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
- Search Click

Colorado		Hastor	A D01070 Home Worklet Add to Exundant Sin
Menu E			
Search:	Main Menu > Workforce Administration >		
My Favorites Peports and Reviews Recruiting Workforce Administration Personal Information Personabical	Add and maintain personal data for persons and employees Add and maintain personal data for persons and employees Add a new person to the system.	Modify a Person normation, such as name and contact	Person Organizational Summary View a summary of all the organizational relationships for a person.
 Organizational Relationships Personal Relationships Citizenship Disability Adda Beesso Modify a Person 	Search for Matching Persons Search for people in the database using flexible Search/Match criteria	Bearaphical Mantan biographic information for a person including names, addresse, drivers licenses, etc. Add a Person Add a Person Additional Names Z. More,	Organizational Relationships Create or modify the organizational relationships that a person can have Add Engloyment Instance Madda no Person's POLRetn Junce
Summary Search for Matching Persons - Student FICA Notification Page > Job Information	Student FICA Notification Page Student FICA Notification Page	Personal Relationships Create or modify the emergency contacts for each person Emergency Contact Decidin Identification Details	Citzenship Citzenship and Visa information for a person in destitution Data in Engivee Presence Test USA Citzenship/Country/Visa Audi Passacri/Visa Experiation Audi
Flexible Service EG Plan Salaries CU Collective Processes Workforce Reports Benefits	Disability Indicate if a worker is disabled and to record details of the disability Clashiftics		

Personal Information

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

Find an Exis	sting Value 🍸	Add a New Value	
EmplID:		begins with 🔽	
Name:		begins with 💟	
Last Name:		begins with 🔽	
Alternate Cha	aracter Name:	begins with 🔽	
Include His	story Cor	rect History	
Search	Clear Ba	asic Search Save Search Criteria	

Find an Existing Value | Add a New Value

- 3. Biographical **Details page** displays
 - Click Contact Information
- Biographical Details Contact Information Regional Dept Information/Verifications Person ID: 222213 Mary,Weather Primary Name Find View All First 4 1 of 1 🕨 Last + -Effective Date: 08/01/2010 Format Type: English **Display Name:** Mary, Weather View Name Biographic Information 31 01/01/1970 🛐 Date of Death: *Date of Birth: 40 Years Months 7 USA 🔍 Birth Country: United States Q Birth State: Waive Data Protection Birth Location: First 4 1 of 1 🕨 Last **Biographical History** Find | View All + -08/01/2010 🛐 *Effective Date: Female *Gender: A-Not Indicated *Highest Education Level: Single As of: 08/01/2010 *Marital Status: Language Code: Alternate ID: Full-Time Student Customize | Find | View All | First 🗹 1 of 1 🕨 Last *Country *National ID Type National ID USA \checkmark Q Social Security Number \mathbf{v} 999-77-5555 + -🖉 Update/Display 🗐 Save 🔍 Return to Search 🔚 Notify 🕞 Previous tab Next tab Include History Correct History Biographical Details | Contact Information | Regional | Dept Information/Verifications
- Contact Information page displays
- 4. To modify the 'Home' address:
- View Address Click Detail . DO NOT click on the ÷ Insert a Row

unless you wish to ADD a mailing address (see below).

<u>Biographical D</u> Mary, Weather	etails)∫ Co r	ntact Info	rmation	<u>R</u> egior	nal	Dept Inform	nation/Verific	ations	
Current Addre	esses			Customize	Find	View All 🛅	First 🔍	1 of 1 🕑 L	ast
<u>Address</u> Type	<u>As Of Date</u>	<u>Status</u>	<u>Address</u>						
Home	08/01/2010	A	72 North Lafayette,	Pine CO 8002	6		<u>View Addre</u> Detail	<u>ISS</u> (+	
Phone Informa	ation				Custo	mize Find 🛗	First 🔍	1 of 1 🕨 L	ast
<u>*Phone Type</u>		Telephor	<u>1e</u>			Extension	Prefe	erred	
Campus 1	~	303/333-	3333					+	
Email Address	ses				Custo	mize Find 🇮	First 🗹	1 of 1 🕨 L	ast
<u>*Email Type</u>		*Email Ac	<u>ldress</u>				Preferre	<u>d</u>	
Campus	\checkmark	mary.we	ather@cu.	edu				+	
Save Q R	eturn to Searc	h 🔚 No	tify 💽 F	Previous tab		Next tab		<i>ا</i> ⊮ ل	odate/Dis
oraphical Det	ails I Contact	Informati	on I Regio	nal I Dent	Inforr	nation/verifica	tions		

Address History

 Address History page displays. 	Address Type:	Home				
Click 🛨 to insert a	Address History				Find	First 🗹 1 of 1 🕨 Last
new row	Effective Date 08/01/2010	Country USA	Status A	Address: 72 North Pine Lafayette, CO 80026		+ -
	OK Can	cel				
Effective Date defaults to the current date; change	Address History Address Type:	Home				
if necessary	Address History				<u>Find</u> F	irst 🕙 1-2 of 2 🕑 Last
Change Country, if applicableClick	b8/24/2010	USA Q	A Q	Address: 72 North Pine Lafayette, CO 80026		Add Address
Add Address	Effective Date	USA	A	72 North Pine		+ -
 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 	OK Cancel	ited States Side Stree	et	State: CO Colorado		Postal: 80026
page (Home) re- displays	Address History Address Type:	Home				
 Change date if needed. Click OK 	*Effective Date 08/15/2010	Country USA Q	*Status	Address: 321 Side Street Lafayette, CO 80026 USA	<u>Find</u> First	Add Address
	Effective Date 08/01/2010	USA	A	72 North Pine Lafayette, CO 80026		+ -
	OK Canc	el				

.

- Contact Information page re-displays
- 5. If adding a mailing address for the first time:
 - Click on to insert a Row
 - Choose Mailing from the dropdown menu
 - Click on

<u>Add Address</u> Detail

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

delegence	ddresses		Cueto	mine Find View A	II Ere	+ - + + + + + + + + + + + + + + + + + +	Last	
AUGH CSS	As Of Date	Status	Address	The I have a service of the service	art and this		LOSI	
vpe	Astorbate	<u>Status</u>	204 Olds Obset		5.414		~	
lome	08/15/2010	A	Lafayette, CO 8	0026 USA	Detail	ew Address	+-	
hone Inf	formation			Customize Fin	d 🛄 Firs	at 1 of 1	Last	
Phone T	<u>ype</u>	Telephon	<u>e</u>	Extens	ion	referred		
							+ -	
mail Ado	fresses			Customiza	11 H En	a El a ata D	Last	
Emu	100000			C.I.S.		1 01 1	Last	
Can Bio	graphical Datails	Conta	ct Information	Lenoine)	Dent Inform	ation/verific	ations	
010	graphical Details	Conte		Legionar	Deprimoni	in the second second		
Say	ary, Weather		/		Pers	on ID:	222213	
Cu	rrent Addresses		/	Customize Find \	/iew All 🛄	First 1	2 of 2 🕑 Last	
AC	Idress As O	f Date	tatus Address	1				
			321 Side	e Street		Edit/View A	ddress	
но	ome 08/1	2010 A	Lafayette	e, CO 80026 USA		Detail		1
	-					Add Addres	s 👔 🖻	3
M	ailing				~	Detail	/	
and the second se	ation	1		Custor	nize Find 🛄	First	1 of 1 🕑 Last	
	none lype	10	lephone		Extension	Prete	rred	
<u>•P</u>	10000000000000				I		(±) (=	
• <u>P</u>								
En	nail Addresses			Custor	mize Eind 🗎	First 🗹	1 of 1 🕨 Last	
En	nail Addresses mail Type	<u> </u>	mail Address	Custor	mize Eind 🗎	First I	1 of 1 🕨 Last	

Address History

Address Type: Mailing



•	Edit Address page	Edit Address					
	displays.	Country:	United States				
	Enter mailing	Address 1:	PO Box 111				
	address and click.	Address 2:					
	OK						
		City:	Lafayette	State: CO	Colorado		Postal: 80026
		County:					
		OK Ca	ancel				
		Address His	story				
•	Address History	Address Typ	e: Mailing				
	page re-displays.						
	Review information	Address His	story			Find	First 🖪 1 of 1 🕨 Last
	and correct as needed.	*Effective E 08/15/201	Oate Country * Status 0 I USA A Q	Address: PO Box 111 Lafayette, CO	80026 USA		Add Address

Cancel

OK

. Click . <u>OK</u>

6. To modify the 'Mailing' address

 Click Detail
 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

wary, weathe	er		Per	son ID: 222213	
Current Add	resses		Customize Find View All	First 1-2 of 2 🕨 Last	
Address Type	As Of Date	<u>Status</u>	Address		
lome	08/15/2010	A	321 Side Street Lafayette, CO 80026	Edit/View Address	
lailing	08/15/2010	A	PO Box 111 Lafayette, CO 80026 USA	Edit/View Address + -	
hone Inform	nation		Customize Find	First I of 1 D Last	
Phone Type		Telepho	e <u>Extension</u>	Preferret	
Address Address	History Type: M History	ailing		Find First 4 and 1 ast	
Effectiv	ve Date Cou 2010 US	ntry St A A	atus Address: PO Box 111 Lafavette, CO 80026		ude Histor

Address History (Mailing) page redisplays.

Address History

Change date if needed

Enter new

ΟK

click

- Click Address
- Address Type: Mailing Address History First 1-2 of 2 Last Find Effective Date Country *Status Address: + -PO Box 111 08/19/2010 🗊 USA 🔍 A 🔍 Add Address Lafayette, CO 80026 Effective Date + -PO Box 111 08/15/2010 USA A Lafayette, CO 80026 OK Cancel Edit Address Country: United States PO Box 305 Address 1: Address 2: information and Q Colorado Broomfield State: CO Postal: 80017 City: County: Cancel OK Address History Address Type: Mailing First 🗹 1-2 of 2 🕩 Address History Find Country *Status *Effective Date Address: PO Box 305 08/19/2010 🛐 USA 🔍 A 🔍 Add Addre Broomfield, CO 80017 USA Effective Date PO Box 111 08/15/2010 USA А Lafayette, CO 80026 ΟK Cancel
- Address History page re-displays. Check information, amend if needed. and click ΟK

- Contact Information page re-displays.
 - Check all information and correct if needed.
 - Click Save .



Update Address in Modify a Person complete