




3.2 Viewing and Changing Home Address

| Step | Action |
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| 1. | <p>Your personal address is available from the Personal Details tile.</p> <p>Click the Personal Details tile.</p>  |
| 2. | <p>The Personal Details page displays your Home Address and campus Mailing Address under the Addresses tile.</p> <p>Note: The Mailing Address is your campus business address. York employees are not able to edit their campus mailing address using Employee Self Service. Contact your hrhelp@yorku.ca to initiate a change.</p> <p>Click the Addresses tile.</p> |
| 3. | <p>The Addresses page appears.</p> <p>To modify the home address, navigate to the details of the address.</p> <p>Click the Home Address link link.</p> |
| 4. | <p>The current date, November 1 defaults as the Change As Of date.</p> <p>The Change As Of date can be the current or a future date. It cannot be retroactive. In this example, we will enter a future date of November 8.</p> <p>To change the date, open the calendar.</p> <p>Click the Calendar button.</p>  |
| 5. | <p>Select November 8.</p> <p>8</p> |

| Step | Action |
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| 6. | <p>The date has changed to November 8.</p> <p>Natalie is moving to 4700 Keele Street.</p> <p>Click in the Address 1 Field.</p> <p>Enter the new address of "4700 Keele St." or press Enter.</p> <p>Address 1 <input data-bbox="522 520 1289 575" type="text"/></p> |
| 7. | <p>The City and Province default from the prior address. Check that these are valid.</p> <p>Update the Postal Code.</p> <p>In this scenario, enter "M3J 1P3".</p> <p>Postal <input data-bbox="469 781 1055 848" type="text"/></p> |
| 8. | <p>You may save or cancel the address change.</p> <p>Click the Save button.</p> <p>Address <input data-bbox="354 982 1289 1045" type="text"/> <input data-bbox="1214 991 1282 1037" type="button" value="Save"/></p> |
| 9. | <p>A Save Confirmation message will appear briefly at the top of the page; the list of addresses should now include the pending change of address.</p> <p>The address change will be reviewed and approved by HR.</p> |
| 10. | <p>When you are done, you can return to the Home page.</p> <p>Click the Home button.</p> <p></p> |
| 11. | <p>End of Procedure.</p> |