

Using eProfile to Submit a Request to Change Home/Mailing Address

Created on 10/23/2012 2:27:00 PM

Table of Contents

Using eProfile to Submit a Request to Change Home/Mailing Address..... 1

Using eProfile to Submit a Request to Change Home/Mailing Address



Home and Mailing Address

Employees can add, edit, or delete their home and mailing addresses in Core-CT. The Address Field 1 (street address or P.O. Box number), City, State, Postal Code (Zip) and County are required fields. Data is required in these fields for the page to save.

Once submitted in Core-CT, the employee receives an e-mail that the request was submitted successfully. The employee must then submit documentation to Human Resources for verification.

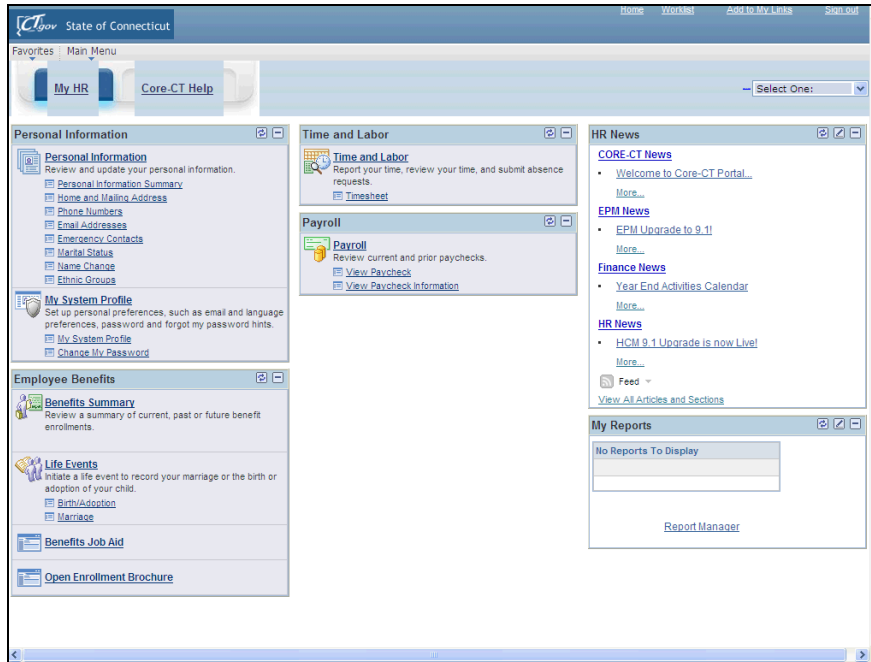
Procedure

Navigation:

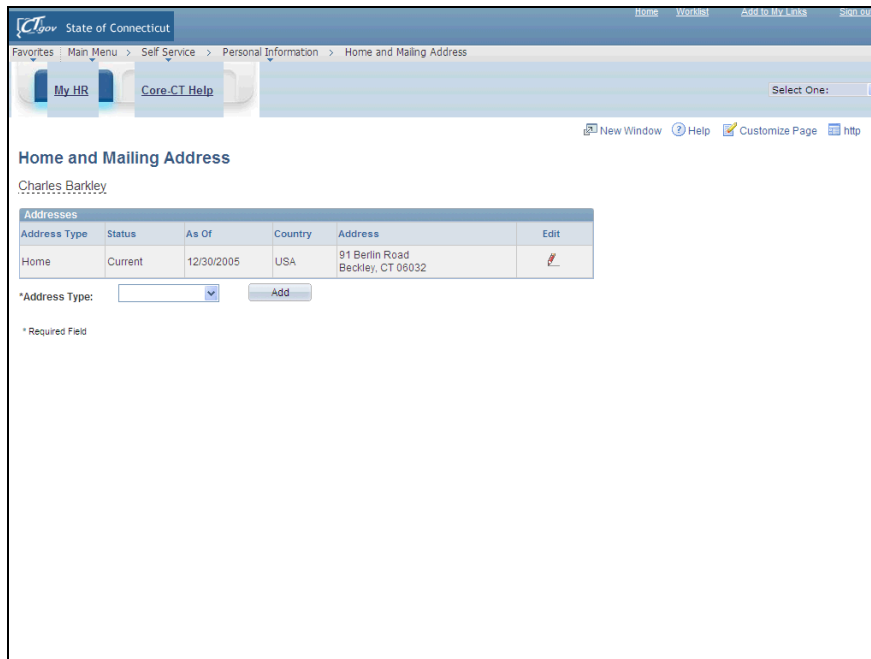
My HR tab > Personal Information > Home and Mailing Address


Select the Personal Information Summary link > Select the Home and Mailing Address button.

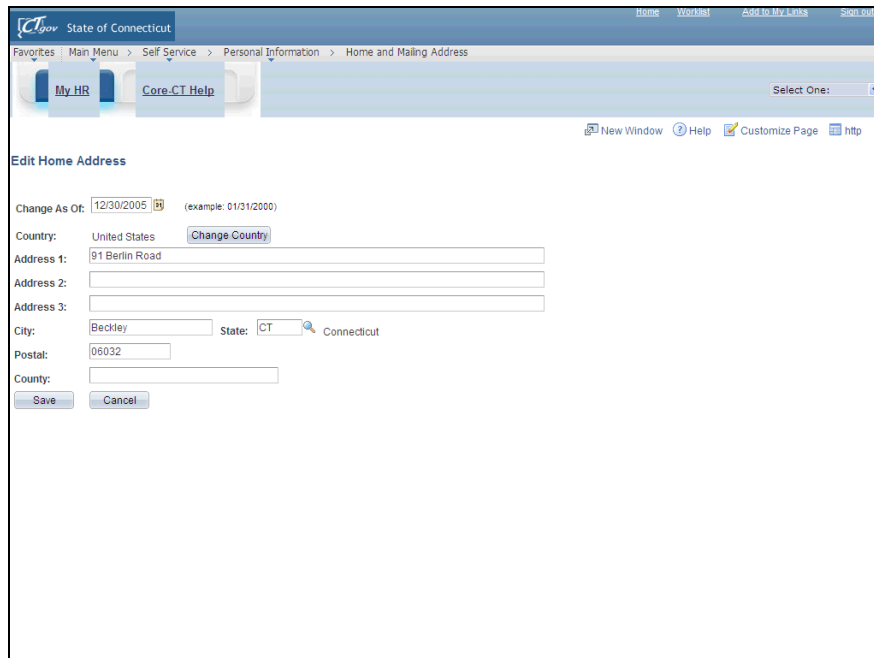
Main Menu > Self Service > Personal Information > Home and Mailing Address


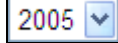




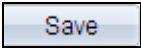
Step	Action
1.	Click the Home and Mailing Address link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Home and Mailing Address</div>

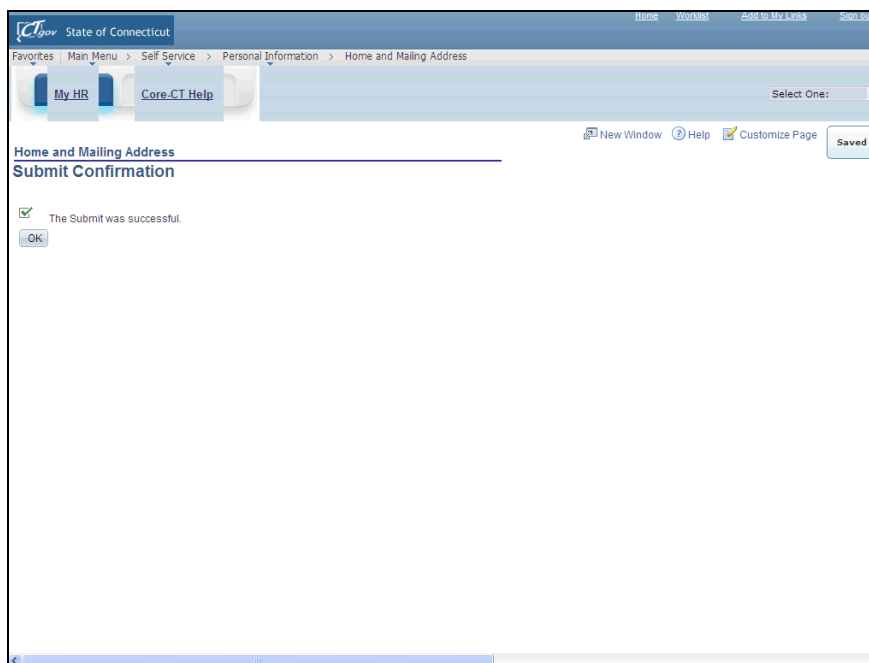



Step	Action
2.	<p>The Home address under Address Type is the employee's physical address, the place of residence. A home address cannot be a PO Box.</p> <p>The Status denotes the address usage status.</p> <p>The As Of date is the effective date.</p> <p>Click the Edit button.</p> 

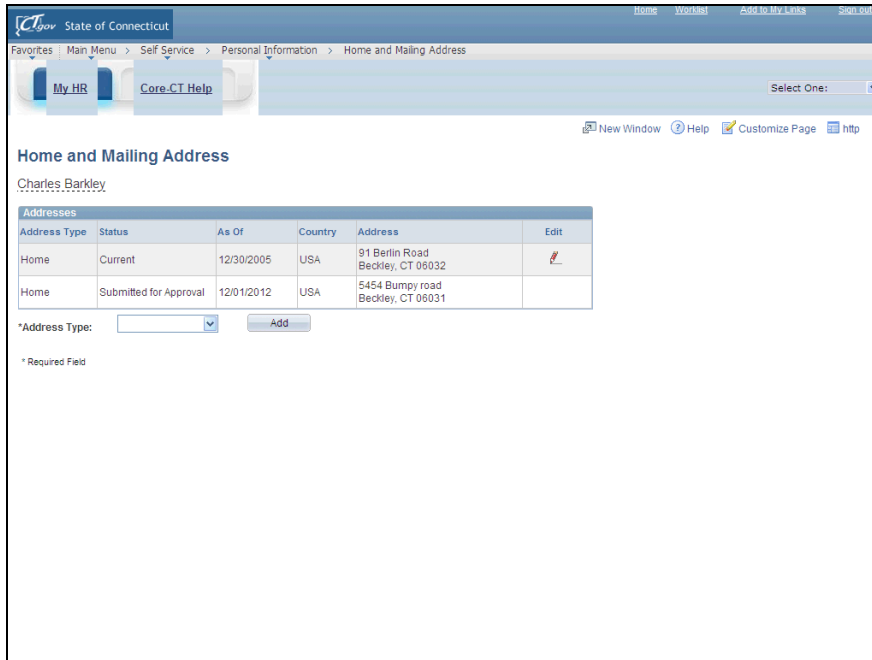




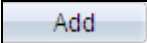
Step	Action
3.	<p>Click the Date button next to the Change as Of field to set the effective date of the address change.</p> <p>Employees must select the current date or a future date. Core-CT will not allow employees to enter a retroactive date.</p> 
4.	<p>Click the list.</p> 
5.	<p>Click the 2012 list item.</p> 
6.	<p>Click the desired date.</p> 
7.	<p>Enter 5454 Bumpy Road into the Address 1 field.</p>

Step	Action
8.	Enter 06031 into the Postal field.
9.	Click the Save button. 



Step	Action
10.	Click the OK button. An address change requires verification submitted to Human Resources. 



Step	Action
11.	To add an additional address of a different address type, click the Address Type list. 
12.	Select the Address Type Mail to designate an address where Human Resources will mail important information such as W-2s, benefit information, and other correspondence. An employee's Mail address can be the same as their home address, or a different physical address, or a PO Box address. Click the Mail list item. 
13.	Click the Add button. 

State of Connecticut

Home | Worklist | Add to My Links | Sign out

Favorites | Main Menu > Self Service > Personal Information > Home and Mailing Address

My HR | Core-CT Help | Select One: ▾

New Window | Help | Customize Page | http

Add Mailing Address

Change As Of: 09/19/2012 (example: 01/31/2000)

Country: United States [Change Country](#)

Address 1:

Address 2:

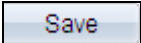
Address 3:

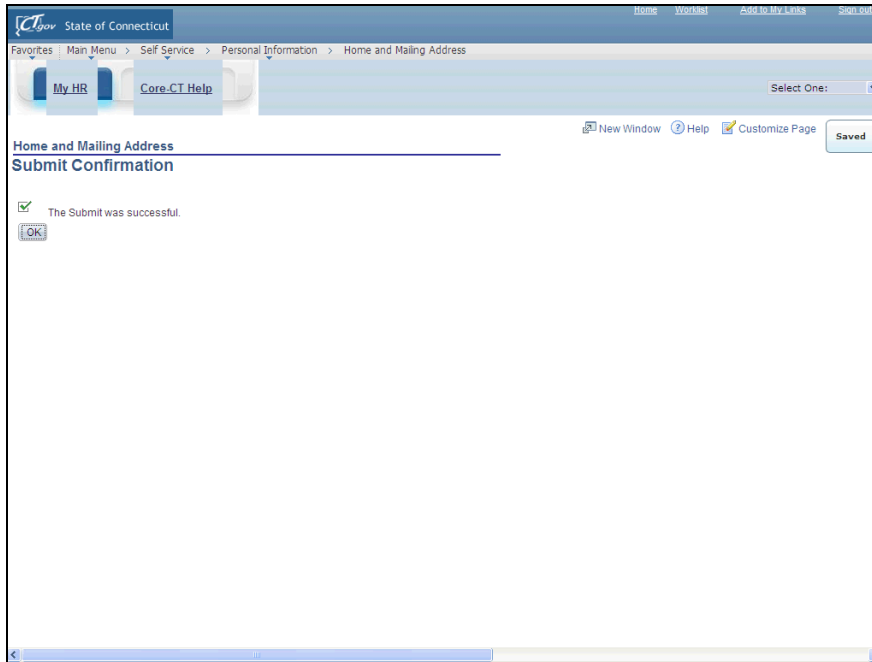
City: State:


Postal:

County:

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

Step	Action
14.	Enter PO box 67 into the Address 1 field.
15.	Enter Pleasant into the City field.
16.	Enter CT into the State field.
17.	Enter 06124 into the Postal field.
18.	Click the Save button. 



Step	Action
19.	Click the OK button. An address change requires verification submitted to Human Resources. 
20.	End of Procedure.