

How to Change My Address

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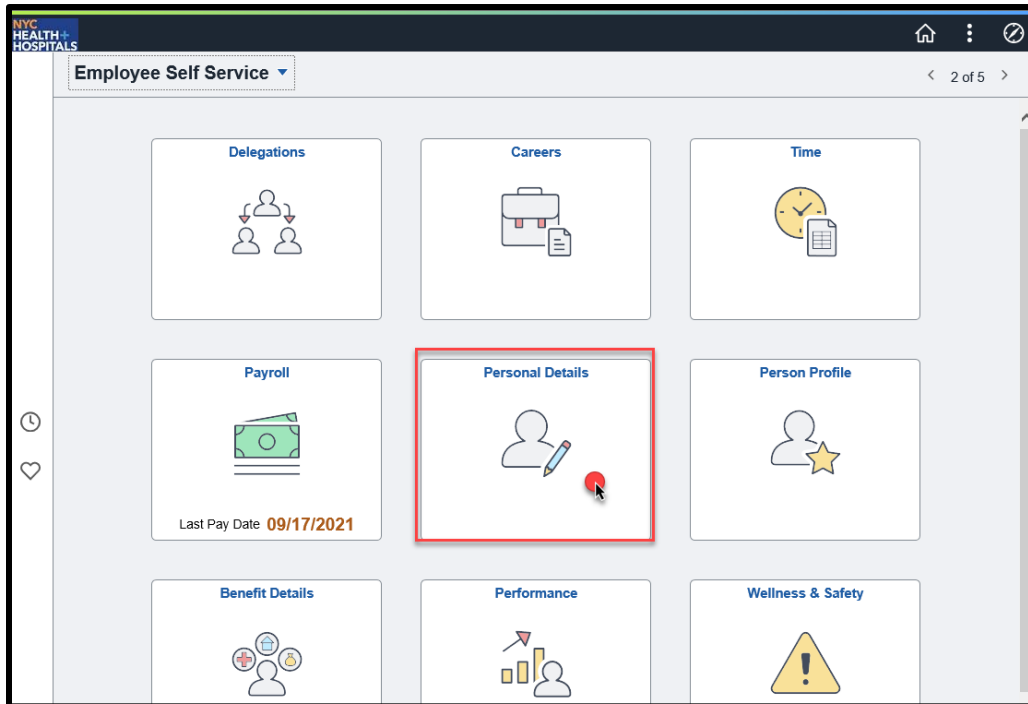
**Special Officers and Supervising Special Officers only*

Note: Home Address changes made into or out of the five boroughs of New York City may have a tax implication. Be advised **Special Officers** and **Supervising Special Officers** are required to submit proof of address for all Home Address changes.

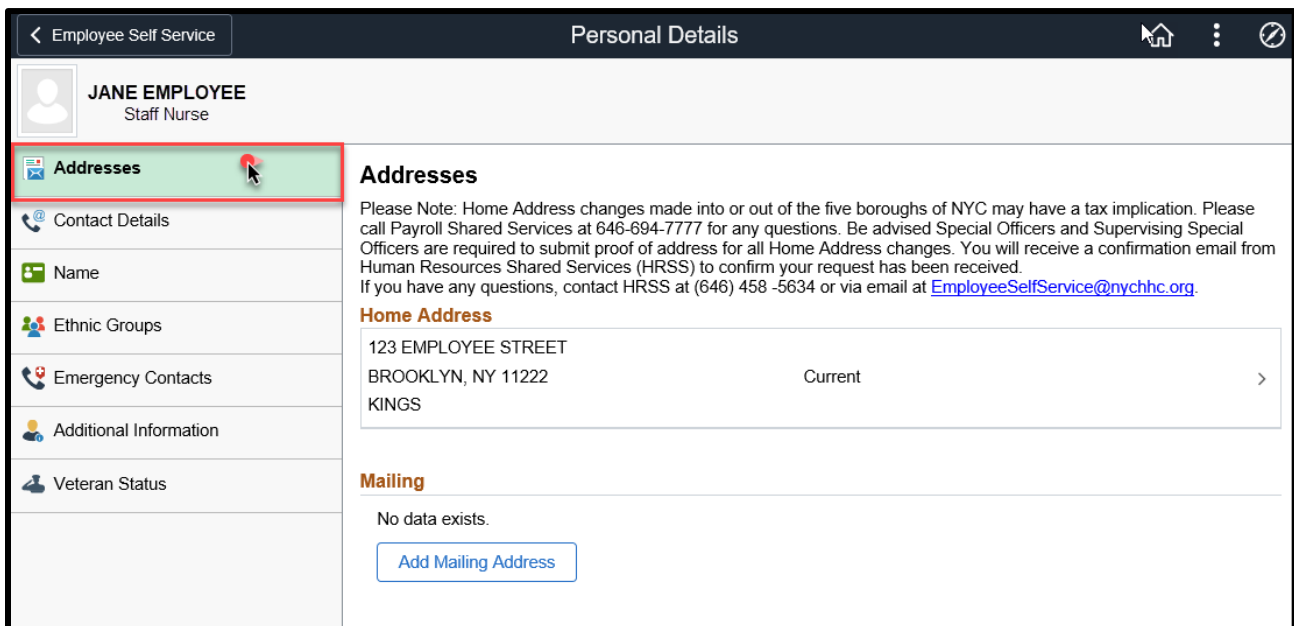
Employees will receive a confirmation email from Human Resources Shared Services (HRSS) to confirm your request has been received.

How to Change My Address

1. After successfully logging into PeopleSoft HR, click on the **Personal Details** tile.



2. Select the **Addresses** option from the menu on the left.



3. Click on your current address to edit your home address or mailing address.

Employee Self Service Personal Details

JANE EMPLOYEE
Staff Nurse

Addresses

Please Note: Home Address changes made into or out of the five boroughs of NYC may have a tax implication. Please call Payroll Shared Services at 646-694-7777 for any questions. 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 -5634 or via email at EmployeeSelfService@nychc.org.

Home Address

123 EMPLOYEE STREET
BROOKLYN, NY 11222
KINGS

Current

Mailing

No data exists.

Add Mailing Address

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

Address

Cancel Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 10/29/2021

*Country United States

Address 1 456 EMPLOYEE AVENUE

Address 2

Address 3

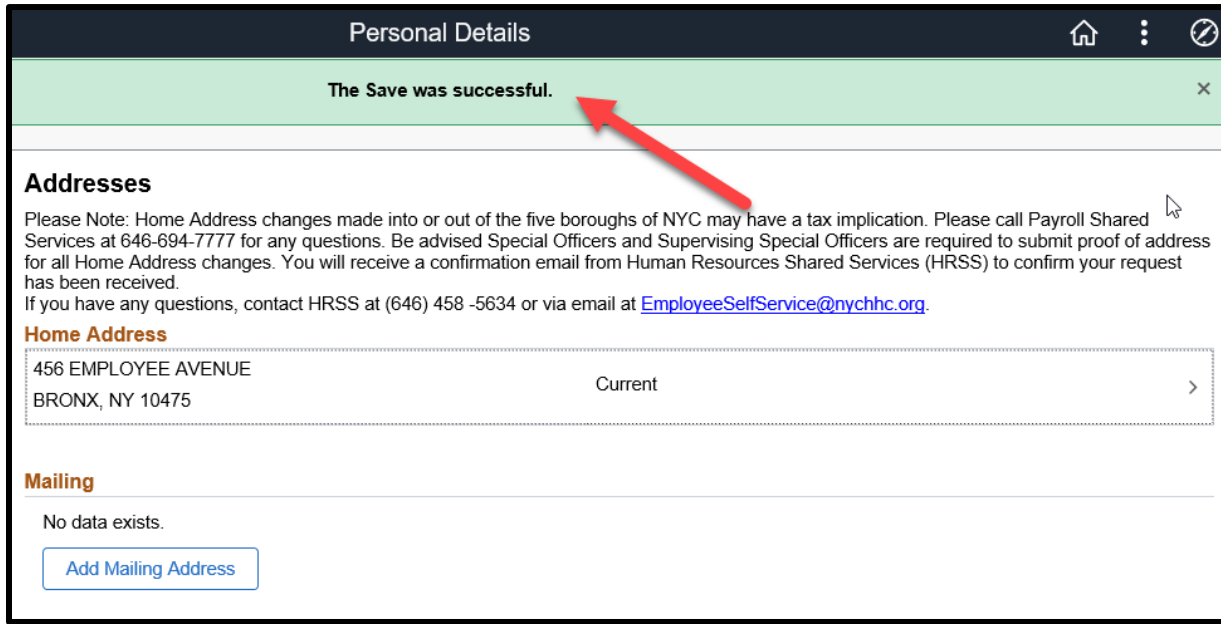
City BRONX

State New York

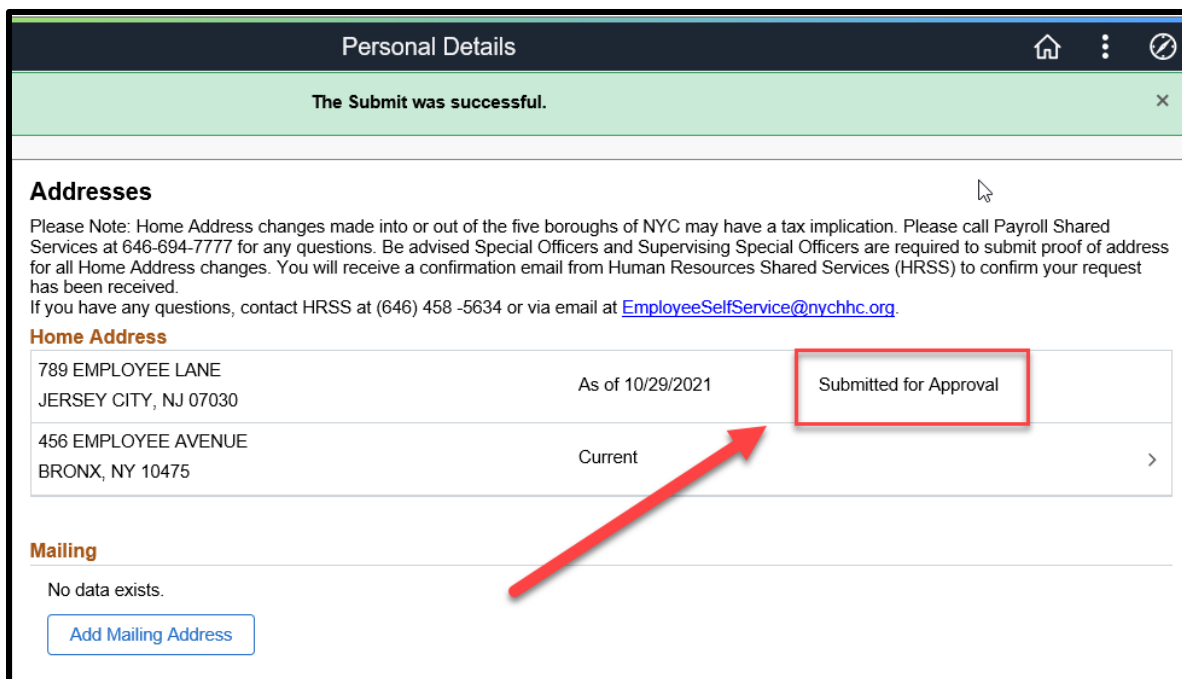
Postal 10475

County BRONX

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

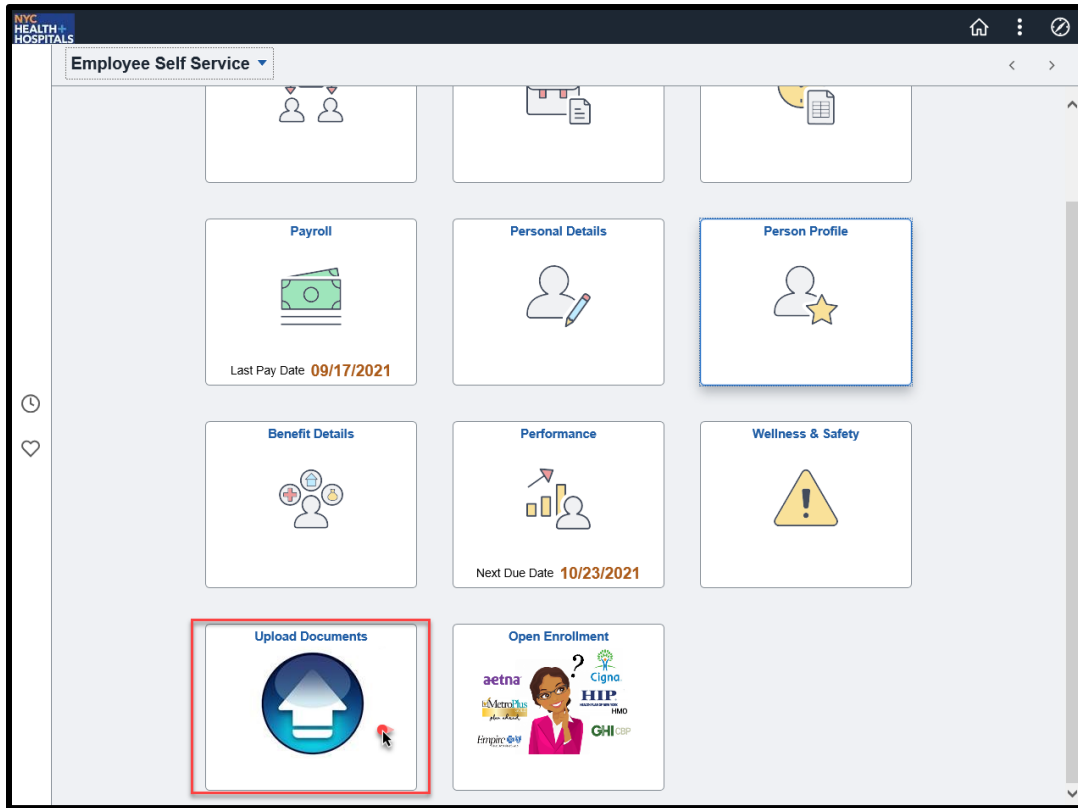


Note: If you moved into or out of the five boroughs of New York City, your address will go into a **Submitted for Approval** status. Your tax locality code will be updated by an HR administrator and then approved within 3-5 business days.

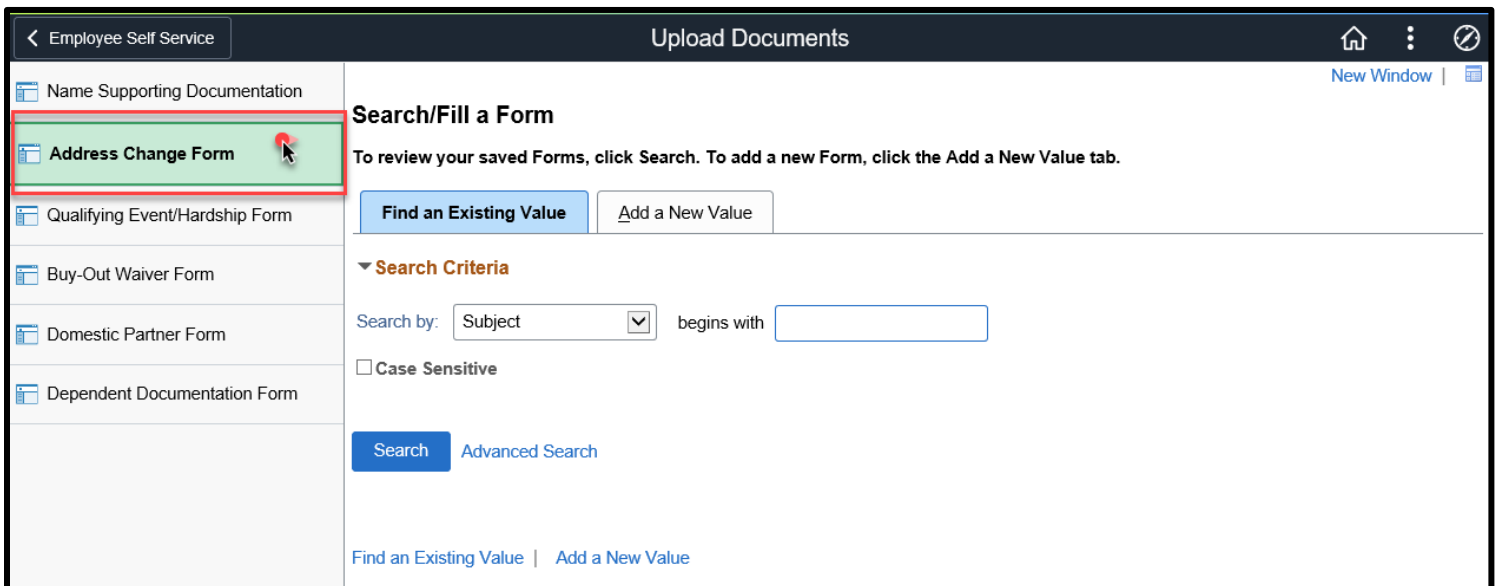


How to Upload Address Supporting Documents

1. After successfully logging into PeopleSoft HR, click on the **Upload Documents** tile.



2. Select the **Address Change Form** option from the menu on the left.



3. Click on the **Add a New Value** tab.

The screenshot shows the 'Employee Self Service' interface for 'Upload Documents'. On the left is a sidebar with various form categories, with 'Address Change Form' highlighted in green. The main content area is titled 'Search/Fill a Form' and includes instructions: 'To review your saved Forms, click Search. To add a new Form, click the Add a New Value tab.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a red box. Further down, there are search criteria options like 'Search by: Subject' and a 'Search' button.

4. 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 in the More Information text box. Click **Save** at the bottom when you are finished.

This screenshot shows the 'Address Change Form' in the 'Form' tab. The 'Form' tab is highlighted with a red box. A red arrow labeled '1' points to a dropdown menu for the question: '*Have you submitted your Address Change on the Personal Information Summary Page?' with 'Yes' selected. Below this is a 'More Information' text box. At the bottom, a red arrow labeled '2' points to the 'Save' button.

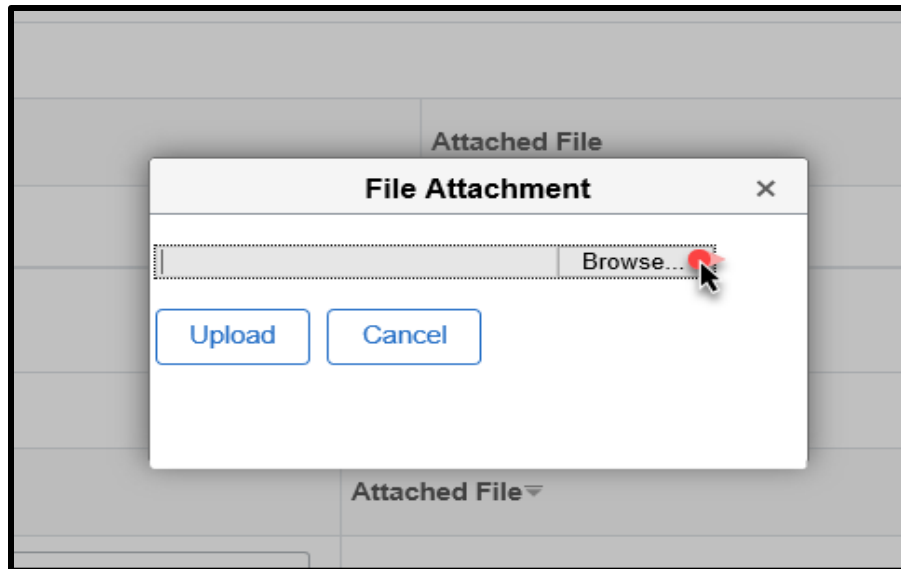
- After you hit save you will notice an **“Attachments”** tab populate. Click on the **Attachments** tab or on the **Attachments** link on the bottom of the page.

- To upload your supporting documents, click the **Attach** button.

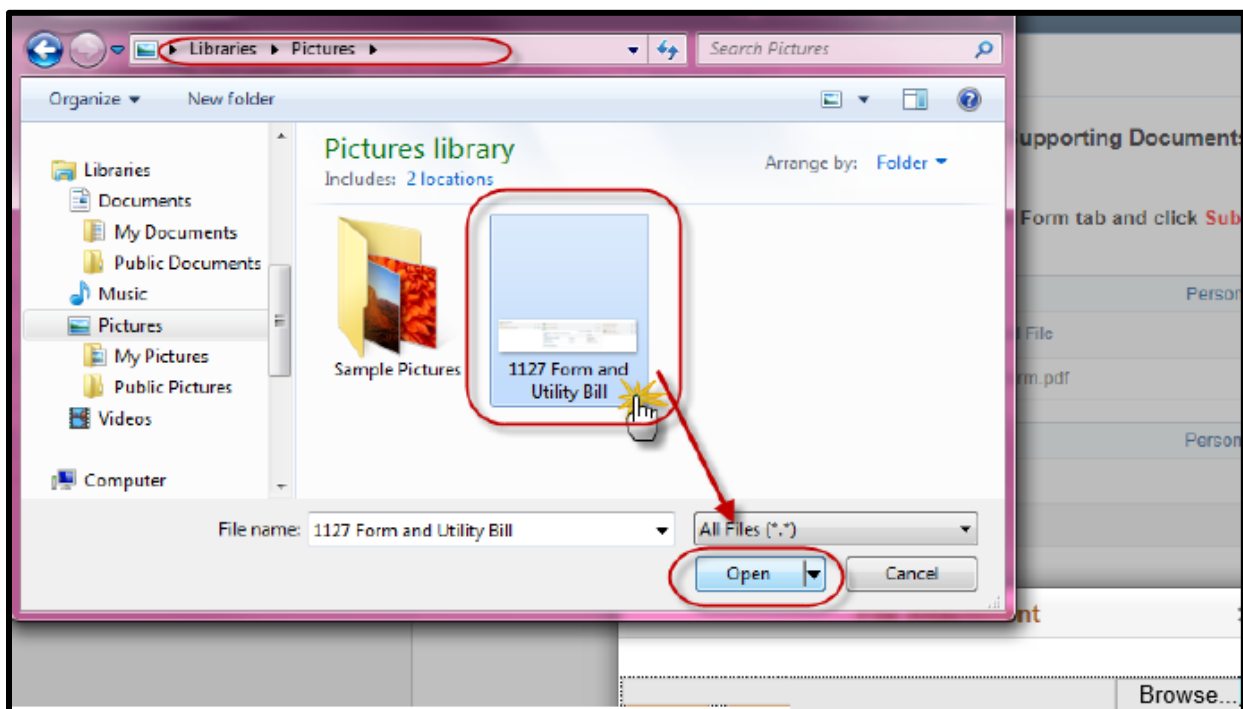
Description	Attached File	Open
1 1127 Form	1127_form.pdf	Open

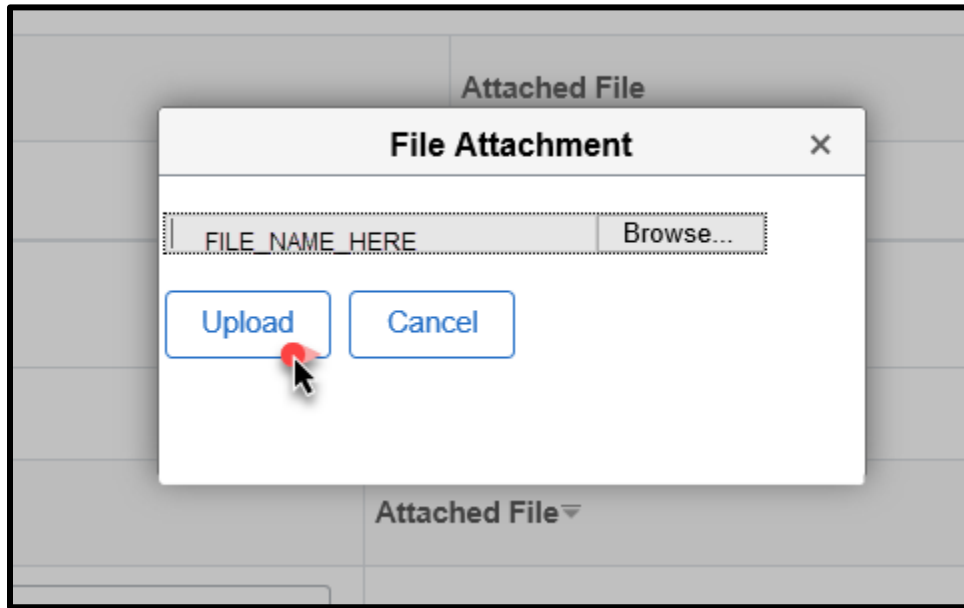
*Description	Attached File	Attach	Open
1		Attach	Open

7. After clicking **Attach** a pop-up window will appear, prompting you to browse and choose a file from your computer. Click **"Browse..."** to find the supporting documents you should have already saved on your device.

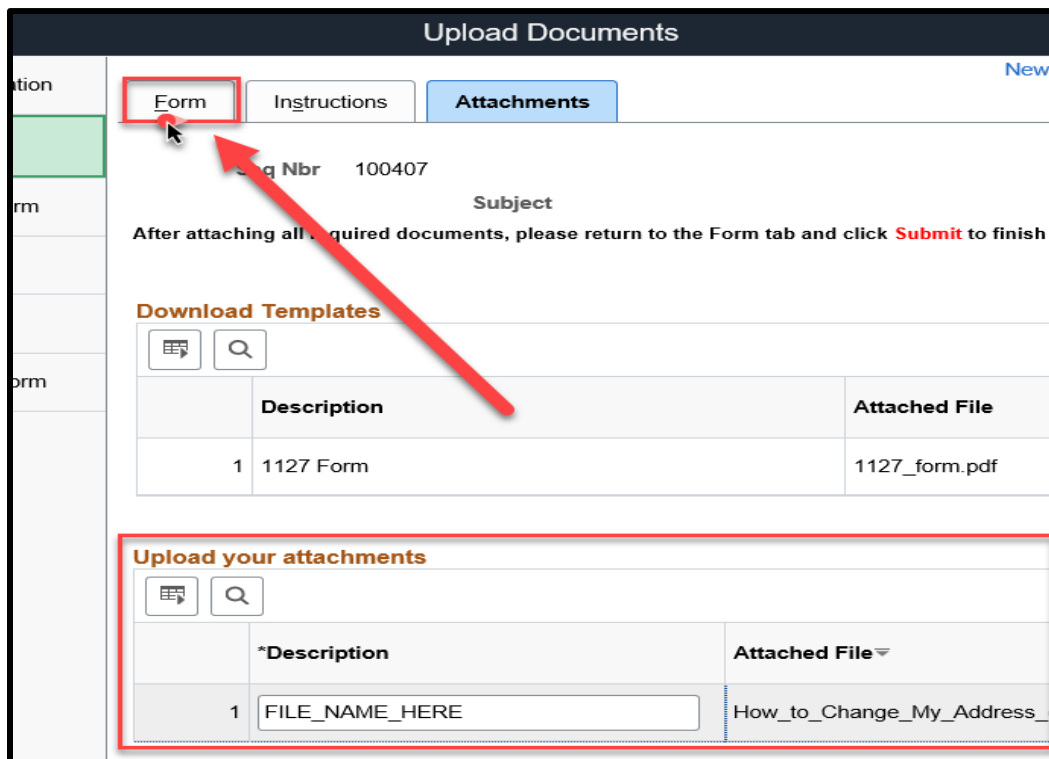


8. Find your file and open it. You will see it appear under "File Attachment" window. Click **Upload** to upload your document(s).





9. 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.



Upload Documents New

Form | Instructions | Attachments

Seq Nbr 100407 **Address Change Form**

Please provide an explanation for your request in the "More Information" box; click the **SAV**

Subject
Employee ID
Status Initial

*Have you submitted your Address Change on the Personal Information Summary Page? Yes

More Information

Form | [Instructions](#) | [Attachments](#)

10. Your changes will save and your documents will go into a **Pending** status.

Upload Documents Home | Menu | Refresh

Saving Page X

Subject

Review/Edit Approvers

Address Change Form: 100407:Pending View/Hide Comments

1

Skipped

eProfile_name_address_changes
11/01/21 - 2:38 PM

Pending

eProfile_name_address_changes

Comments

Click **Ok**.