

## Employee Self Service: Home and University Mailing Address

**Purpose:** This document describes the key points in reviewing and changing both your home and university mailing address in PeopleSoft Employee Self Service (ESS).

### Topics Covered:

- [View Your Home and University Mailing Address](#) (pg. 2)
- [Change Your Home Address](#) (pg. 3)
- [Change Your University Mailing Address](#) (pg. 4)
- [Search for a Location Code](#) (pg. 5)

## PeopleSoft 8.9

## Key Changes

- 🗨 Visually, the address information is more compact.
- 🗨 Both the home phone number and university location code are only viewable on the Edit page.

💡 For more information about the changes and new features in PeopleSoft 8.9, check out the Self Service page on HARVie <http://harvie.harvard.edu/ess/selfservice/>. There you will find online courses, work instructions, and more.

### Business Rules

#### Student employees-home address

If you are a registered student as well as a Harvard employee, you will be unable to change your home address. Instead, you will receive the following message:

*“You are currently registered as a Harvard Student. Please contact your local Registrar’s Office or the Student Receivables Office (556 Holyoke Center, 5-2739) to update your personal information.”*

Home address changes must be made to the Student Information System, and will automatically update PeopleSoft.

#### Impact on Benefits

If your home address changes, there may be an impact to your benefits. See “Impact to Benefits” on page 3 for more information.

#### Multiple Mailing Addresses

ESS will only allow for one primary work address. If you work at more than one location, make sure that your University Mailing Address is where you need to receive any office mailings.

- All help documents and online simulations related to Self Service are located in HARVie: <http://harvie.harvard.edu/ess>.
- If your benefit information is incorrect, please contact the Benefits Service Group (617) 496-4001.

**View Your Home and University Mailing Address**



**Navigation:** Access the Employee/University Address page by selecting the following path: [Self Service> Personal Information>Home & University Mail Address:](#)

**Home and University Mailing Address**

Jane Harvard

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	07/20/2005	USA	123 Main Street Watertown, MA 02472 Middlesex	Edit
University Mailing	Current	06/15/2003	USA	Harvard Univ Univ Place 200 Anywhere St Cambridge, MA 02138 Middlesex	Edit

(A)

(B)

**Page Description:** On this page you can view both your home and university address. Click "Edit" to update either address.

Section	If	Then
A	You want to change your home address...	Click the "Edit" that is next to the Home Address.
B	You want to change your university mailing address...	Click the "Edit" that is next to the University Mailing Address.

Section	Field/Table	Description/Additional Information
A	Home Address	View your home address, as of the last date that it was updated.
B	University Mailing Address	View your most current primary work address.

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**Change Your Home Address**

The screenshot shows the 'Edit Home Address' form. Callout A points to the address fields (Address 1, 2, 3). Callout B points to the 'Date Change Will Take Effect' section, specifically the 'On this date' field. Callout C points to the 'Save' and 'Cancel' buttons at the bottom of the form.

**Page Description:** On this portion of the page you can edit your address and home phone number, and set it to be effective either from today's date or a future date.

Section	Field/Table	Data Requirement	Description/Additional Information
A	Home Address and Phone Number	Yes	Change your mailing address and phone number as applicable. <b>Note:</b> If you are a student, you will not have access to update your home address. Instead, contact your local registrar's office or the Student Receivables Office to update your information. <b>Tip:</b> When you enter the postal code, the page will automatically populate the City, State and County fields. <ul style="list-style-type: none"> <li>If a Postal Code has more than one city associated to it (e.g., 02130 can be either Jamaica Plain or Boston), the city field will display with a <b>Lookup</b> icon that can be clicked to select a different city than the default city.</li> </ul>
B	Date Change Will Take Effect	Yes	Indicate the date of when the change will be effective. The date will default to today's date. To enter a future date, either enter the date in MM/DD/YYYY format or click  to select a date. <b>Note:</b> You cannot select a date that occurred in the past.
C	Save/Cancel	Yes	<ul style="list-style-type: none"> <li>Save: once completed, click the Save button, then click "OK" at the confirmation screen.</li> <li>Cancel: click to exist the screen without making any changes.</li> </ul>

**Impact to Benefits: Home Address Changes**

If a change in zip code changes your health plan eligibility, so that you are ineligible for your existing health plan, your coverage will **terminate** on the effective date for the home address.

You will receive an enrollment packet with the newly eligible health plans, and will have 60 days from the effective date of the home address change to make new elections. You will need to complete the forms and return them to the Benefits Services Group. Generally, this only affects employees who are moving into or out of Massachusetts.

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**Change Your University Mailing Address**


**Page Description:** This portion of the page allows you to change portions of your university mailing address.

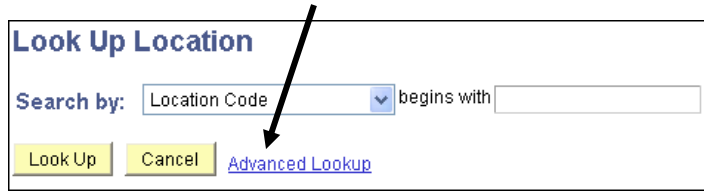
Section	Field/Table	Data Requirement	Description/Additional Information
A	Location	Yes	Enter the location code or click  to select.  <b>Tip:</b> See page 5 for more information on searching for a location code.
B	Address	No	You may edit Address 1 and Address 2, if appropriate. The location code will automatically enter an address.
C	Date Change Will Take Effect	Yes	Indicate the date of when the change will be effective. The date will default to today's date. To enter a future date, either enter the date in MM/DD/YYYY format or click  to select a date.  <b>Note:</b> You cannot select a date that occurred in the past.
D	Save	Yes	Once completed, click the Save button. To confirm, a new screen will appear, stating, "The Save was successful." Click OK to return to Home or University Mailing Address.

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### Search for a Location Code

When changing your university mailing address, if you are unsure of what the new location code is, complete the following steps.

1. On the University Mailing address edit screen, click  next to Location Code (see page 4).
2. On the Look Up Location screen, click [Advanced Lookup](#):

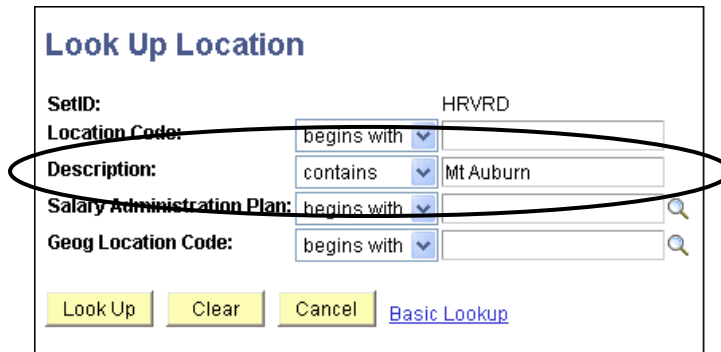


**Look Up Location**

Search by: Location Code begins with

Look Up Cancel [Advanced Lookup](#)

3. On the Description field, select “contains” from the drop-down menu. Then, enter part of the street address or building name, and click “Look Up” (or hit the Enter key):



**Look Up Location**

SetID: HRVRD

Location Code: begins with

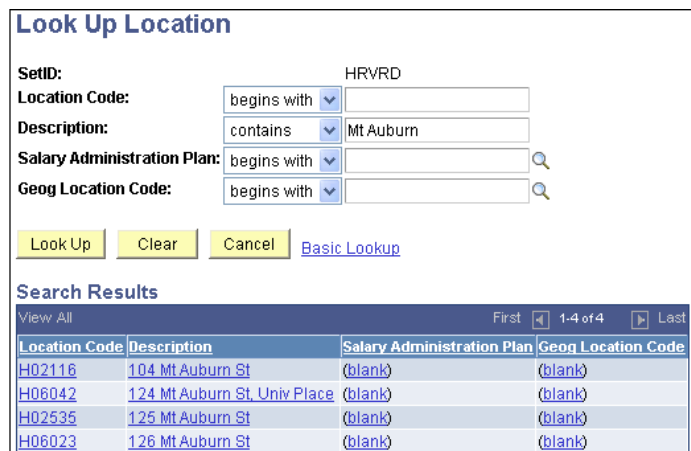
**Description:** contains Mt Auburn

Salary Administration Plan: begins with

Geog Location Code: begins with

Look Up Clear Cancel [Basic Lookup](#)

4. Under Search Results, click the location code that best describes your location. This will bring you back to the edit screen; the newly selected location code and address will be populated.



**Look Up Location**

SetID: HRVRD

Location Code: begins with

Description: contains Mt Auburn

Salary Administration Plan: begins with

Geog Location Code: begins with

Look Up Clear Cancel [Basic Lookup](#)

**Search Results**

View All First 1-4 of 4 Last

Location Code	Description	Salary Administration Plan	Geog Location Code
H02116	104 Mt Auburn St	(blank)	(blank)
H06042	124 Mt Auburn St, Univ Place	(blank)	(blank)
H02535	125 Mt Auburn St	(blank)	(blank)
H06023	126 Mt Auburn St	(blank)	(blank)

5. If you are still unable to find your location code, contact your local HR representative for instructions.

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