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

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Core-

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

Dov State of Connecticut		Home Workist Add to My Links	Sign out
Favorites Main Menu			
My HR Core.CT Help		- Select One:	~
Personal Information	Time and Labor	HR News	02-
Personal Information Personal Information Personal Information Personal Information Personal Information Parsonal Informa	Rever our and prior paychecks. Vew Paycheck Information	CORE_CT News Water Water Physical Core_CT Portal_ Water Finance News Finance News Yasr End Activities Calendar Nore Hares Hare	
Employee Benefits 🖾 🖃		Feed -	
Benefits Summary		View All Articles and Sections	
Review a summary of current, past or future benefit enrollments.		My Reports	ø Z -
Life Events initiate a life event to record your marriage or the birth or adoption of your child. Birth/Adoption		No Reports To Display	
Benefits Job Aid		Report Manager	
Open Enrollment Brochure			
<			>

Step	Action
1.	Click the Home and Mailing Address link.
	Home and Mailing Address

Cov State of Connecticut					<u>Home</u>	<u>Worklist</u>	Add to My Links	<u>Sign out</u>
Favorites Main Menu > Self Ser	vice > Personal I	formation	Home and Mailing Address					
	T Help						Select One	e: 💌
				E	New Window	Help	📝 Customize Page	📰 http
Home and Mailing A	ddress							
Charles Barkley								
Addresses	As Of	Country	Address	Edit				
Home Current	12/30/2005	USA	91 Berlin Road Beckley, CT 06032	<u>/</u>				
*Address Type:	· ·	Add			_			
* Dequired Field								
Required Field								

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

Dow State of Connecticut	<u>Home</u>	<u>Worklist</u>	Add to My Links	<u>Sign out</u>
Favorites Main Menu > Self Service > Personal Information > Home and Mailing Address				
			Select On	e: 💌
	🔄 New Window	Help	📝 Customize Page	📰 http
Edit Home Address				
Change As Of: 12/30/2005 🔀 (example: 01/31/2000)				
Country: United States Change Country	_			
Address 1: 91 Berlin Road				
Address 2:				
Address 3:				
City: Beckley State: CT Connecticut				
Postal: 06032				
County:				
Save Cancel				
1				

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

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.

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My HR	Core-CT Help							Select One		
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lome and	Mailing Addres	SS								
harles Barkle	2									
Addresses										
ddress Type	Status	As Of	Country	Address 91 Berlin Road	Edit					
lome	Current	12/30/2005	USA	Beckley, CT 06032	2					
lome	Submitted for Approval	12/01/2012	USA	5454 Bumpy road Beckley, CT 06031						
Address Type:	~	Add								
Required Field										

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. Mail
13.	Click the Add button.

Dev State of Connecticut	Home	<u>Worklist</u>	Add to My Links	<u>Sign out</u>
Favorites Main Menu > Self Service > Personal Information > Home and Mailing Address				
My HR Core-CT Help			Select One	e: 💌
		Q		
	Ren Mew Mindow	() Help	Customize Page	ittp
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.