

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 address and phone number(s) 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://pe.usps.com/text/pub28/welcome.htm>

1) Access the Address History page:



Workforce Administration

Personal Information

Modify a Person

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

Limit the number of results to (up to 300):

Empl ID:

Name:

Last Name:

Second Name:

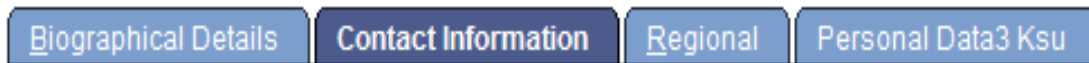
Alternate Character Name:

Middle Name:

Include History

[Basic Search](#)

- Go to **Contact Information Page tab.**



The Contact Information page may include two address types:

Home Address: The Home Address is used for mailing the **W-2 Form and benefit data.**

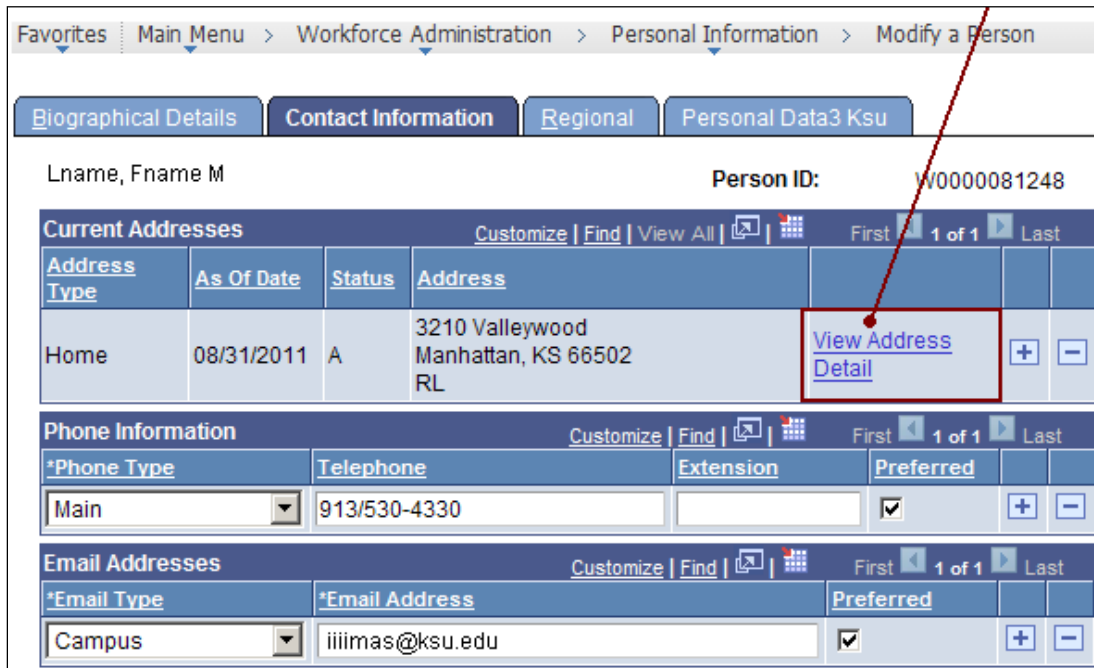
Mailing Address: The Mailing address is no longer used.

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.

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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 **HOME** address, select **View Address Detail** link.



Favorites Main Menu > Workforce Administration > Personal Information > Modify a Person

Biographical Details Contact Information Regional Personal Data3 Ksu

Lname, Fname M Person ID: W0000081248

Current Addresses Customize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address		
Home	08/31/2011	A	3210 Valleywood Manhattan, KS 66502 RL	View Address Detail	+ -

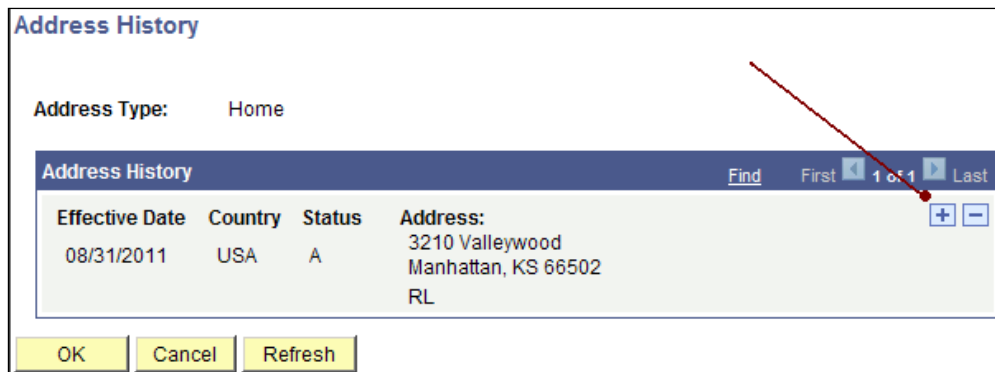
Phone Information Customize | Find | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
Main	913/530-4330		<input checked="" type="checkbox"/>	+ -

Email Addresses Customize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred	
Campus	iiimas@ksu.edu	<input checked="" type="checkbox"/>	+ -

4) Address History page will appear. **Insert a Row**



Address History

Address Type: Home

Address History Find First 1 of 1 Last

Effective Date	Country	Status	Address:	
08/31/2011	USA	A	3210 Valleywood Manhattan, KS 66502 RL	+ -

OK Cancel Refresh

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A. Enter new Effective Date and select Add Address link

Address History

Address Type: Home

*Effective Date	Country	*Status	Address:	
11/07/2011	USA	A	3210 Valleywood Manhattan, KS 66502 RL	Add Address
08/31/2011	USA	A	3210 Valleywood Manhattan, KS 66502 RL	

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

Edit Address

Country: United States

*Address 1: 3210 Valleywood

Address 2:

Address 3:

*City: Manhattan *State: KS Kansas *Postal: 66502

*County: RL

OK Cancel

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

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- 5) Update Phone number(s), if appropriate. **No need to add a row unless another phone type is being added.**

Phone Information					Customize	Find	First	1 of 1	Last
*Phone Type	Telephone	Extension	Preferred						
Main	913/530-4330		<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>				

- 6) Select "Save"

If address has been incorrectly entered and has been saved, contact your HR Payroll and Employee Data liaison to correct address.
