

Address and Phone Number Updates

Employee addresses and phone numbers may be updated in HRIS **during the second week of each pay period**. This will insure that no interference will occur with processing paychecks for the previous pay period. Refer to the HRIS Calendar/Schedule each month for the exact dates to enter address updates. HRIS Calendar/Schedule: http://www.ksu.edu/hr/hris/hris_calendar.html

Important: Use only current pay period effective-date ... never use a future effective-date.

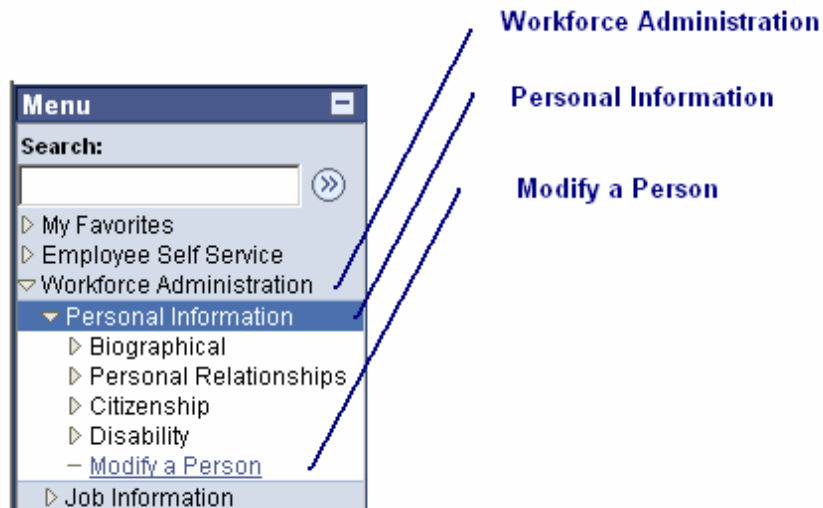
Foreign Addresses will continue to be updated by HR.

Note: Home and mailing addresses and phone numbers appear on the same page; however, they are independent of each other. No need to add an effective-dated row when changing only a phone number.

U.S. Postal Service - Street Abbreviations
http://pe.usps.com/text/pub28/28apc_001.html

U. S. Postal Service Guidelines:
<http://www.psers.state.pa.us/forms/uspoaddress.pdf>

1) Access the Address History page:



Address and Phone Number Updates

2) Enter Search Criteria

- Enter EmplID, Name, Last Name or Department ID
- Select "Search"

Personal Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

EmplID: begins with

Name: begins with

Last Name: begins with

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Include History Correct History

[Basic Search](#)

- Go to **Contact Information Page** if it does not appear.

The Contact Information page includes two address types. The first address type is the **Home Address** and the second address type is the **Mailing Address**.

Contact Information Person ID: W000004407

Current Addresses [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 2 | [Last](#)

Address Type	As Of Date	Status	Address	
Home	08/09/2004	A	4704 Dobson Circle Manhattan, KS 66503	View Address Detail
Mailing	08/29/2000	A		View Address Detail

Phone Information [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Phone Type	Telephone	Extension	Preferred
Main	785-XXX-XXXX		<input checked="" type="checkbox"/>

Email Addresses [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Email Type	Email Address	Preferred
Campus	xxxxxx@ksu.edu	<input type="checkbox"/>

Address and Phone Number Updates

Home Address: The Home Address is where the employee's paycheck/pay advice and W-2 will be sent.

Mailing Address: (Optional) Used for student employees only . . . the Mailing Address is normally their permanent . . . home town address.

If an employee wants their paycheck mailed to a different address than what is shown in HRIS, contact the Division of Human Resources, Payroll, with this information. For example, a different address might be used when an employee is on leave, away from the Manhattan area. The employee maintains a 'home address' in the Manhattan area, but also wants a temporary mailing address for paychecks while on leave.

Note: When updating out-of-state addresses, please use " ZZ " as the county code. HRIS county code table only includes Kansas counties and a few designated county codes for Missouri.

3) To update the address, select **View Address Detail** link for the appropriate address type (i.e., Home or Mailing).

Person ID: W00004407

Address Type	As Of Date	Status	Address	
Home	08/09/2004	A	4704 Dobson Circle Manhattan, KS 66503	View Address Detail
Mailing	08/29/2000	A		View Address Detail

Phone Type	Telephone	Extension	Preferred
Main	785-XXX-XXXX		<input checked="" type="checkbox"/>

Email Type	Email Address	Preferred
Campus	xxxxxxx@ksu.edu	<input type="checkbox"/>

Address and Phone Number Updates

4) Address History page will appear. Insert a Row



Address History

Address Type: Home

Effective Date	Country	Status	Address:
08/09/2004	USA	A	4704 Dobson Cir Manhattan, KS 66503 RL

Buttons: OK, Cancel, Refresh

A blue arrow points to the '+ = Insert Row' button in the top right corner of the table.

A. Enter new Effective Date and select Add Address link



Address History

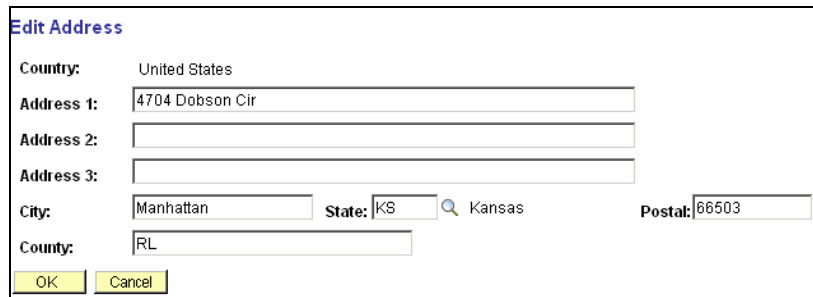
Address Type: Home

Effective Date	Country	Status	Address:
03/23/2008	USA	A	4704 Dobson Cir Manhattan, KS 66503 RL

Buttons: OK, Cancel, Refresh

An 'Add Address' link is visible to the right of the address field.

B. Edit Address page will appear . . . enter new address . . . select OK



Edit Address

Country: United States

Address 1: 4704 Dobson Cir

Address 2:

Address 3:

City: Manhattan State: KS Kansas Postal: 66503

County: RL

Buttons: OK, Cancel

C. Address History page will appear . . . Select OK

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Diagram of Previous Steps

Address History

Address Type: Home

A. Enter Effective Date

**B. - Select Add Address link ...
Edit Address page will appear
- Update Address
- Select OK**

Effective Date	Country	Status	Address:	
03/23/2008	USA	A	4704 Dobson Cir Manhattan, KS 66503 RL	Add Address <input type="button" value="Update Addresses"/>
08/09/2004	USA	A	4704 Dobson Cir Manhattan, KS 66503 RL	

C. Select OK

5) Update Phone number(s), if appropriate.

Phone Type	Telephone	Extension	Preferred	
Main	785-XXX-XXXX		<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

6) Select "Save"

To correct address information after it has been saved, contact your HR Payroll and Employee Data liaison.