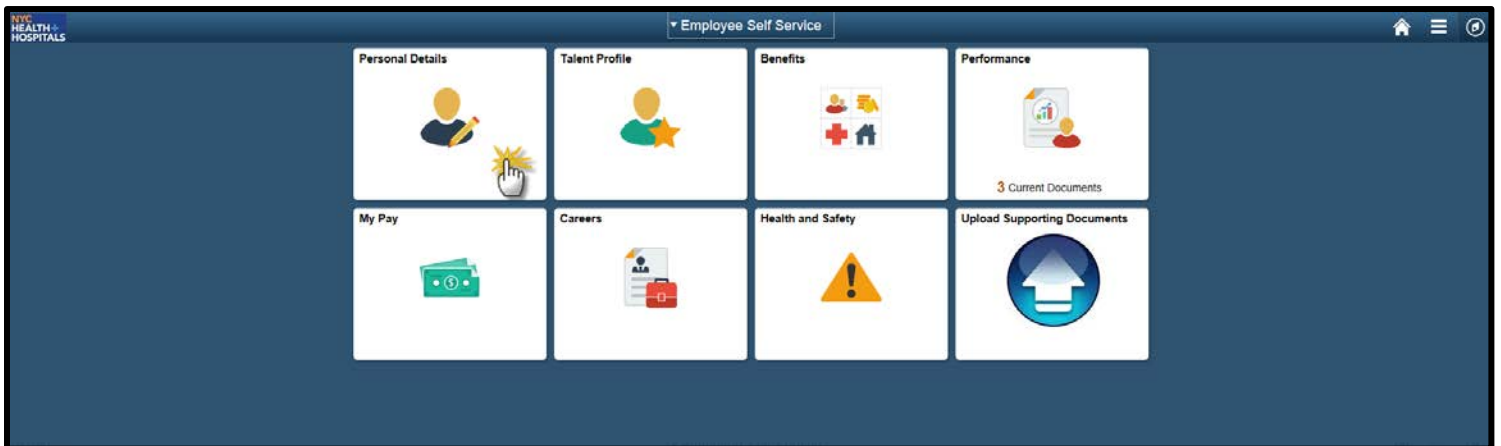


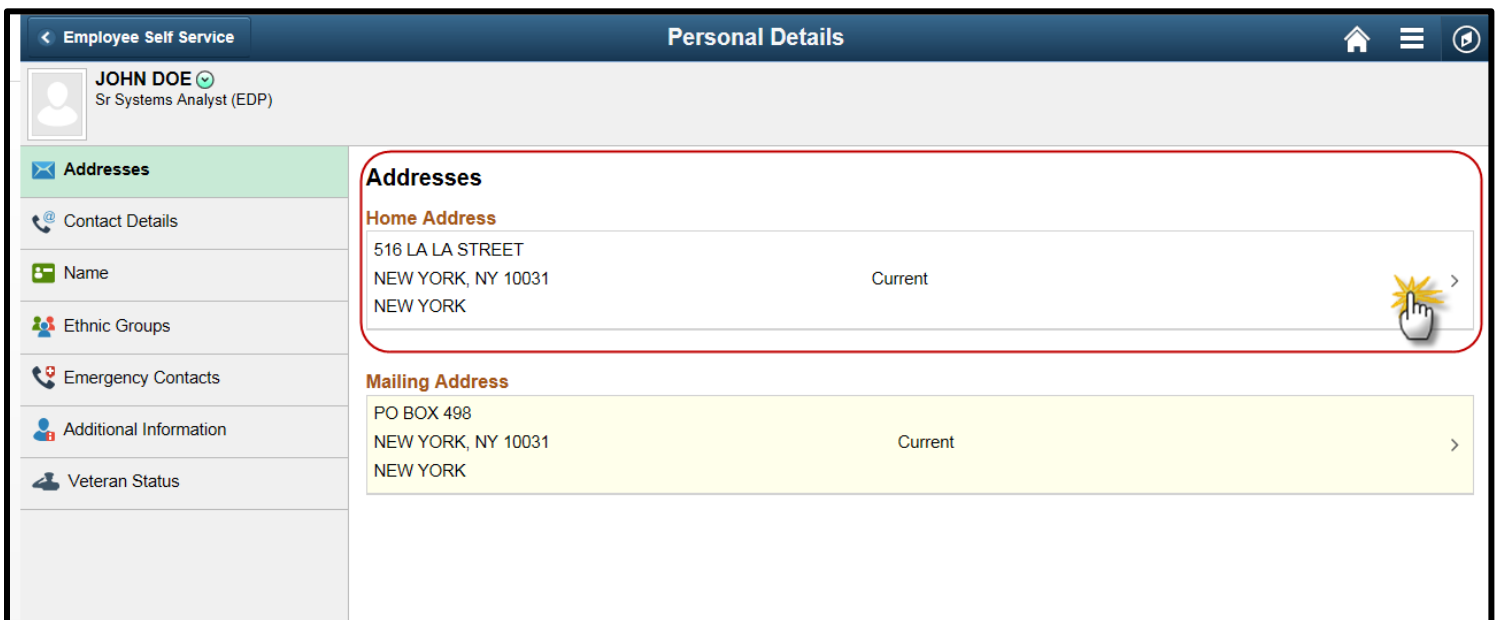
## How to Change My Address via Employee Self Service (Within the Five Boroughs)

### 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, indicating it should be clicked to save the changes.

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

The Save was successful.

**Addresses**

**Home Address**

123 LU LU PLACE  
NEW YORK, NY 10031  
NEW YORK

Current

**Mailing Address**

PO BOX 498  
NEW YORK, NY 10031  
NEW YORK

Current

Navigation: Home, Menu, Refresh

Left Sidebar: Addresses, Contact Details, Name, Ethnic Groups, Emergency Contacts, Additional Information, Veteran Status

**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.