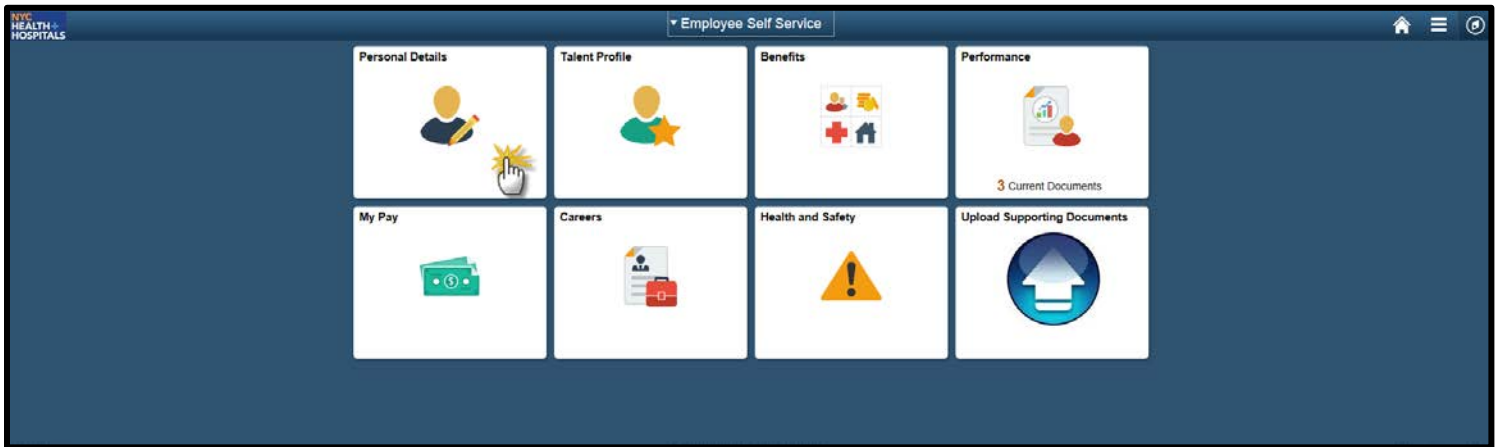


How to Change My Address via Employee Self Service

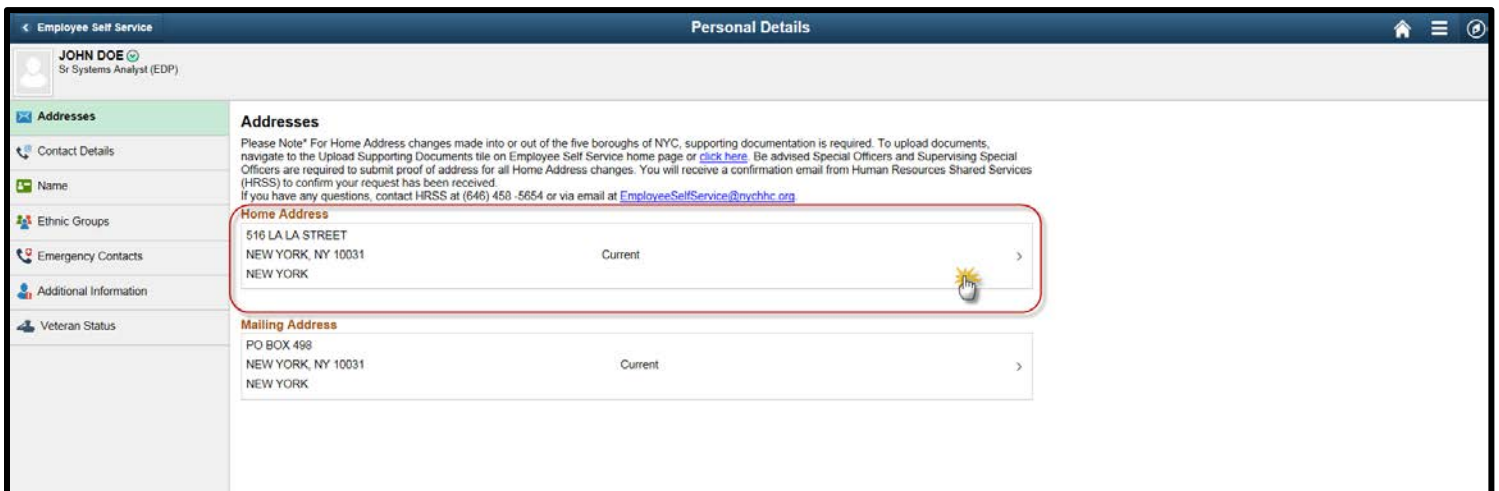
Home Address Changes into or out of New York City

****Residents outside of New York City are subject to additional taxes****

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 displays the 'Employee Self Service' interface for 'Personal Details'. The user is identified as JOHN DOE, Sr Systems Analyst (EDP). The 'Addresses' section is active, showing a list of address types: Home Address (516 LA LA STREET, NEW YORK, NY 10031) and Mailing Address (PO BOX 498, NEW YORK, NY 10031). A pop-up 'Address' form is overlaid on the screen. The form contains the following fields: 'Change As Of' (02/23/2017), 'Address Type' (Home), 'Country' (United States), 'Address 1' (123 LU LU PLACE), 'Address 2' (empty), 'City' (JERSEY CITY), 'State' (New Jersey), 'Postal' (07030), and 'County' (empty). The 'Save' button is highlighted in green, and a mouse cursor is pointing at it. Red boxes highlight the Address 1, Address 2, City, State, and Postal fields.

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

You will also see **“Submitted for Approval”** next to the new address. All address changes into or out of the city require supporting documentation and must be approved by **HRSS**.

Employee Self Service Personal Details

The Submit was successful.

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

Addresses

Please Note* For Home Address changes made into or out of the five boroughs of NYC, supporting documentation is required. To upload documents, navigate to the Upload Supporting Documents tile on Employee Self Service home page or [click here](#). Be advised Special Officers and Supervising Special Officers are required to submit proof of address for all Home Address changes. You will receive a confirmation email from Human Resources Shared Services (HRSS) to confirm your request has been received. If you have any questions, contact HRSS at (646) 458 -5654 or via email at EmployeeSelfService@nychhc.org.

Home Address

516 LA LA STREET NEW YORK, NY 10031 NEW YORK	Current	>
123 LU LU PLACE JERSEY CITY, NJ 07030	As of 02/23/2017	Submitted for Approval

Mailing Address

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

5. After you have successfully submitted your new address you will be required to upload supporting documentation. Click the **Home icon** on the top right corner page to return the homepage.

Employee Self Service Personal Details

JOHN DOE ✔
Sr Systems Analyst (EDP)

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

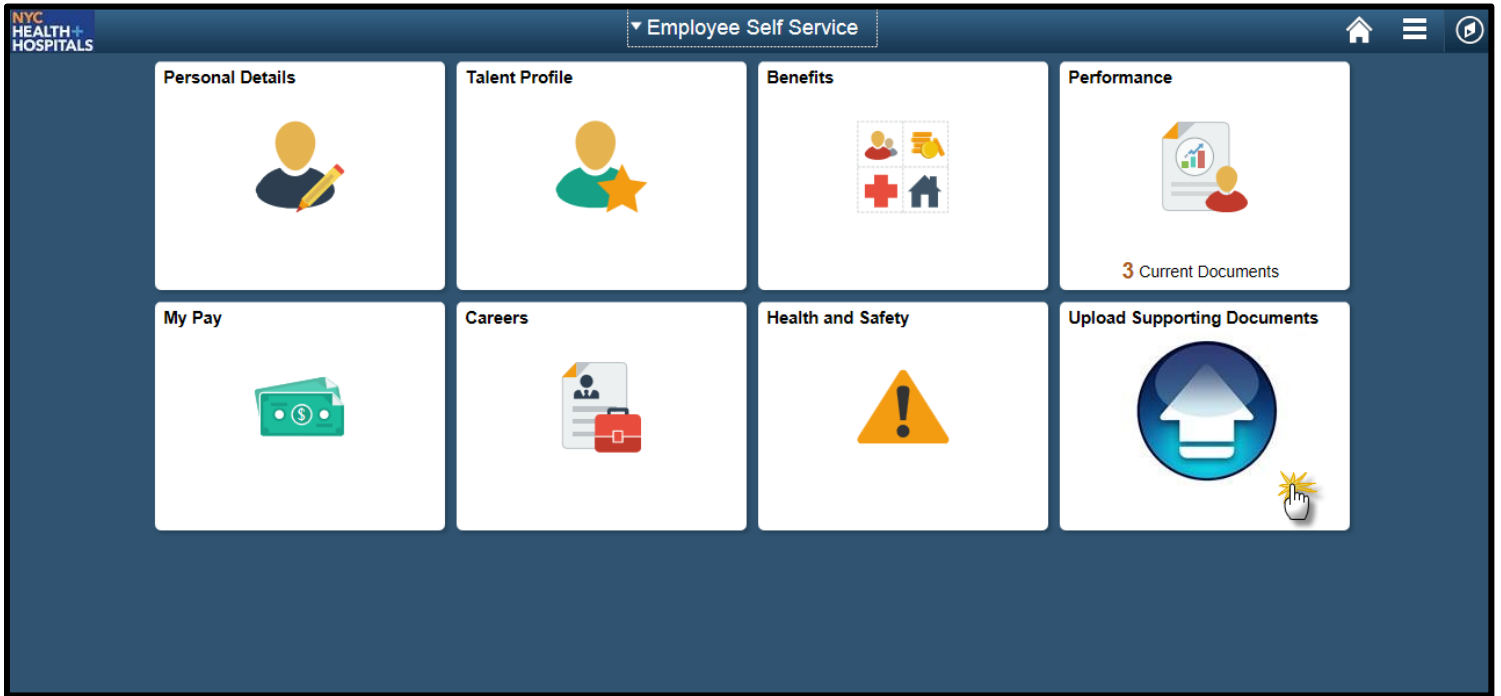
Addresses

Please Note* For Home Address changes made into or out of the five boroughs of NYC, supporting documentation is required. To upload documents, navigate to the Upload Supporting Documents tile on Employee Self Service home page or [click here](#). Be advised Special Officers and Supervising Special Officers are required to submit proof of address for all Home Address changes. You will receive a confirmation email from Human Resources Shared Services (HRSS) to confirm your request has been received. If you have any questions, contact HRSS at (646) 458 -5654 or via email at EmployeeSelfService@nychhc.org.

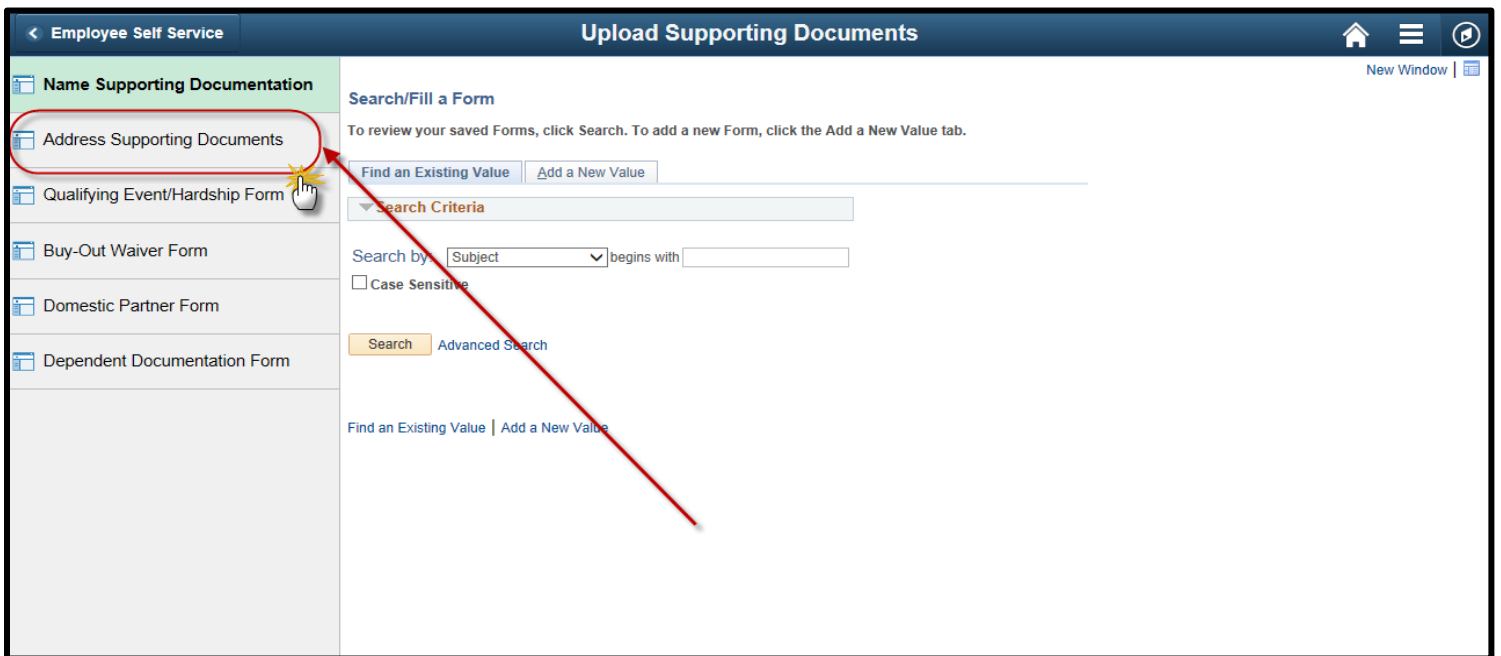
Home Address

516 LA LA STREET NEW YORK, NY 10031 NEW YORK	Current	>
123 LU LU PLACE JERSEY CITY, NJ 07030	As of 02/23/2017	Submitted for Approval

6. On the home page, click on the “Upload Supporting Documents” tile.



7. On the “Upload Supporting Documents” page, click on the “Address Supporting Documents” tab.



8. Click on the “Add a New Value” tab.

The screenshot shows the 'Employee Self Service' interface for 'Upload Supporting Documents'. On the left is a sidebar with navigation links: Name Supporting Documentation, Address Supporting Documents (highlighted in green), Qualifying Event/Hardship Form, Buy-Out Waiver Form, Domestic Partner Form, and Dependent Documentation Form. The main content area is titled 'Search/Fill a Form' and contains instructions: 'To review your saved Forms, click Search. To add a new Form, click the Add a New Value tab.' Below the instructions are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a red circle and a mouse cursor. A 'Search Criteria' dropdown is visible, followed by search filters: 'Search by: Subject begins with' and a 'Case Sensitive' checkbox. At the bottom of the main area are 'Search' and 'Advanced Search' buttons, and a footer with 'Find an Existing Value | Add a New Value' links.

9. Answer the question ***Have you submitted your Address Change on the Personal Information Summary Page?**

*If you wish to give more information about the documents you are uploading you may write it in the **More Information** text box.*

Click **Save** at the bottom when you are finished.

The screenshot shows the 'Address Supporting Documents' form. At the top, there are 'Form' and 'Instructions' tabs. The main heading is 'Address Supporting Documents' with a red instruction: 'Please answer the question below; click the SAVE button and then proceed to the Instructions Tab.' Below this, the form displays 'Subject JOHN DOE' and 'Employee ID Status Initial'. The question '*Have you submitted your Address Change on the Personal Information Summary Page?' is followed by a dropdown menu with 'Yes' selected, indicated by a red arrow. Below the question is a large 'More Information' text box, also indicated by a red arrow. At the bottom left, there is a 'Save' button highlighted by a mouse cursor, and a 'Form | Instructions' link.

10. After you hit save you will notice an “Attachments” tab populated. Click on the “Attachments” tab or on the “Attachments” link on the bottom of the page.

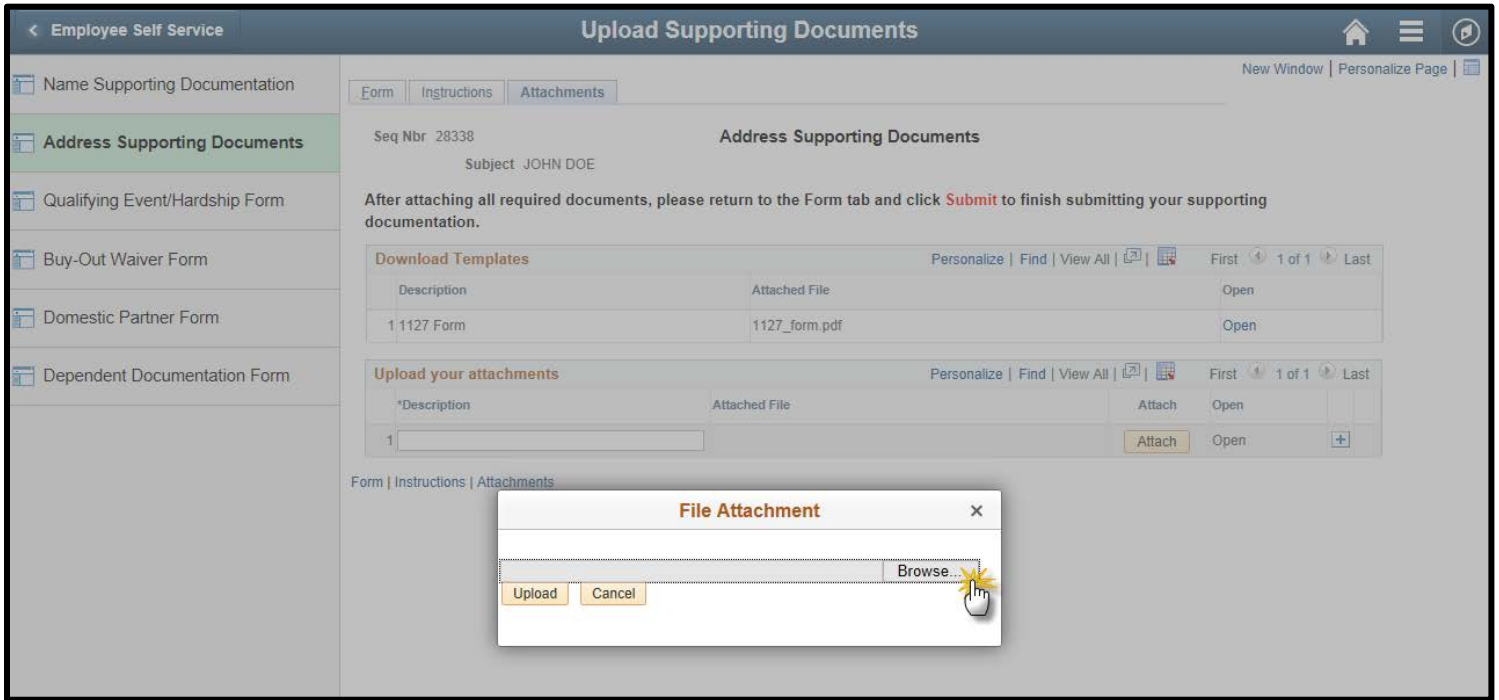
The screenshot shows the 'Upload Supporting Documents' interface. The 'Attachments' tab is selected, and a red arrow points to it. Below the tab, there is a form with fields for 'Seq Nbr' (28336), 'Subject' (JOHN DOE), 'Employee ID', and 'Status' (Initial). A dropdown menu for '*Have you submitted your Address Change on the Personal Information Summary Page?' is set to 'Yes'. A text area for 'More Information' contains the text 'I am uploading an 1127 form and a utility bill.' At the bottom, there are 'Save' and 'Submit' buttons. A red arrow points to the 'Attachments' link in the bottom navigation bar.

11. Please Note* **Only** if you have moved **outside** of the five boroughs of New York City are you required to upload a signed 1127 Form. You can download this form under the “Download Templates” section.

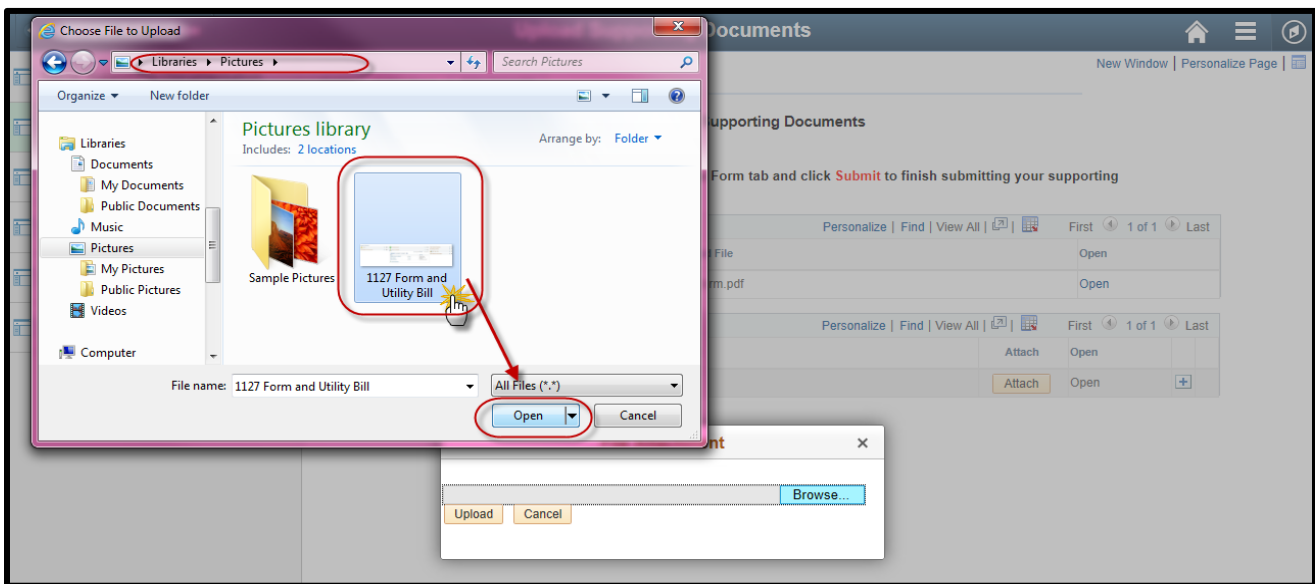
To upload this and other supporting documents click the “Attach” button the bottom.

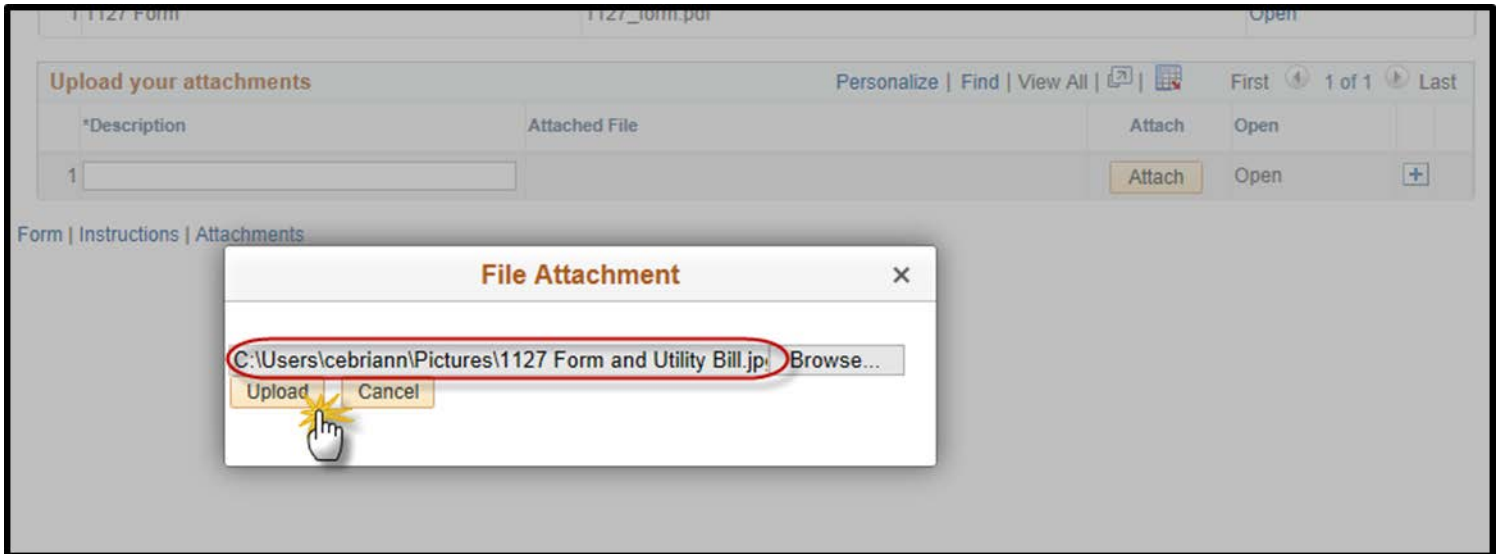
The screenshot shows the 'Upload Supporting Documents' interface with the 'Attachments' tab selected. A table lists attached files, including a '1127 Form' file. A red circle highlights the 'Download Templates' link. Another red circle highlights the 'Attach' button in the table. A red arrow points from the '1127 Form' file to the 'Open' button. The table has columns for 'Description', 'Attached File', and 'Open'. The 'Attach' button is highlighted with a red circle and a mouse cursor icon.

12. After clicking “**Attach**” a Pop-Up window will appear, prompting you to browse your computer. Click “**Browse...**” to find the supporting documents you should have already saved on your computer.

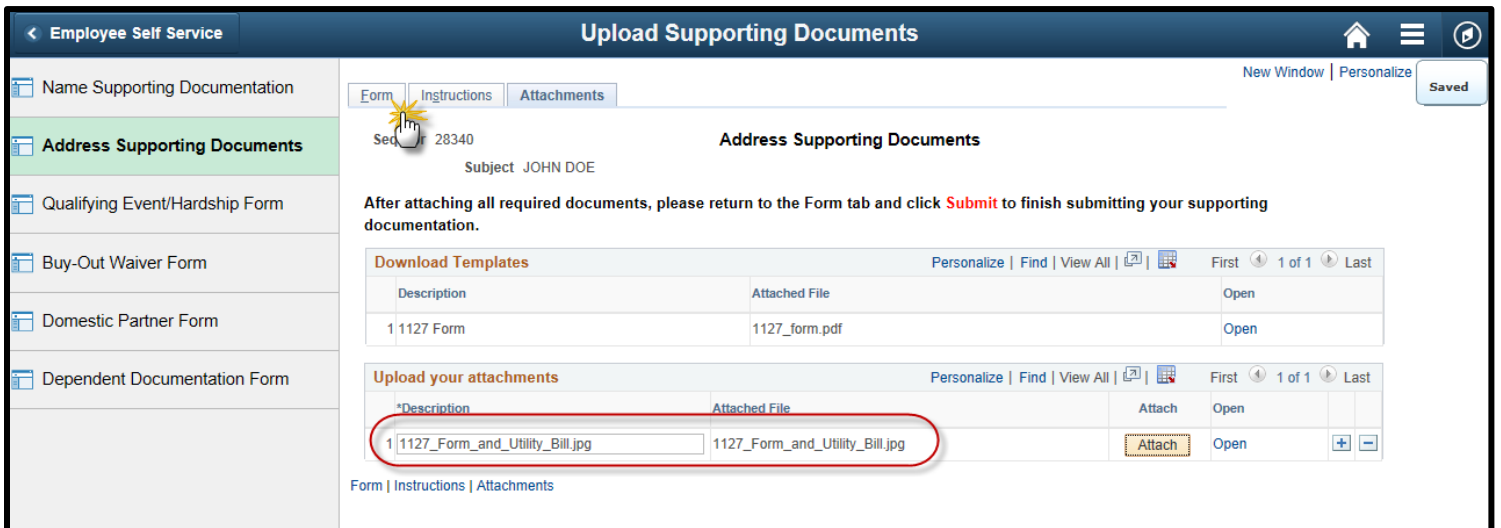


13. Find your file and open it. You will see it appear under “**File Attachment**” window. Click “**Upload**” to upload your document(s).





14. You should now see your file name under the **Description** box. After attaching all required documents, please return to the “**Form**” tab and click Submit to finish submitting your supporting documentation.



15. You will receive a message reading **Pending - Multiple Approvers that confirms that your documents have been successfully uploaded. They are now pending approval from HRSS. Please allow 2-3 business days for your address to be updated in the system.**

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.
- If your Supporting Documentation is not submitted within 5 business days of your Address Change request, the request will be denied.
- If the Supporting Documentation submitted is not legible, your Address Change request will be denied.
- If the Supporting Documentation submitted does not match your request (incorrect Supporting Documentation submitted), your Address Change request will be denied.
- Check your **Outlook email** account for important communication from your Local Human Resources Department regarding your Address Change request and Supporting Documentation.
- All address corrections must be made through your Local Human Resources Department. Please do not submit address corrections via ESS.