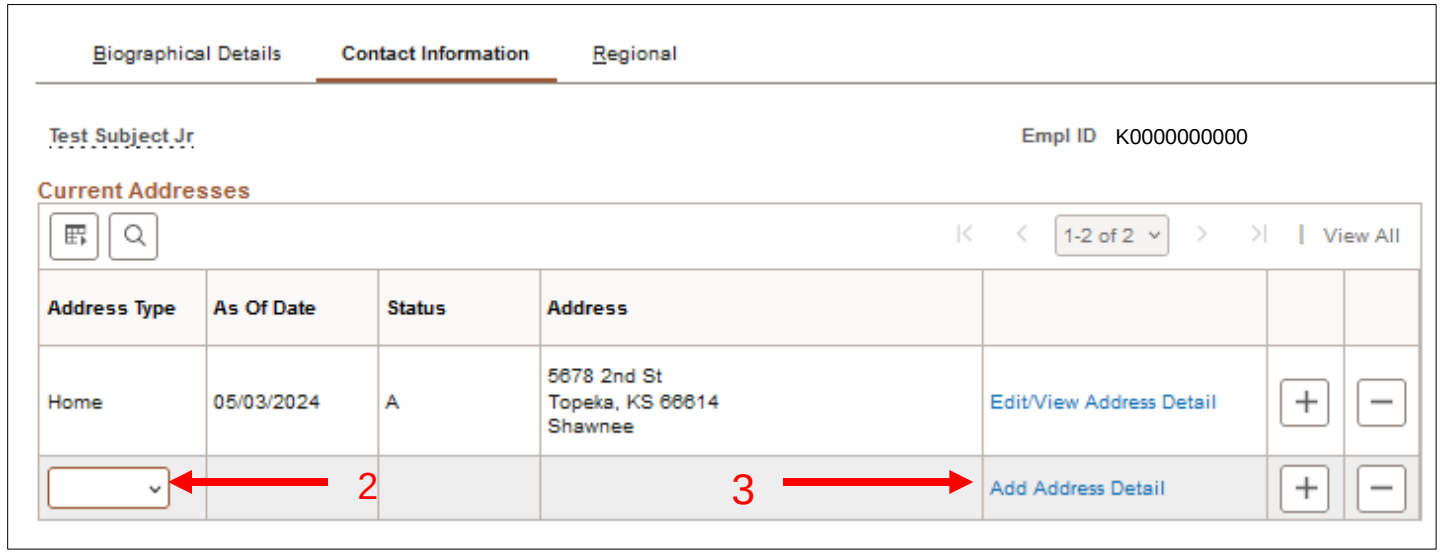
Update Address



1. Click the + button to open Address History.
2. Click the Add Address link to open Edit Address.
3. Change the address and click OK to return to Personal Information.
4. Save.

Add AddressType





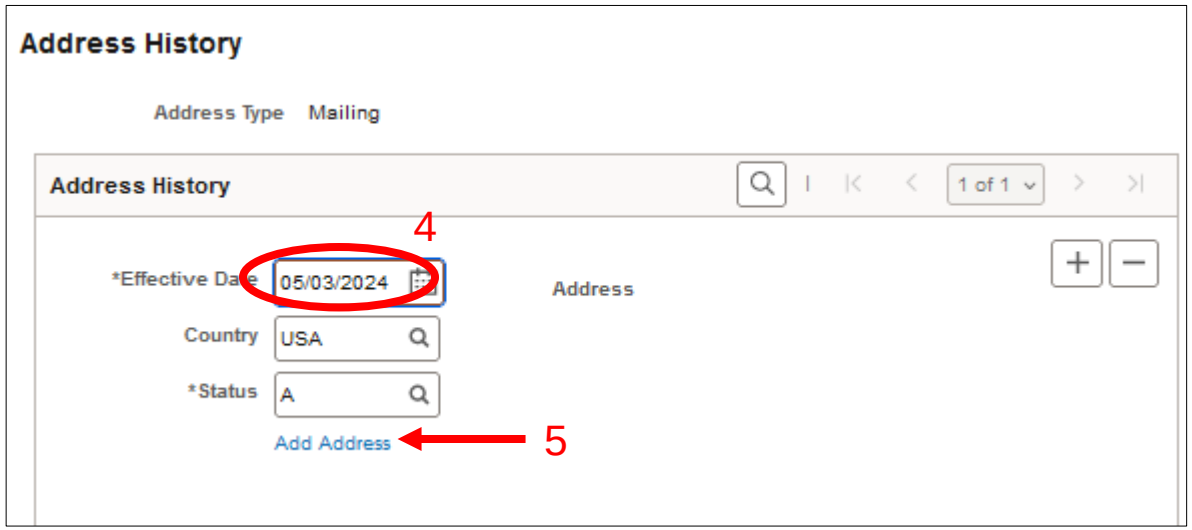
To add an additional address type:

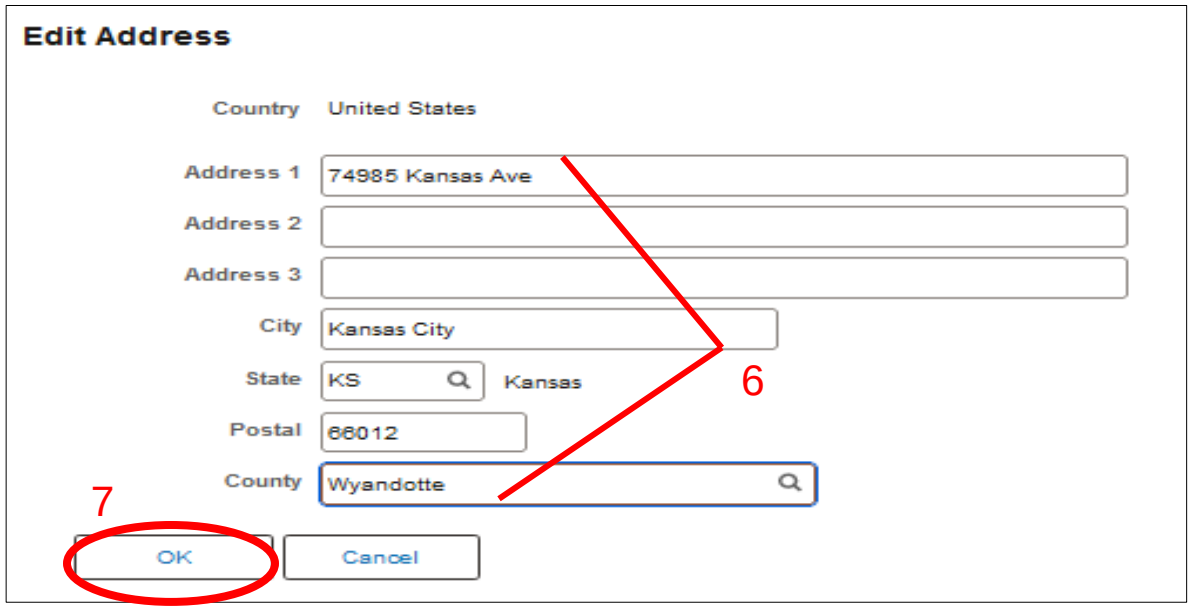
1. Click the + button to open the additional address type field.

2. Select the Address Type.

3. Click the Add Address Detail link.

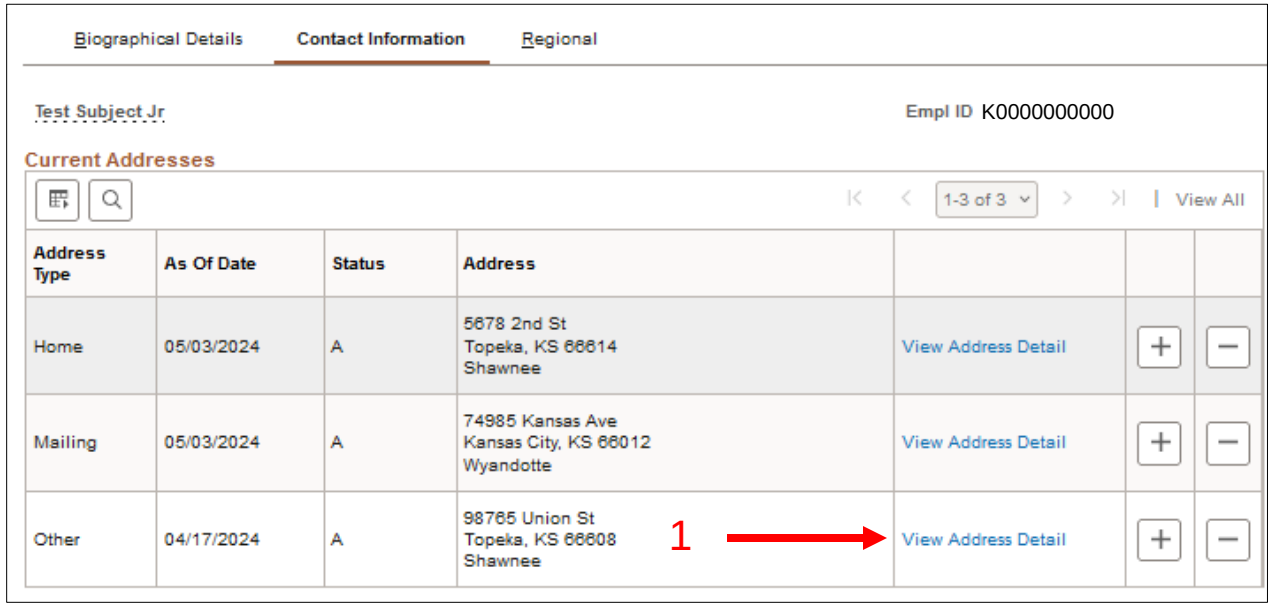
Add AddressType

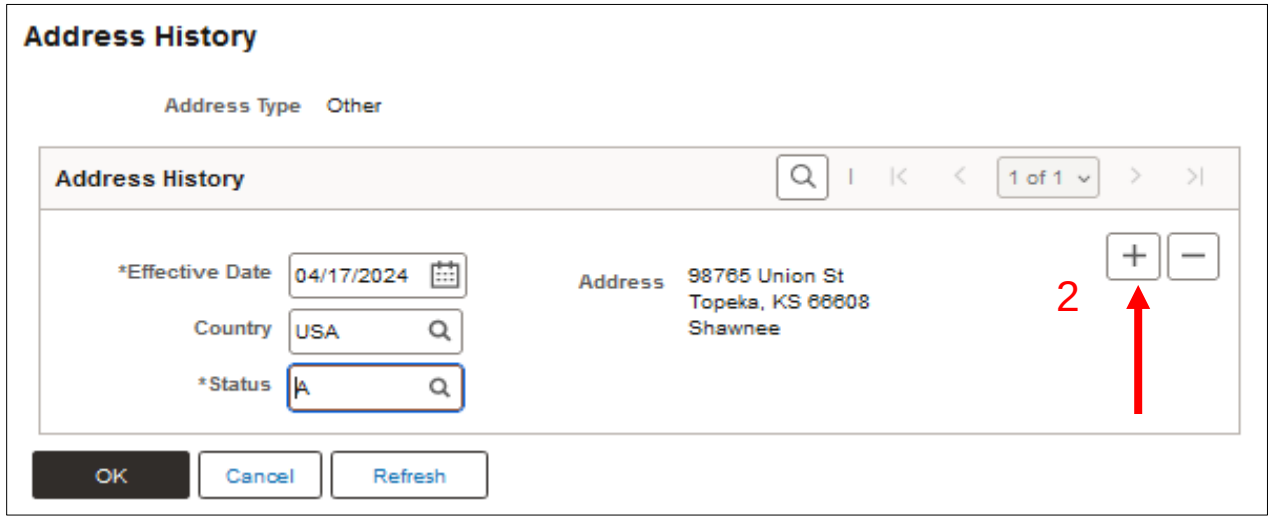




4. Update Effective Date if needed.
5. Click Add Address.
6. Enter Address.
7. Click OK (twice).
8. Save.

Inactivate Address

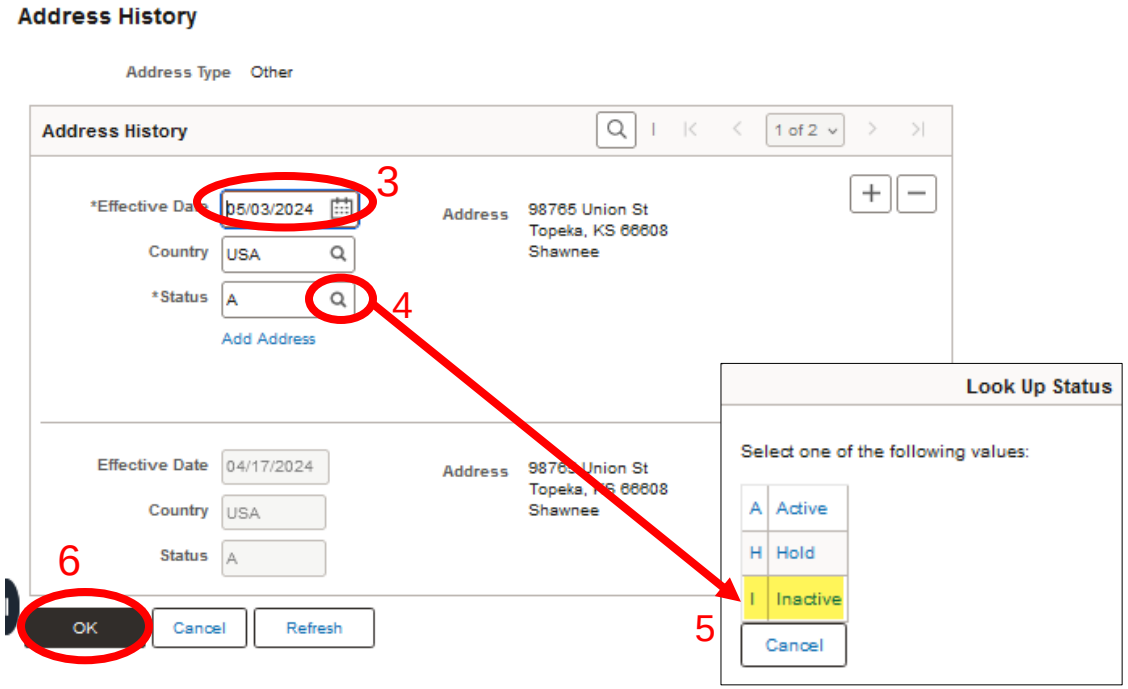


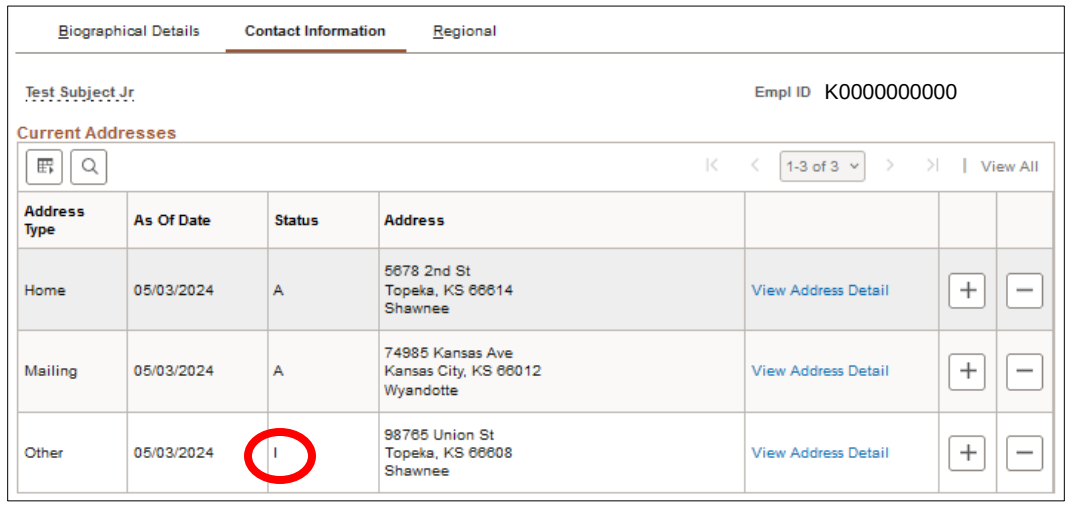


1. Click View Address Detail of Address you want to inactivate.

2. Click the + button on the Address History Page.

Inactivate Address





3. Change the Effective Date.
4. Click the magnifying glass in the Status field.
5. Select Inactive.
6. Click OK and save.