

## HOME ADDRESS CHANGE

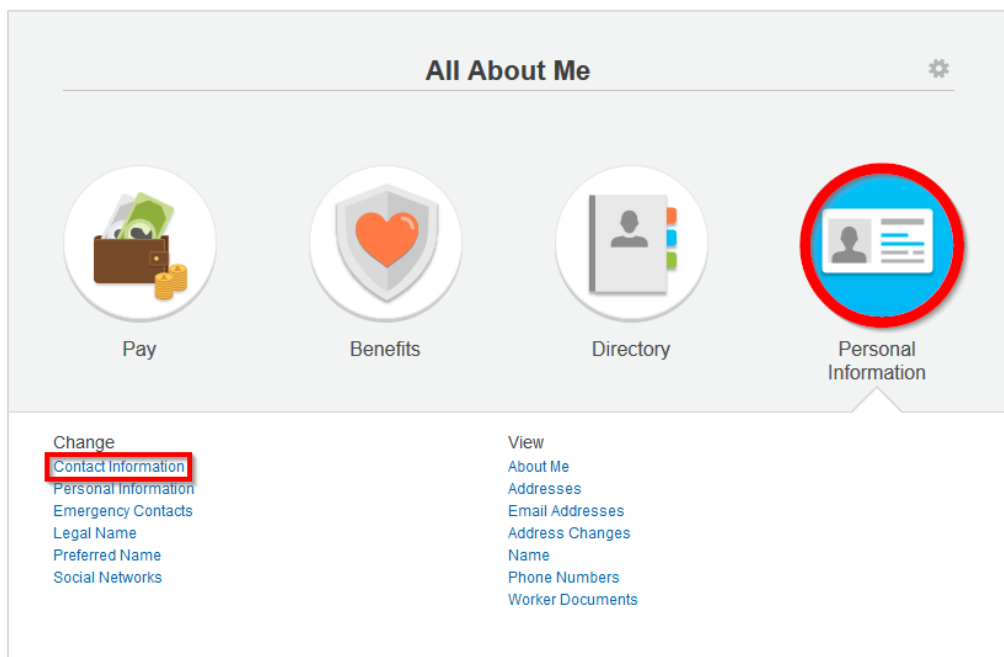
### **The following note is for student employees only:**

The primary address for payroll purposes must be located in Oregon or Washington. To simplify this process for you, your primary home address will default to the College's address. This will ensure that you are taxed correctly. It is your responsibility to update this address if you have a local (meaning OR or WA) address that is different from the College's address. If you receive paper checks, you will also need to add an additional address for mailing purposes by selecting a **Paycheck - Mailing** usage type. This address will be used for mailing you your paychecks and W2's. Changing your address in Workday does not update your address with the rest of the College.

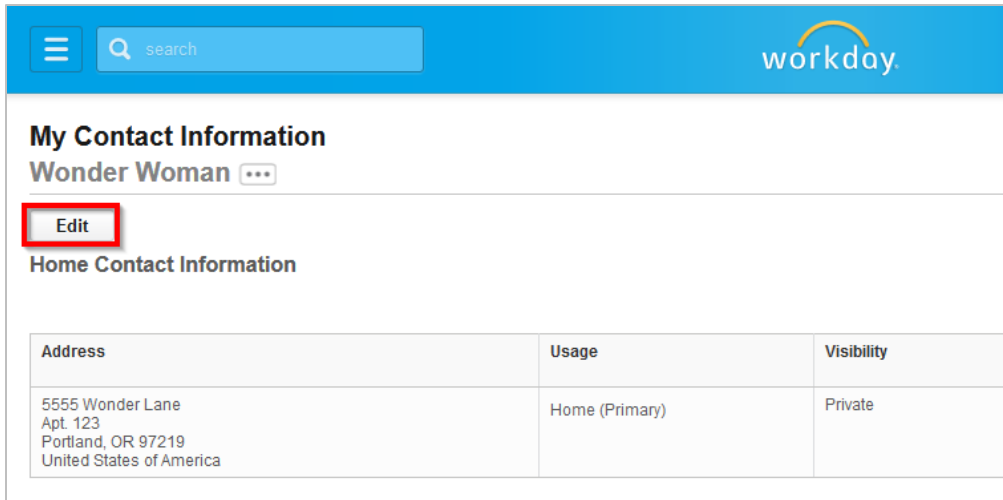
**If you need to update your address for anything other than HR or payroll functions you will need to go to the Registrar's Office.**

Follow the steps below to update your home address in Workday.

1. In your **All About Me** screen, open the **Personal Information** worklet and click the **Contact Information** link in the **Change** section of the pull-down menu.



- Click the **Edit** button to continue:



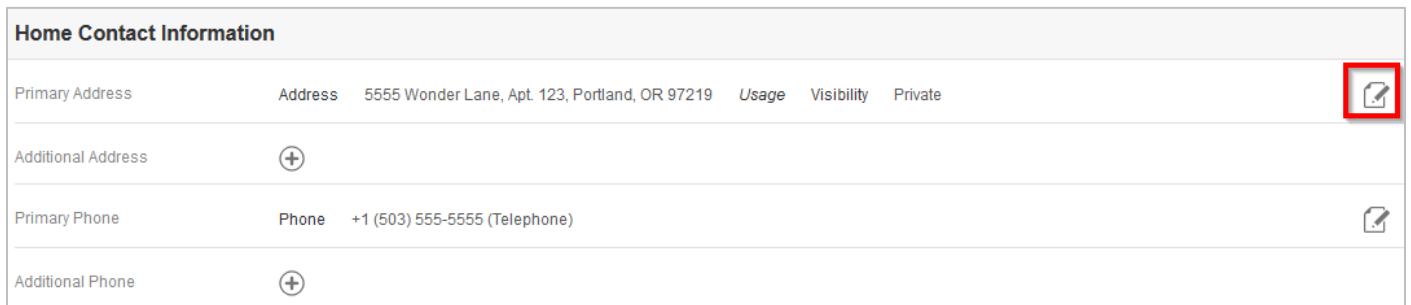
**My Contact Information**  
Wonder Woman ...

**Edit**

**Home Contact Information**

| Address                                                                        | Usage          | Visibility |
|--------------------------------------------------------------------------------|----------------|------------|
| 5555 Wonder Lane<br>Apt. 123<br>Portland, OR 97219<br>United States of America | Home (Primary) | Private    |

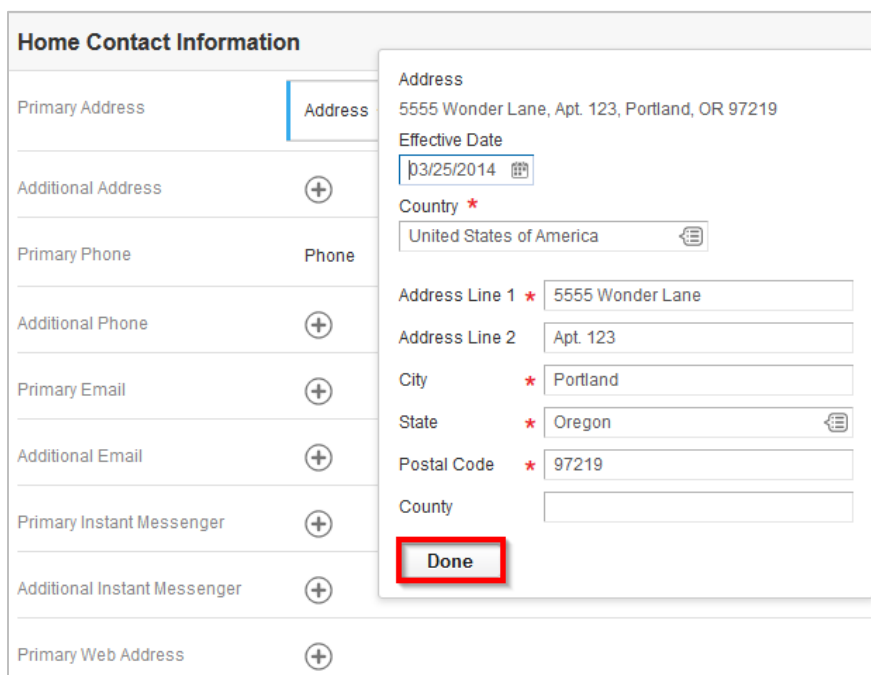
- Click the **Edit** icon in the **Primary Address** row to make changes:



**Home Contact Information**

|                    |         |                                                |       |            |         |                                                                                       |
|--------------------|---------|------------------------------------------------|-------|------------|---------|---------------------------------------------------------------------------------------|
| Primary Address    | Address | 5555 Wonder Lane, Apt. 123, Portland, OR 97219 | Usage | Visibility | Private |    |
| Additional Address | +       |                                                |       |            |         |                                                                                       |
| Primary Phone      | Phone   | +1 (503) 555-5555 (Telephone)                  |       |            |         |  |
| Additional Phone   | +       |                                                |       |            |         |                                                                                       |

- Make changes as needed in the address fields, then click the **Done** button to continue:



**Home Contact Information**

|                              |         |                                                |
|------------------------------|---------|------------------------------------------------|
| Primary Address              | Address | 5555 Wonder Lane, Apt. 123, Portland, OR 97219 |
| Additional Address           | +       |                                                |
| Primary Phone                | Phone   | +1 (503) 555-5555 (Telephone)                  |
| Additional Phone             | +       |                                                |
| Primary Email                | +       |                                                |
| Additional Email             | +       |                                                |
| Primary Instant Messenger    | +       |                                                |
| Additional Instant Messenger | +       |                                                |
| Primary Web Address          | +       |                                                |

Address

5555 Wonder Lane, Apt. 123, Portland, OR 97219

Effective Date

03/25/2014

Country \*

United States of America

Address Line 1 \*

5555 Wonder Lane

Address Line 2

Apt. 123

City \*

Portland

State \*

Oregon

Postal Code \*

97219

County

**Done**

5. Click **Submit** at the bottom of the screen to save your entries:

|                              |
|------------------------------|
| Additional Email             |
| Primary Instant Messenger    |
| Additional Instant Messenger |
| Primary Web Address          |
| Additional Web Address       |

 enter your comment

Submit

Save for Later

Cancel