

8.9 HRMS Step by Step Guide

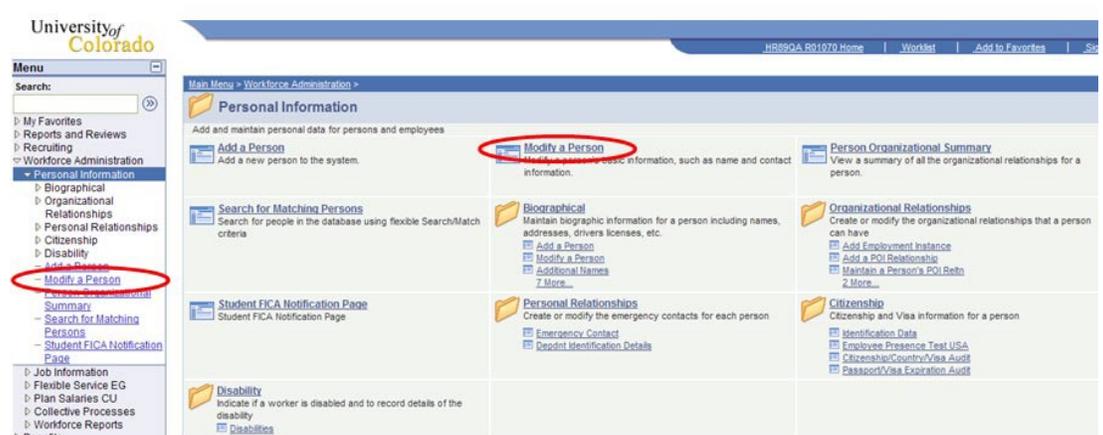
Update Address in Modify a Person - Workforce Administration Module

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.

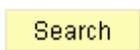
1. Navigate to the Modify a Person page

- 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

Personal Information

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

[Find an Existing Value](#)

[Add a New Value](#)

EmpID:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>

Include History Correct History

[Search](#)

[Clear](#)

[Basic 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 1 of 1 Last

Effective Date: 08/01/2010 + -

Format Type: English

Display Name: Mary, Weather [View Name](#)

Biographic Information

*Date of Birth: 01/01/1970 31 40 Years 7 Months Date of Death: 31

Birth Country: USA United States

Birth State:

Birth Location: Waive Data Protection

Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 08/01/2010 31 + -

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single As of: 08/01/2010 31

Language Code:

Alternate ID: Full-Time Student

National ID [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	999-77-5555	<input checked="" type="checkbox"/>

Save Return to Search Notify Previous tab Next tab Update/Display Include History Correct History

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Dept Information/Verifications](#)

- Contact Information page displays

4. To modify the 'Home' address:

[View Address Detail](#)

- Click **DO NOT** click on the **Insert a Row** unless you wish to ADD a mailing address (see below).

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Dept Information/Verifications](#)

Mary, Weather Person ID: 222213

Current Addresses [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Address Type	As Of Date	Status	Address	View Address Detail
Home	08/01/2010	A	72 North Pine Lafayette, CO 80026	View Address Detail

Phone Information [Customize](#) | [Find](#) First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred
Campus 1	303/333-3333		<input checked="" type="checkbox"/>

Email Addresses [Customize](#) | [Find](#) First 1 of 1 Last

*Email Type	*Email Address	Preferred
Campus	mary.weather@cu.edu	<input type="checkbox"/>

Save Return to Search Notify Previous tab Next tab Update/Display

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Dept Information/Verifications](#)

- Address History page displays.
Click  to insert a new row

Address History

Address Type: Home

Address History				Find	First	1 of 1	Last
Effective Date	Country	Status	Address:				
08/01/2010	USA	A	72 North Pine Lafayette, CO 80026	+ -			

OK Cancel

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

Address History

Address Type: Home

Address History				Find	First	1-2 of 2	Last
*Effective Date	Country	*Status	Address:				
<input type="text" value="08/24/2010"/>	<input type="text" value="USA"/>	<input type="text" value="A"/>	72 North Pine Lafayette, CO 80026	+ - Add Address			
Effective Date							
08/01/2010	USA	A	72 North Pine Lafayette, CO 80026	+ -			

OK Cancel

- Change Country, if applicable
- Click

[Add Address](#)

- Edit Address page displays

Edit Address

Country: United States

Address 1:

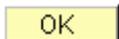
Address 2:

City: State: Colorado Postal:

County:

OK Cancel

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

- Click 

- Address History page (Home) re-displays

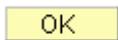
Address History

Address Type: Home

Address History				Find	First	1-2 of 2	Last
*Effective Date	Country	*Status	Address:				
<input type="text" value="08/15/2010"/>	<input type="text" value="USA"/>	<input type="text" value="A"/>	321 Side Street Lafayette, CO 80026 USA	+ - Add Address			
Effective Date							
08/01/2010	USA	A	72 North Pine Lafayette, CO 80026	+ -			

OK Cancel

- Change date if needed. Click



- 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

[Add Address Detail](#)

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

Address History

Address Type: Mailing

OK Cancel

- **Edit Address** page displays.
- Enter mailing address and click. 

Edit Address

Country: United States

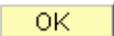
Address 1:

Address 2:

City: State:  Colorado Postal:

County:

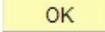
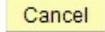
 

- **Address History** Mailing Address page re-displays.
- Review information and correct as needed.
- . Click 

Address History

Address Type: Mailing

*Effective Date	Country	*Status	Address:		
08/15/2010 	USA 	A 	PO Box 111 Lafayette, CO 80026 USA	Add Address	

6. To modify the 'Mailing' address

- Click [View Address 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

Biographical Details | **Contact Information** | Regional | Dept Information/Verifications

Mary, Weather Person ID: 222213

Address Type	As Of Date	Status	Address	Edit/View Address Detail		
Home	08/15/2010	A	321 Side Street Lafayette, CO 80026	Edit/View Address Detail		
Mailing	08/15/2010	A	PO Box 111 Lafayette, CO 80026 USA	Edit/View Address Detail		

Phone Information

Address History

Address Type: Mailing

Effective Date	Country	Status	Address:		
08/15/2010	USA	A	PO Box 111 Lafayette, CO 80026		



- **Address History** (Mailing) page re-displays.
- Change date if needed
- Click [Add Address](#)

Address History

Address Type: Mailing

*Effective Date	Country	*Status	Address:
08/19/2010	USA	A	PO Box 111 Lafayette, CO 80026
Add Address			
Effective Date			
08/15/2010	USA	A	PO Box 111 Lafayette, CO 80026

OK Cancel

Edit Address

Country: United States

Address 1: PO Box 305

Address 2:

City: Broomfield State: CO Colorado Postal: 80017

County:

OK Cancel

- Enter new information and click **OK**

Address History

Address Type: Mailing

*Effective Date	Country	*Status	Address:
08/19/2010	USA	A	PO Box 305 Broomfield, CO 80017 USA
Add Address			
Effective Date			
08/15/2010	USA	A	PO Box 111 Lafayette, CO 80026

OK Cancel

- **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  .

Biographical Details | **Contact Information** | Regional | Dept Information/Verifications

Mary, Weather Person ID: 222213

Current Addresses Customize | Find | View All |  First 1-2 of 2 Last

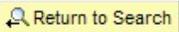
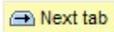
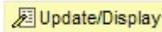
Address Type	As Of Date	Status	Address		
Home	08/15/2010	A	321 Side Street Lafayette, CO 80026	View Address Detail	<input type="checkbox"/> + -
Mailing	08/19/2010	A	PO Box 305 Broomfield, CO 80017 USA	Edit/View Address Detail	<input type="checkbox"/> + -

Phone Information Customize | Find |  First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ -

Email Addresses Customize | Find |  First 1 of 1 Last

*Email Type	*Email Address	Preferred		
Campus <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ -

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Dept Information/Verifications](#)

Update Address in Modify a Person complete