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.
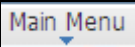
Procedure
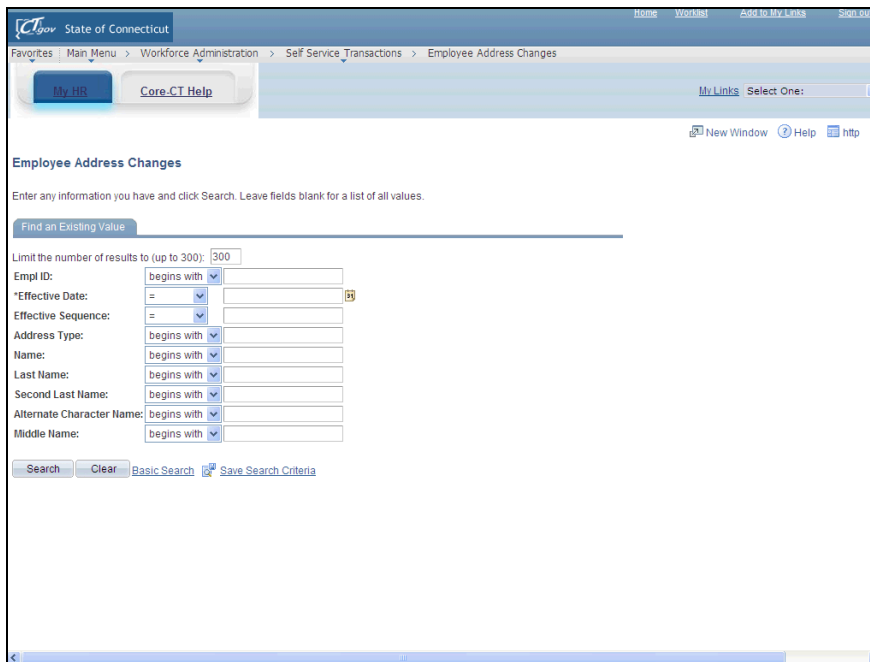
Main Menu > Workforce Administration > Self Service Transactions > Employee Address Changes
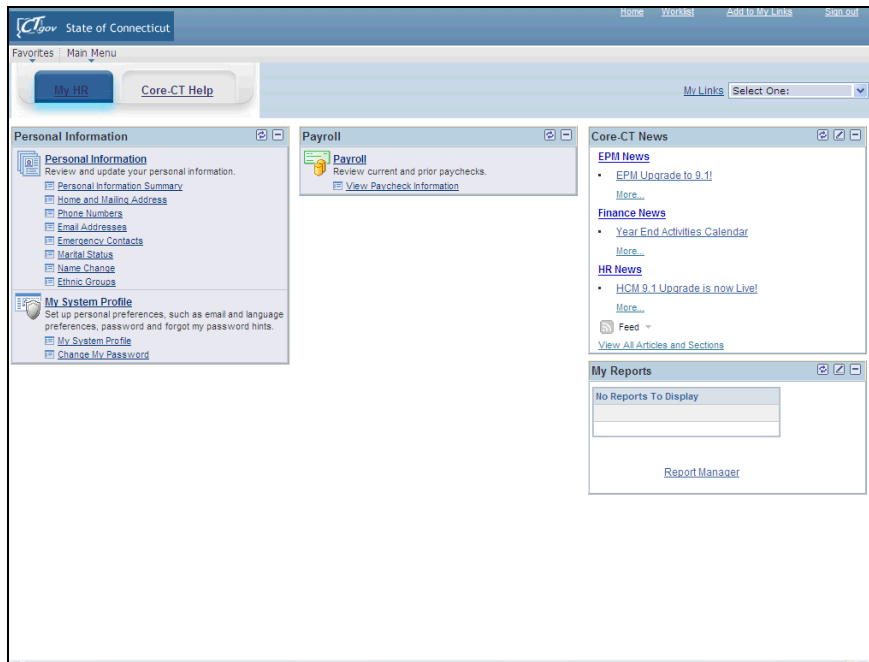
Step	Action
1.	Click **Main Menu**.

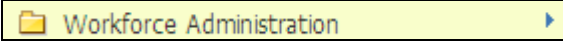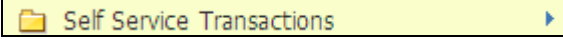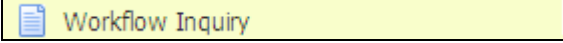| Step	Action
2.	Click the **Workforce Administration** menu.
	📁 Workforce Administration ▶
3.	Click the **Self Service Transactions** menu.
	📁 Self Service Transactions ▶
4.	Click the **Employee Address Changes** menu.
	📄 Workflow Inquiry
5.	The **Employee Address Changes** page allows approvers to 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.
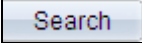
Step	Action
6.	Enter **home** into the **Address Type** field.
7.	Click the **Search** button.
	Search

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.**