

## **HR Direct** – Maintaining Home and Mailing Addresses

1. Navigate to Self Service>Personal Information>Home and Mailing Address.

I								
Home and Mailing Address								
Regina Howard								
If you need to add or update an address where the country is not "USA", contact your campus HR/Payroll office.								
In addition, not all university systems are integrated (share data) which means that if there are other UMASS applications that require this same information (i.e. Student Systems, Accounting Systems, etc.) you may also need to inform them of your information change.								
Addresses	Ot-t	1-06	0	A 44				
Address Type	status	AS UT	Country	Address				
Home	Current	07/06/2004	USA	6 Main Street Newbury, MA 01951	Edit			
*Address Type:		-	Add	3				
* Required Field								

**Note:** Use the **Home and Mailing Address** page to view a list of all current and future (pending) addresses. Note the message at the top of the page explaining that you should contact your campus HR/Payroll office to update an address that is not in the USA.

Additionally, you may need to contact other offices about address changes since not all university systems share data.

- 2. If you need to **EDIT** the addresses listed, click the **Edit** button **Edit** next to the address to be changed and proceed to step 5.
- If you need to ADD a mailing address, Click the Address Type list
  and choose Mailing type.
- 4. Click the Add button.

Note: If editing, the existing address will default into the fields.

5. Use the Edit/Add Home Address page to enter new information for your address.

	ssachusetts			
2,				
Edit Home Ad	ddress			
Country:	United States			
Address 1:	6 Main Street			
Address 2:				
City:	Newbury	State: MA	Q Massachusetts	Postal: 01951
County:				
Date Change V	Vill Take Effect:			
On this date:	03/19/2010 🗵 (exam	ple: 01/31/2000)		
Save	Cancel			

- 6. Enter the desired information into the **Address 1** field.
- 7. Enter the desired information into the **State** field, if it remains the same, skip to zip.
- 8. Enter the desired information into the **Postal** field.
- 9. You can enter a future date or leave the current date in the **On this date** field. Entering a past date will result in an error message.
- 10. Click the Save button.
- 11. On the Save Confirmation page, click the OK button.
- 12. On the Home and Mailing Address page, review your changes/additions to confirm it is correct.

NOTE: Unless otherwise specified, your home address is considered your mailing address.

- 13. Click the Save button.
- 14. Click the **OK** button.
- **15.** Congratulations! You've successfully updated your home and mailing address information.