

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):

Empl ID: begins with

*Effective Date: =

Effective Sequence: =

Address Type: begins with

Name: begins with

Last Name: begins with

Second Last Name: begins with

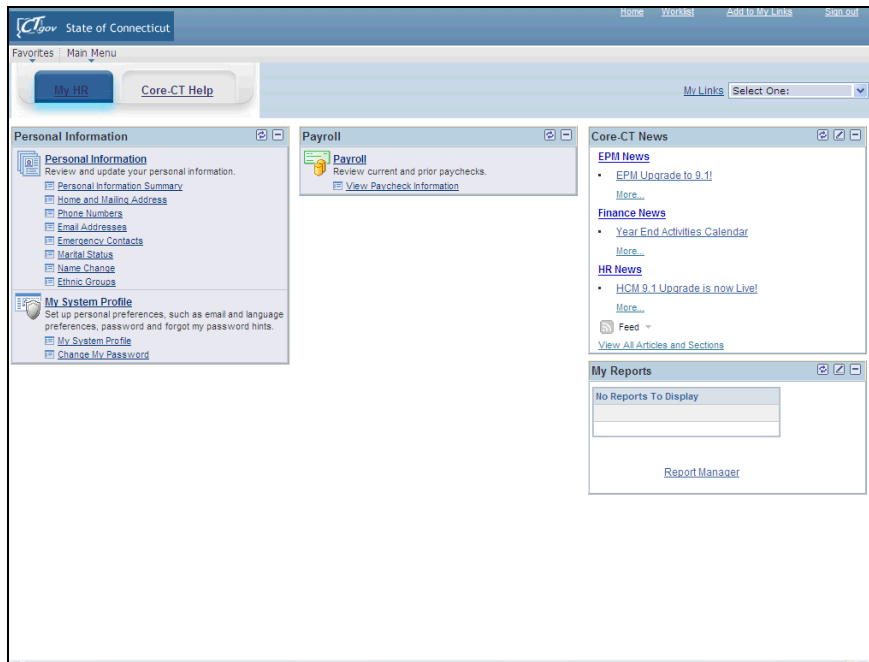
Alternate Character Name: begins with

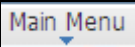
Middle Name: begins with

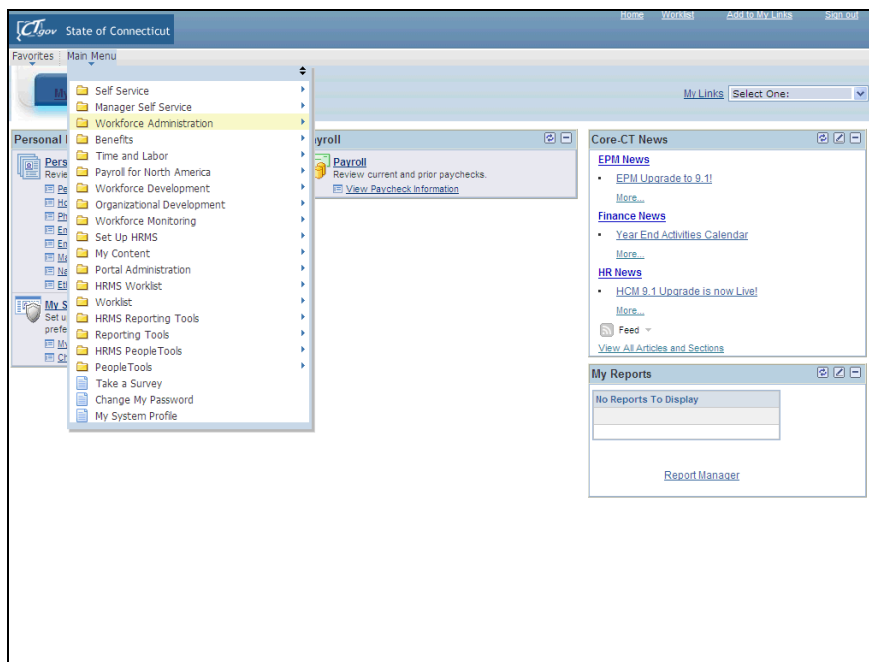
[Basic Search](#)

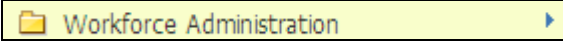
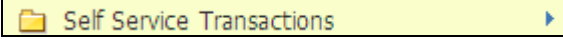
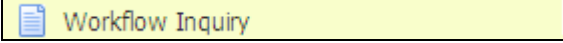
Procedure

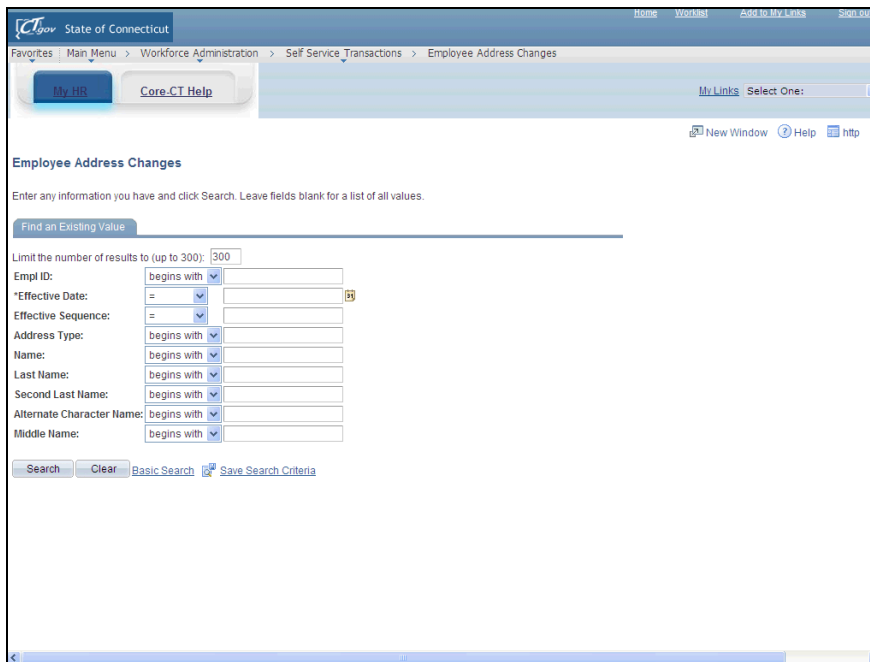
Main Menu > Workforce Administration > Self Service Transactions > Employee Address Changes



Step	Action
1.	<p>Click Main Menu.</p> 



Step	Action
2.	Click the Workforce Administration menu. 
3.	Click the Self Service Transactions menu. 
4.	Click the Employee Address Changes menu. 
5.	<p>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.</p> <ol style="list-style-type: none"> 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 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. 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.



State of Connecticut

Home | My Links | Sign Out

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

My HR | Core-CT Help | My Links Select One: [v]

New Window | Help | http

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

Empl ID: [begins with] []

*Effective Date: [=] [] [to] []

Effective Sequence: [=] []

Address Type: [begins with] []

Name: [begins with] []

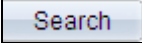
Last Name: [begins with] []

Second Last Name: [begins with] []

Alternate Character Name: [begins with] []

Middle Name: [begins with] []

[Search] [Clear] [Basic Search] [Save Search Criteria]

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

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