

Maintaining Home and Mailing Addresses

Use the **Home and Mailing Address** page to view and edit your address information. Updates to your address information can also be made from the **Personal Information** page.

Procedure

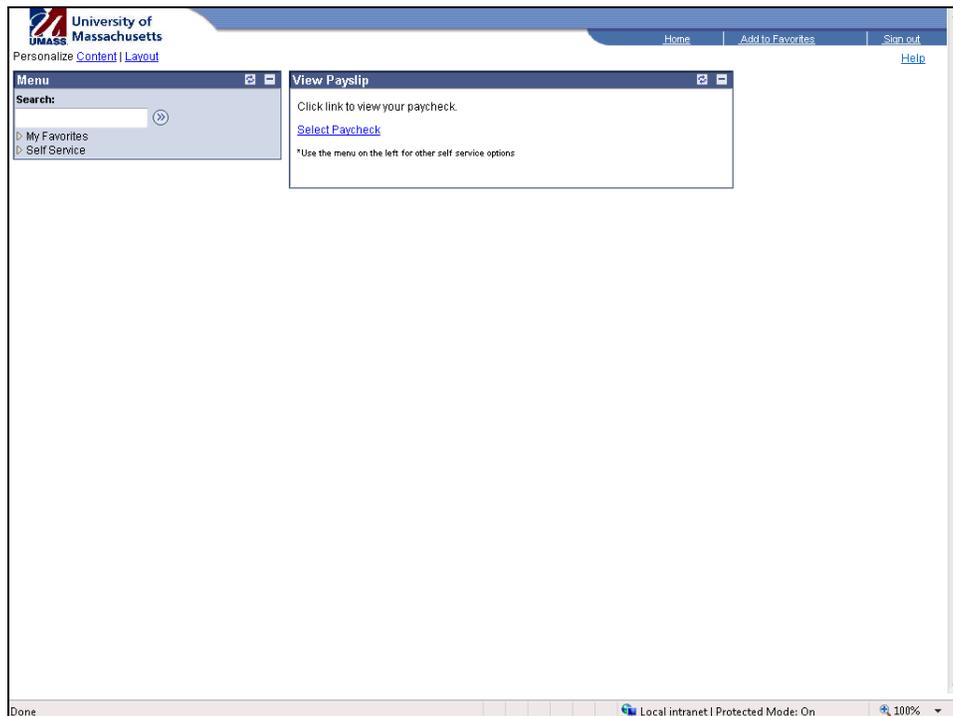
Consider this scenario:

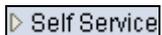
You are moving soon and would like to update your home and mailing addresses.

Key Information:

New Home Address: 10 Smith Street, Newburyport, MA 01950

New Mailing Address: PO Box 5879, Newburyport, MA 01950



Step	Action
1.	Begin by navigating to the Home and Mailing Address page. Click the Self Service link. 

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Home | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Self Service
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Learning and Development
 - Manage Delegation

Main Menu >

Self Service

Navigate to your self service information and activities.

Time Reporting
Report and review your time, schedules, request absences and more.
[Report Time](#)
[View Time](#)

Personal Information
Review and update your personal information.
[Personal Information Summary](#)
[Home and Mailing Address](#)
[Phone Numbers](#)
[More...](#)

Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
[View Paycheck](#)
[Direct Deposit](#)
[W-4 Tax Information](#)
[View W-2/W-2c Forms](#)

Learning and Development
Add or review information about profiles of skills and competencies, interest lists, training and development.
[Training Summary](#)

Manage Delegation
Delegate authority for self-service transactions, and review and revoke delegation requests

Local intranet | Protected Mode: On | 100%

Step	Action
2.	Click the Personal Information link.
3.	Click the Home and Mailing Address link.

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Home | Add to Favorites | Sign out

Search:

New Window | Help

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 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.

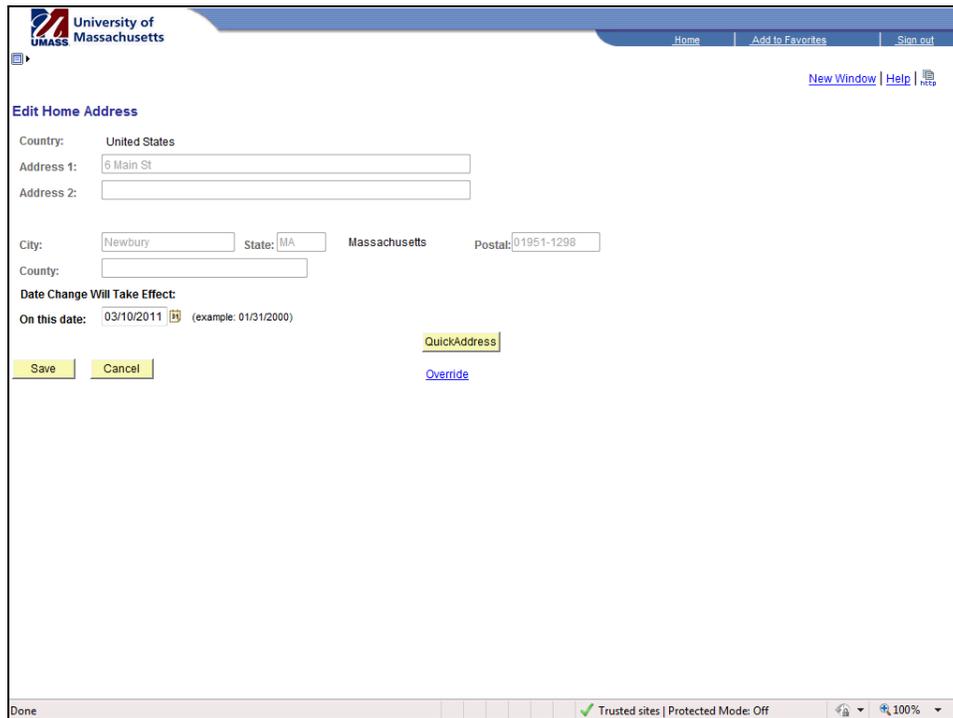
Address Type	Status	As Of	Country	Address	
Home	Current	07/06/2004	USA	6 Main Street Newbury, MA 01951	Edit

*Address Type: Add

* Required Field

Done | Local intranet | Protected Mode: On | 100%

Step	Action
4.	Click the Collapse Menu button. 
5.	Use the Home and Mailing Address page to view a list of all current and future (pending) addresses. If you need to make changes to the addresses listed, click the Edit button.
6.	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.
7.	First, update your home address. Click the Edit button. 



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Home | Add to Favorites | Sign out

New Window | Help | 

Edit Home Address

Country: United States

Address 1:

Address 2:

City: State: Massachusetts Postab:

County:

Date Change Will Take Effect:

On this date:  (example: 01/31/2000)

[Override](#)

Done Trusted sites | Protected Mode: Off   100%

Step	Action
8.	The address displays on the Edit Address page. Use the QuickAddress button to update and validate the address.

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Home Add to Favorites Sign out

New Window Help

Edit Home Address

Country: United States

Address 1: 6 Main St

Address 2:

City: Newbury State: MA Massachusetts Postal: 01951-1298

County:

Date Change Will Take Effect:

On this date: 03/10/2011 (example: 01/31/2000)

QuickAddress

Save Cancel Override

Done Trusted sites | Protected Mode: Off 100%

Step	Action
9.	Click the QuickAddress button.

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Home Add to Favorites Sign out

New Window Help

QuickAddress Address Selection

Address Line 1

Address Line 2

City

State

Zip Code

Search Cancel

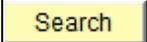
Address

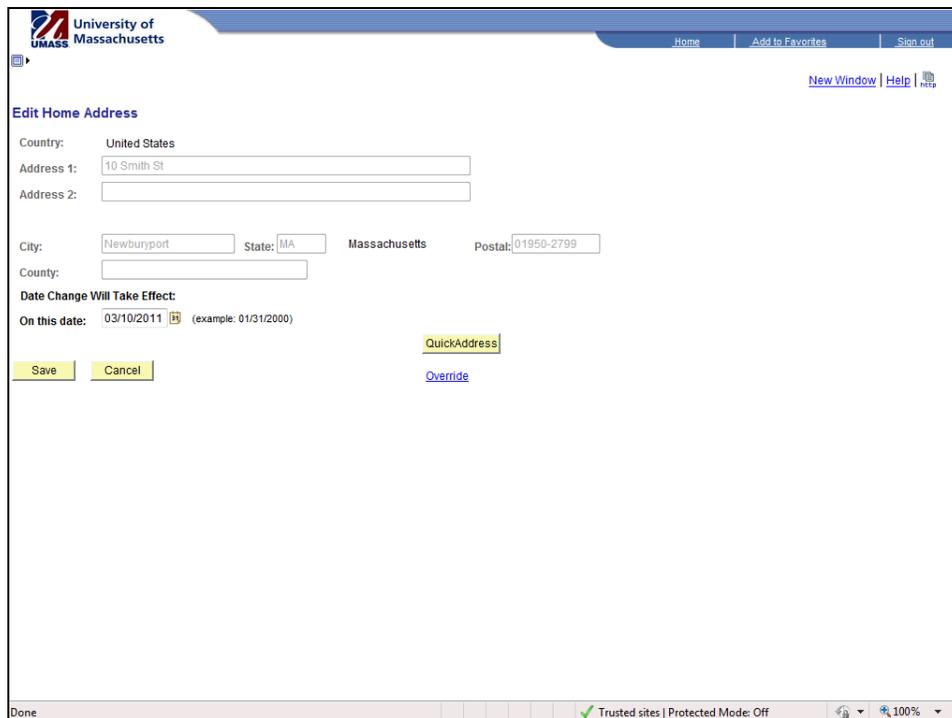
powered by QuickAddress

Done Trusted sites | Protected Mode: Off 100%

Step	Action
10.	Use the QuickAddress Address Selection (QAS) page to enter an address. Once you click the Search button, the system will confirm it is a valid address.
11.	In the case where an exact match is not found, a search results page will appear. QAS will provide you with the top matches for an address you entered. <i>Note:</i> When entering a new or unofficial address (e.g., a new apartment building), you can click the Cancel button. The Edit Address page will open. You can then click the Override link under the QuickAddress button to enter the address manually. This manual process should only be used for this type of scenario. All other addresses should be validated through QAS.

Step	Action
12.	Enter the desired information into the Address Line 1 field. Enter " 10 Smith Street ".
13.	Enter the desired information into the City field. Enter " Newburyport ".
14.	Enter the desired information into the State field. Enter " MA ".

Step	Action
15.	Enter the desired information into the Zip Code field. Enter " 01950 ".
16.	Click the Search button. 



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Home Add to Favorites Sign out

New Window Help

Edit Home Address

Country: United States

Address 1: 10 Smith St

Address 2:

City: Newburyport State: MA Massachusetts Postal: 01950-2799

County:

Date Change Will Take Effect:

On this date: 03/10/2011 (example: 01/31/2000)

QuickAddress

Save Cancel Override

Done Trusted sites | Protected Mode: Off 100%

Step	Action
17.	The address has been validated and is grayed out. If you need to make any changes to the address, you can click the QuickAddress button
18.	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.

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Home Add to Favorites Sign out

[New Window](#) [Help](#)

Edit Home Address

Country: United States

Address 1:

Address 2:

City: State: Massachusetts Postal:

County:

Date Change Will Take Effect:

On this date: (example: 01/31/2000)

[Override](#)

Done Trusted sites | Protected Mode: Off 100%

Step	Action
19.	<p>For this exercise, the change will not be effective until a future date.</p> <p>Enter the desired information into the On this date field.</p> <p>Enter "03/30/2011".</p>

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Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Edit Home Address

Country: United States

Address 1: 10 Smith St

Address 2:

City: Newburyport State: MA Massachusetts Postal: 01950-2799

County:

Date Change Will Take Effect:

On this date: 03/30/2011 (example: 01/31/2000)

[QuickAddress](#)

[Save](#) [Cancel](#) [Override](#)

Done Trusted sites | Protected Mode: Off 100%

Step	Action
20.	Click the Save button.

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Home and Mailing Address

Save Confirmation

✓ The Save was successful.

[OK](#)

Menu

Search:

- My Favorites
- Self Service
 - Personal Information
 - Personal Information Summary
 - Home and Mailing Address
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - COI Acknowledgement
 - Payroll and Compensation
 - Learning and Development
 - Recruiting Activities
 - Manager Delegation
 - Manager Self Service
 - Recruiting
 - Workforce Administration
 - Benefits
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Campus Community
 - Set Up HRMS
 - Worklist
 - Reporting Tools
 - UMass Custom
 - PeopleTools

Done Trusted sites | Protected Mode: Off 100%

Step	Action
21.	<p>The Save Confirmation page opens.</p> <p>Click the OK button.</p> 



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Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | 

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.

Address Type	Status	As Of	Country	Address	
Home	Current	07/06/2004	USA	6 Main Street Newbury, MA 01951	Edit
Home	Future	03/30/2011	USA	10 Smith St Newburyport, MA 01950	Edit

*Address Type:

* Required Field

Done Local intranet | Protected Mode: On 100%

Step	Action
22.	<p>On the Home and Mailing Address page, notice that you now have two Home addresses listed - one for the current time and one that will be effective on a future date.</p> <p>Note: Unless otherwise specified, your home address is considered your mailing address.</p>



[Home](#) | [Add to Favorites](#) | [Sign out](#)
[New Window](#) | [Help](#)

Home and Mailing Address

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Address Type	Status	As Of	Country	Address
Home	Current	07/06/2004	USA	8 Main Street Newbury, MA 01951 Edit
Home	Future	03/30/2011	USA	200 Westport Rd Springfield, MA 01104 Edit

*Address Type: [Add](#)

* Required Field

Local intranet | Protected Mode: On | 100%

Step	Action
23.	For this example, add a mailing address. Click the Address Type list. 

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Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) |

Home and Mailing Address

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Address Type	Status	As Of	Country	Address	
Home	Current	07/06/2004	USA	6 Main Street Newbury, MA 01951	Edit
Home	Future	03/30/2011	USA	200 Westport Rd Springfield, MA 01104	Edit

*Address Type:

* Required Field

Done | Local intranet | Protected Mode: On | 100%

Step	Action
24.	Click the Mail list item. <input type="text" value="Mail"/>

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Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) |

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.

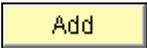
In addition, not all university systems are integrated (share data) which means that if there are other UMass applications that require this same information (i.e. Student Systems, Accounting Systems, etc.) you may also need to inform them of your information change.

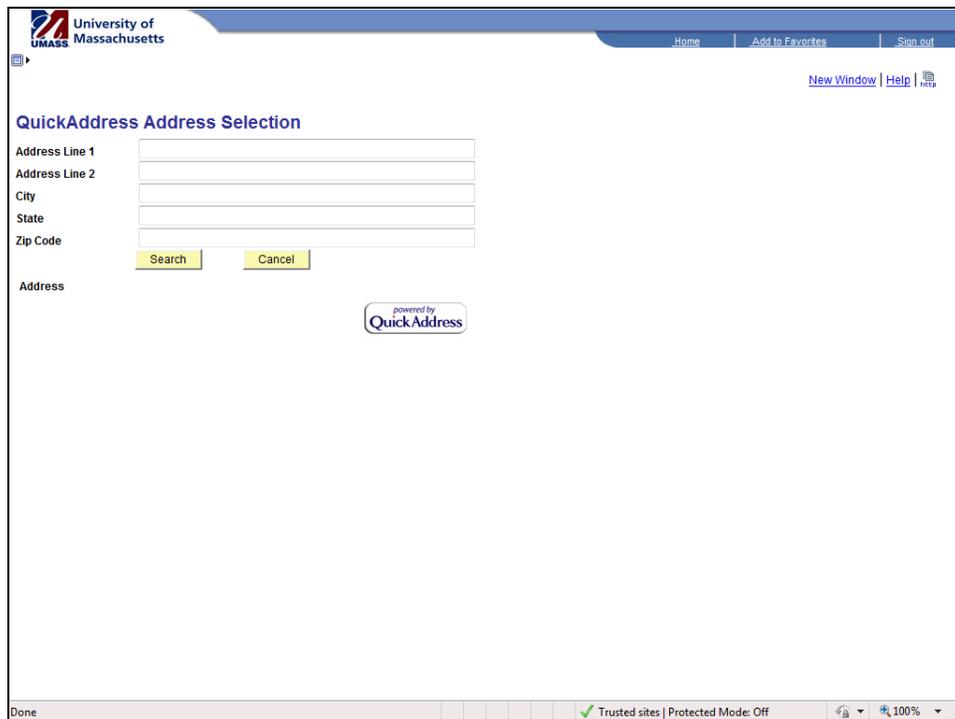
Address Type	Status	As Of	Country	Address	
Home	Current	07/06/2004	USA	6 Main Street Newbury, MA 01951	Edit
Home	Future	03/30/2011	USA	200 Westport Rd Springfield, MA 01104	Edit

*Address Type:

* Required Field

Done | Local intranet | Protected Mode: On | 100%

Step	Action
25.	Click the Add button. 



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Home Add to Favorites Sign out

New Window Help

QuickAddress Address Selection

Address Line 1

Address Line 2

City

State

Zip Code

Address

powered by QuickAddress

Done Trusted sites | Protected Mode: Off 100%

Step	Action
26.	Enter the desired information into the Address 1 field. Enter " PO Box 5879 ".
27.	Enter the desired information into the City field. Enter " Newburyport ".
28.	Enter the desired information into the State field. Enter " MA ".
29.	Enter the desired information into the Postal field. Enter " 01950 ".

University of Massachusetts

Home Add to Favorites Sign out

New Window Help

QuickAddress Address Selection

Address Line 1: PO Box 5879

Address Line 2:

City: Newburyport

State: MA

Zip Code: 01950

Search Cancel

Address

powered by QuickAddress

Done Trusted sites | Protected Mode: Off 100%

Step	Action
30.	Click the Search button.

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Home Add to Favorites Sign out

New Window Help

Add Mailing Address

Country: United States

Address 1: PO Box 5879

Address 2:

City: Newburyport State: MA Massachusetts Postal: 01950-2799

County:

Date Change Will Take Effect:

On this date: 03/10/2011 (example: 01/31/2000)

Save Cancel QuickAddress Override

Done Trusted sites | Protected Mode: Off 100%

Step	Action
31.	This change can take effect immediately. Keep the default date.

University of Massachusetts

Home Add to Favorites Sign out

New Window Help

Add Mailing Address

Country: United States

Address 1: PO Box 5879

Address 2:

City: Newburyport State: MA Massachusetts Postal: 01950-2799

County:

Date Change Will Take Effect:

On this date: 03/10/2011 (example: 01/31/2000)

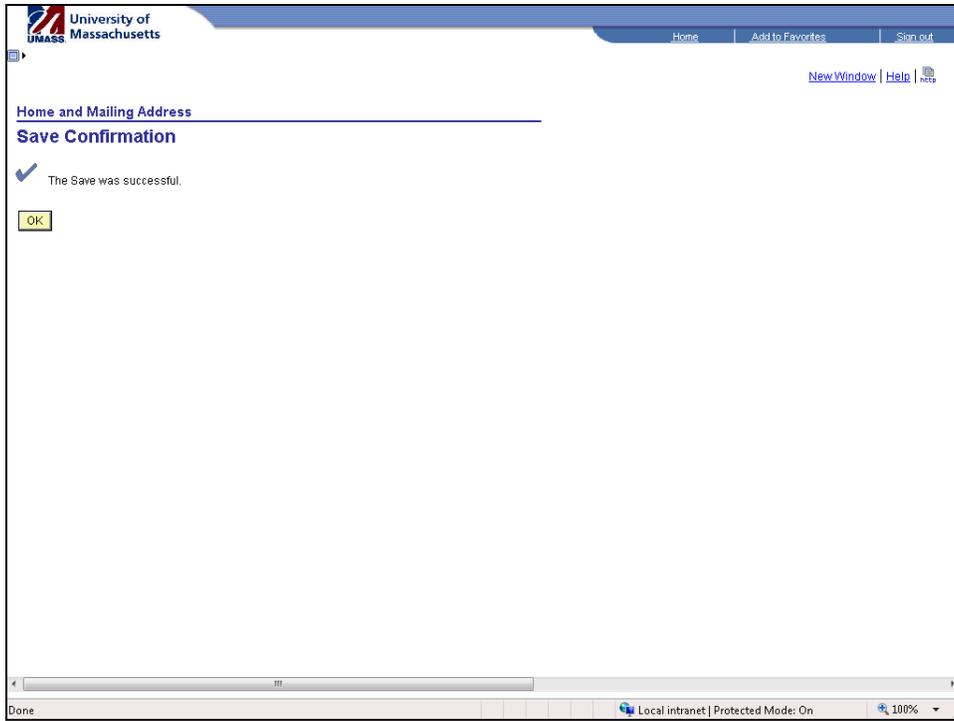
QuickAddress

Save Cancel Override

Done Trusted sites | Protected Mode: Off 100%

Step	Action
32.	Click the Save button.

Save



Step	Action
33.	The Save Confirmation page opens. Click the OK button. 

University of Massachusetts

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Home and Mailing Address

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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.

Address Type	Status	As Of	Country	Address
Home	Current	07/06/2004	USA	8 Main Street Newbury, MA 01951
Home	Future	03/30/2011	USA	10 Smith St Newburyport, MA 01950
Mailing	Current	03/10/2011	USA	PO Box 5879 Newburyport, MA 01950

Done | Local intranet | Protected Mode: On | 100%

Step	Action
34.	Review the changes you've made on the Home and Mailing Address page.
35.	Congratulations! You've successfully updated your home and mailing address information. End of Procedure.

Maintaining Personal Phone Numbers

Use the **Phone Numbers** page to view, add, update, and delete your personal phone number information. Updates to your phone number information can also be made from the **Personal Information** page.

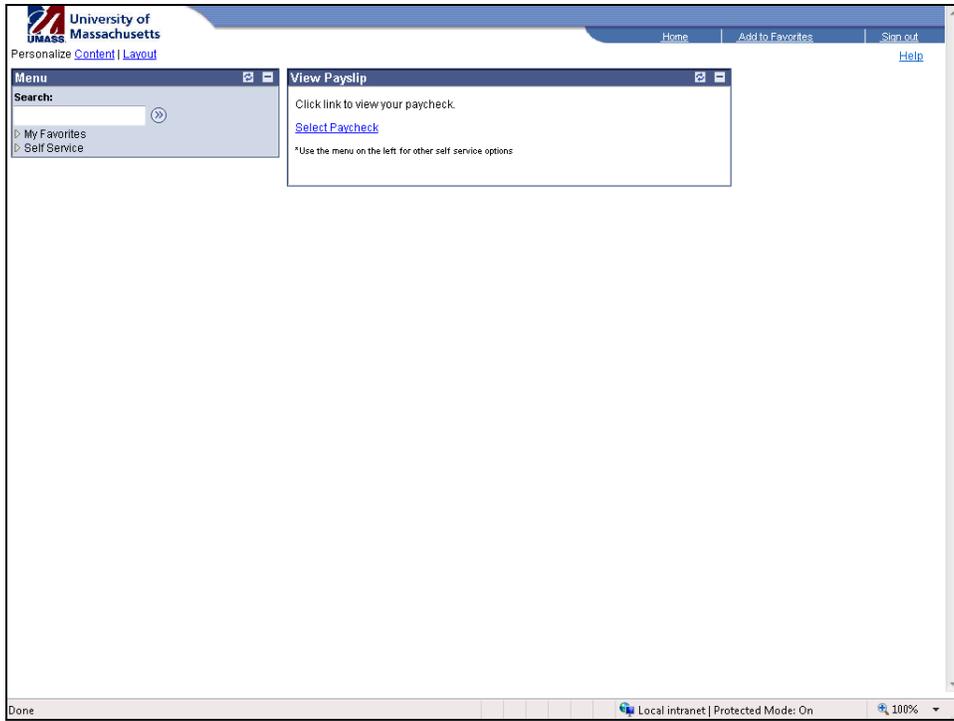
Procedure

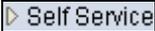
Consider this scenario:

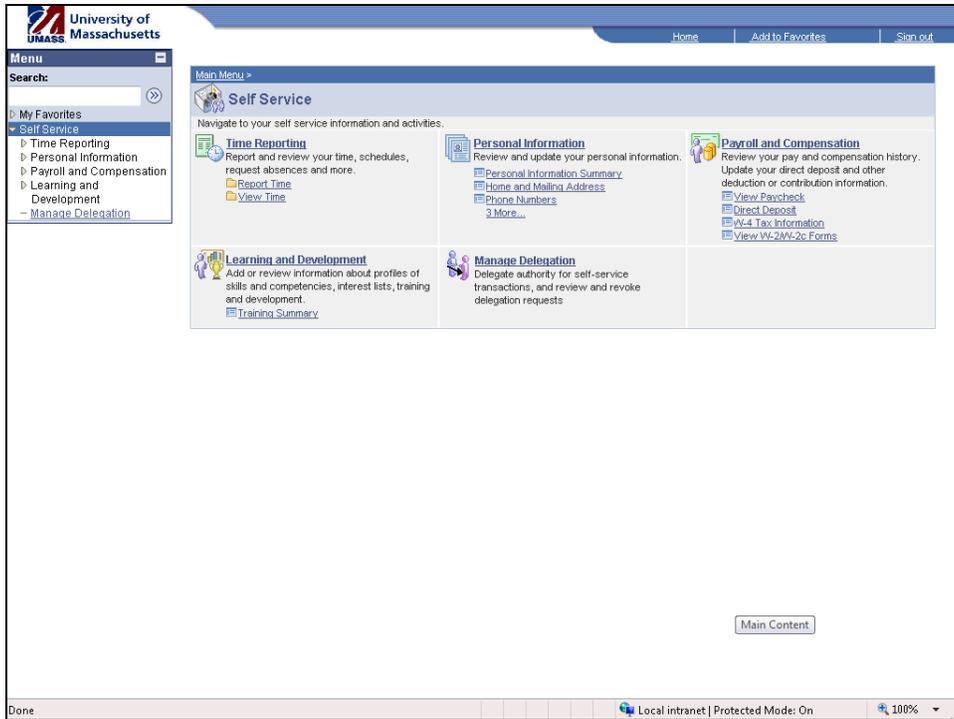
You are going to use the Phone Numbers page to add your mobile phone number to your personal information.

Key Information:

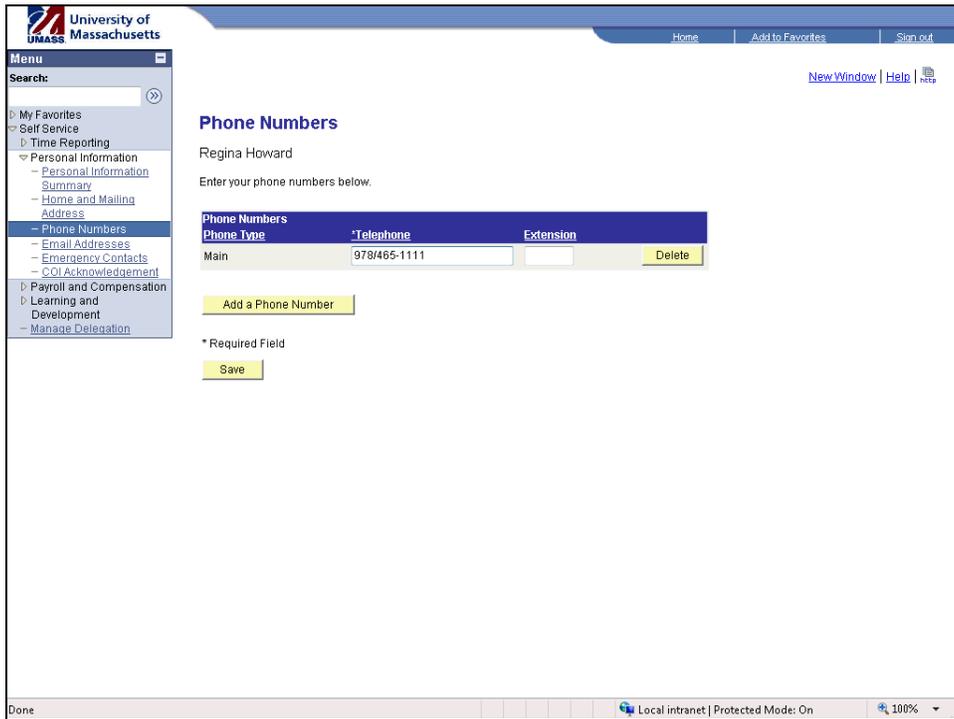
Mobile phone number: 978/444-7890



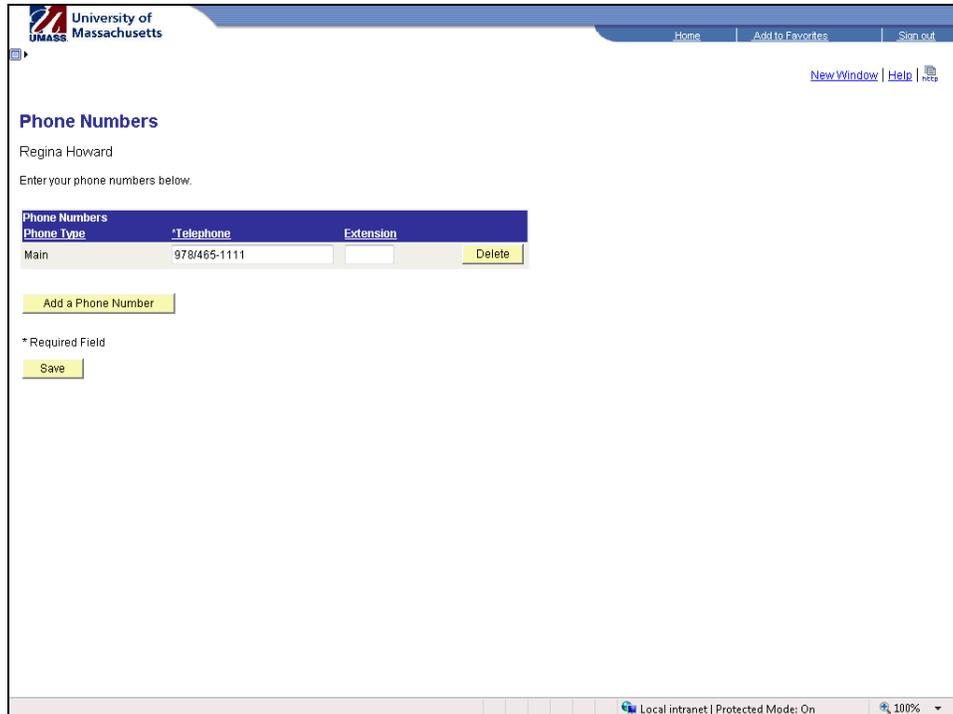
Step	Action
1.	<p>Begin by navigating to the Phone Numbers page.</p> <p>Click the Self Service link.</p> <p></p>



Step	Action
2.	Click the Personal Information link.
3.	Click the Phone Numbers link.



Step	Action
4.	Click the Collapse Menu button. 



Step	Action
5.	Use the Phone Numbers page to view, add, update, and delete phone numbers.
6.	You can modify existing rows by updating the fields and clicking the Save button. <i>Note:</i> Business phone numbers can not be changed using Employee Self Service.
7.	Click the Add a Phone Number button. 
8.	Use the Phone Type list to select the type of phone number you will be entering. Click the Phone Type list. 

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Home Add to Favorites Sign out

New Window Help

Phone Numbers

Regina Howard

Enter your phone numbers below.

Phone Type	*Telephone	Extension	
Main	978/465-1111		Delete
<ul style="list-style-type: none"> Billing Campus Do NOT Call Dormitory FAX Home Mailing Mobile Other Pager 1 Pager 2 Permanent Telex Work 			Delete

Done Local intranet | Protected Mode: On 100%

Step	Action
9.	Click the Mobile list item.
	<input type="text" value="Mobile"/>

University of Massachusetts

Home Add to Favorites Sign out

New Window Help

Phone Numbers

Regina Howard

Enter your phone numbers below.

Phone Type	*Telephone	Extension	
Main	978/465-1111		Delete
Mobile			Delete

Add a Phone Number

* Required Field

Save

Done Local intranet | Protected Mode: On 100%

Step	Action
10	Enter the desired information into the Telephone field. Enter " 978/444-7890 ".

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UMASS

Home | Add to Favorites | Sign out

New Window | Help

Phone Numbers

Regina Howard

Enter your phone numbers below.

Phone Type	Telephone	Extension	
Main	978/465-1111		Delete
Mobile	978/444-7890		Delete

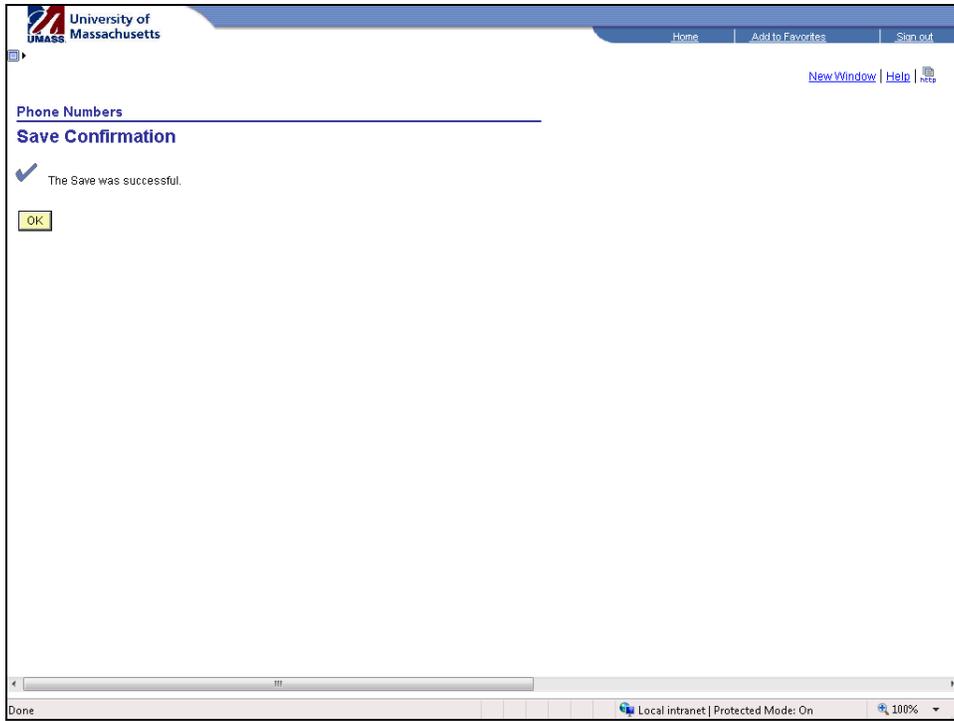
Add a Phone Number

* Required Field

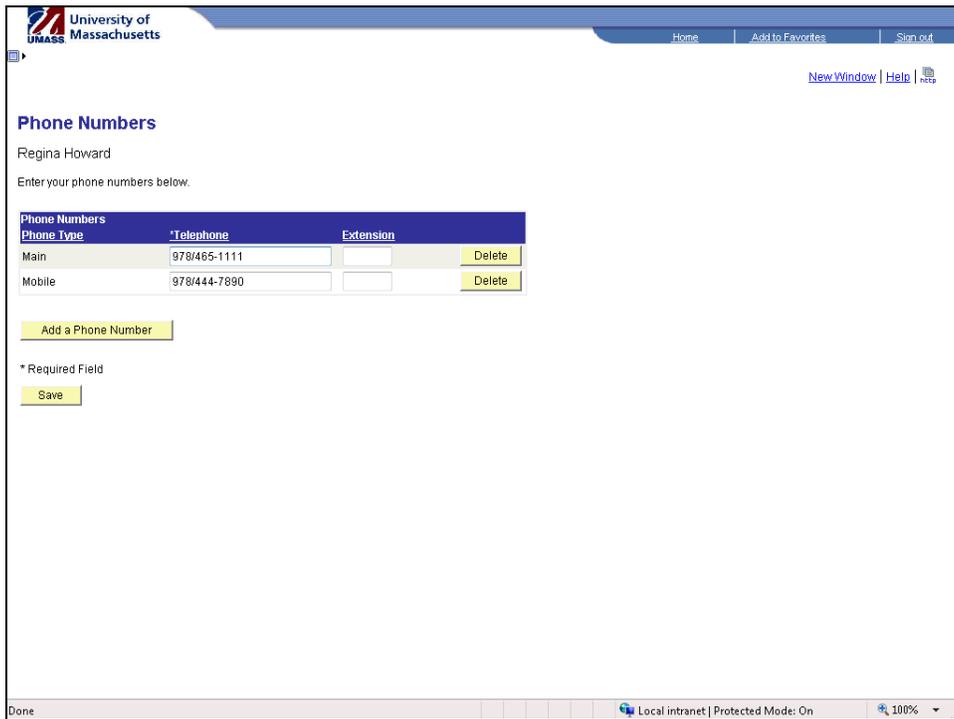
Save

Done | Local intranet | Protected Mode: On | 100%

Step	Action
11	Click the Save button. 



Step	Action
12	Click the OK button. 



Step	Action
13	Review the change you've made.
14	Congratulations! You've successfully added a phone number to your personal information. End of Procedure.