Using Employee Address Changes to Review eProfile Changes



The **Employee Address Changes** page allows approvers to search for address change transactions of employees assigned to them. Employee ID or name related fields can be used, along with other search criteria to filter results.

Employee Address Changes

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

Find an Existing Value					
Limit the number of results to (up to 300): 300					
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Middle Name:	begins with 🐱				

Search Clear Basic Search Criteria

Procedure

Main Menu > Workforce Administration > Self Service Transactions > Employee Address Changes



Step	Action
1.	Click Main Menu. Main Menu

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Step	Action
2.	Click the Workforce Administration menu.
	Workforce Administration
3.	Click the Self Service Transactions menu.
	Self Service Transactions
4.	Click the Employee Address Changes menu.
	Workflow Inquiry
5.	 The Employee Address Changes page allows approvers to search for address change transactions of employees assigned to them. Employee ID or name related fields can be used, along with other search criteria to filter results. 1. Employee related search - Use Empl ID, Name fields, etc. to view a list of address change requests made by the selected employee, and the status of each 2. Effective Date search - Use a date or date range in the Effective Date field to view change requests for any employee matching the date parameters selected.
	3. Address type search - Enter either of the two options, HOME or MAIL , in the Address Type field. Results display all change requests of the Address Type selected.

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Employee Address Ch	anges							
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Step	Action
6.	Enter home into the Address Type field.
7.	Click the Search button.

Step	Action
8.	The Search Results display all employee address change transactions with an Address Type of HOME.
	Information about the requestor and the Self Service Status Indicator of their request also displays.
	Click the Steve Nash link. Steve Nash
9.	The Home and Mailing address page displays indicating, in this example, that the transaction has been completed successfully.
10.	
	End of Procedure.