



You can update your address, phone number and other personal information at your convenience through [Employee Self-Service](#), within the Employee Center page of the Portal. From the Employee Self-Service menu:

❖ **Click on Personal Address under the Personal Information section to update your address**

Employee Self-Service

Benefits

Benefits Elections

Compensation & Pay

Bank Information | Expense Report | Pay Statement | Time Off Balances | Timesheets

Employment

Employment and Income Verification | W-4 Tax Forms

Personal Information

Emergency Contacts | Life/Work Events | **Personal Address** | Personal Data | Military/Protected Vet
Voluntary Self-ID Form | Voluntary Self Identification of Disability Form | Voluntary Self-Identification of Sexual Orientation | Voluntary Self-Identification of Ethnicity and Race | Voluntary Self-Identification of Gender

On the page, you can also:

- View your current benefit elections
- Update your bank information, submit or review the status of an expense report, view your pay statement, time off balances and timesheets
- Request an employment and income verification and change your W-4 Tax Form
- Update your emergency contacts, address or personal data