8.9 HRMS Step by Step Guide
Update Address in Modify a Person - Workforce Administration Module

Overview: This guide provides instruction on updating the home and mailing addresses of employees and POIs (university affiliates).

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Modify a Person page
   - Workforce Administration
   - Personal Information
   - Modify a Person

2. Personal Information search page displays
   - Enter one or more of the search fields
   - Name fields are Case Sensitive
   - HRMS 8.9 naming convention is: Last Name, (space) First Name
   - Click Search

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

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmpID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>Alternate Character Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>Include History</td>
<td>Correct History</td>
</tr>
</tbody>
</table>

   Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value
3. Biographical Details page displays

- Click Contact Information

4. To modify the ‘Home’ address:

- Click View Address Detail.
- DO NOT click on the Insert a Row unless you wish to ADD a mailing address (see below).
- **Address History** page displays.
  Click **+** to insert a new row.

- Effective Date defaults to the current date; change if necessary.

- Change Country, if applicable.
  Click **Add Address**.

- **Edit Address** page displays.

  - Enter the new address. (If address is for a foreign country, the address fields will default specifically for that country).

  Click **OK**.

- **Address History** page (Home) re-displays.

  - Change date if needed. Click **OK**.

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<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Country</th>
<th>Status</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2010</td>
<td>USA</td>
<td>A</td>
<td>72 North Pine, Lafayette, CO 80025</td>
</tr>
</tbody>
</table>

**Note:**
- Click **Add Address** to insert a new row.
- Change date if needed. Click **OK**.
5. If adding a mailing address for the first time:

- Click on + to insert a Row
- Choose Mailing from the dropdown menu
- Click on Add Address Detail

- Address History page displays.
- Enter USA for country (Note: Mailing address must be a local Colorado address)
- Click on Add Address
Edit Address page displays.

Enter mailing address and click.

Address History
Mailing Address page re-displays.
Review information and correct as needed.
Click .

6. To modify the 'Mailing' address

Click on the Mailing address row. DO NOT click on the Insert a Row icon on this page!

Address History page (Mailing) displays

Click + to insert a new row
- **Address History** (Mailing) page re-displays.
- Change date if needed
- Click **Add Address**

- Enter new information and click **OK**

- **Address History** page re-displays. Check information, amend if needed, and click **OK**
7. Contact Information page re-displays.
   - Check all information and correct if needed.
   - Click Save.

Update Address in Modify a Person complete