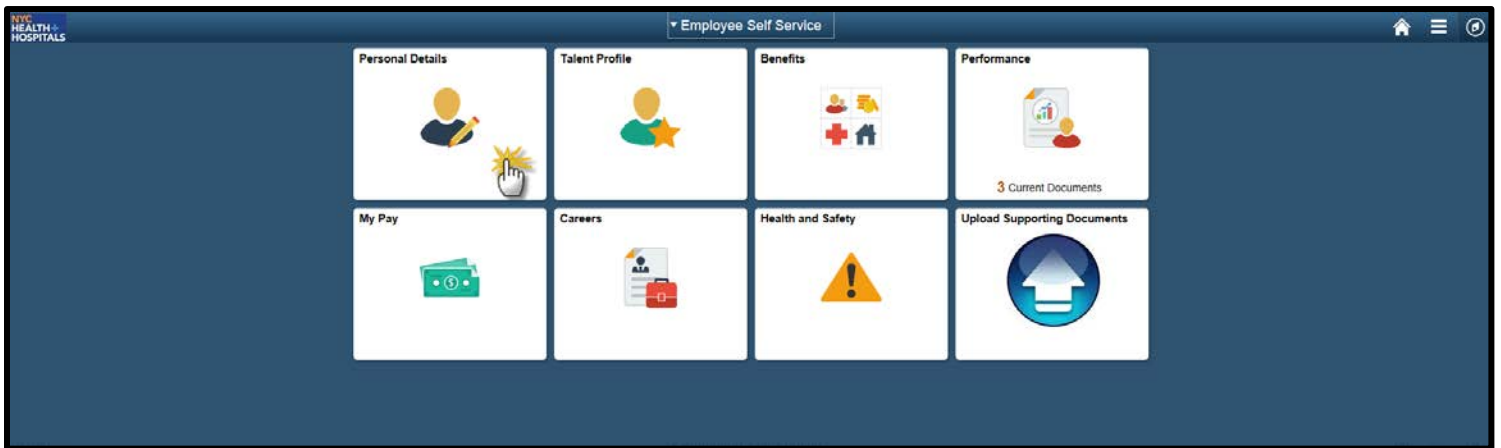


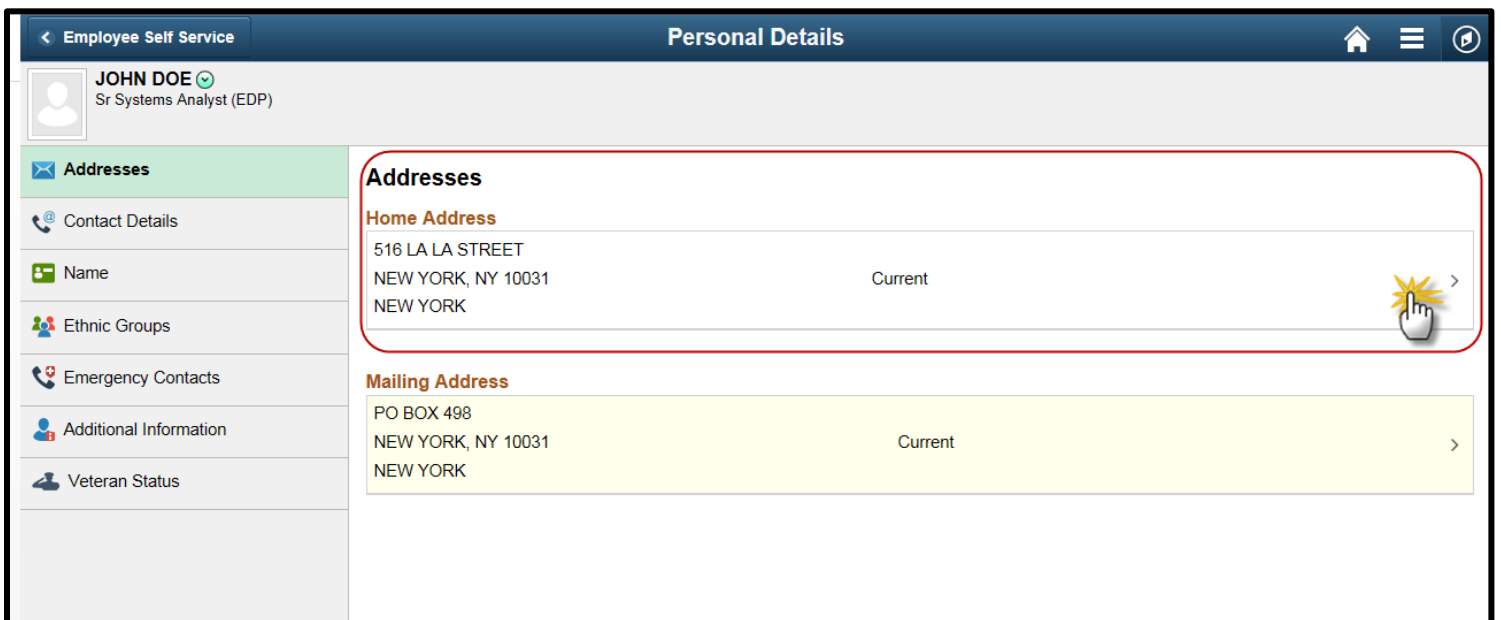
How to Change My Address via Employee Self Service (Within the Five Boroughs)

Home Address Changes within New York City

1. After successfully logging into **PeopleSoft**, Click on the “Personal Details” tile on the home page.



2. The “**Personal Details**” page appears with the address tab already populated. Click on your current address to edit.



3. A Pop-Up **Address** window appears. **Replace** your current address with your new address. Once you have entered all necessary fields, click the **Green** Save button on the upper right corner to save your changes.

The screenshot shows the 'Employee Self Service' interface for 'JOHN DOE', Sr Systems Analyst (EDP). The 'Personal Details' section is active, and a pop-up window titled 'Address' is displayed. The pop-up window contains the following fields:

- Change As Of: 02/16/2017
- Address Type: Home
- Country: United States
- Address 1: 123 LU LU PLACE
- Address 2: (empty)
- City: NEW YORK
- State: New York
- Postal: 10031
- County: NEW YORK

The 'Save' button in the top right corner of the pop-up window is highlighted with a hand cursor. Red circles highlight the 'Address 1' field and the 'City', 'State', and 'Postal' fields.

4. A **“The Save was Successful”** message will appear on the top of your screen. You should now see your new address under **Home Address**.

Employee Self Service Personal Details Home Menu Refresh

The Save was successful. [X]

Addresses

- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Veteran Status

Addresses

Home Address

123 LU LU PLACE
NEW YORK, NY 10031 Current >
NEW YORK

Mailing Address

PO BOX 498
NEW YORK, NY 10031 Current >
NEW YORK

You have successfully submitted your Supporting

Documentation for your Home Address Change request via ESS!

Remember:

- Special Officers and Supervising Special Officers must submit additional Supporting Documentation for address changes within New York State.