

HR RESOURCE CENTER & OPERATIONS

Address and Phone Number Updates

Employee addresses and phone numbers may be updated in HRIS during the second week of each pay period. This will ensure that no interference will occur with processing paychecks for the previous pay period. Refer to the HRIS Calendar/Schedule each month for the exact dates to enter address updates.

HRIS Calendar/Schedule: <https://www.k-state.edu/hcs/tools/hr-liaisons/resources/hris-calendar.html>

Important: Use only current pay period effective date. Never use a future effective date.

Note: Home address and phone number(s) appear on the same page; however, they are independent of each other. No need to add an effective dated row when changing only a phone number.

Foreign addresses will continue to be updated by HR.

U.S. Postal Service Guidelines: <https://pe.usps.com/text/pub28/welcome.htm>

Instructions:

1. Access the Address History page from the HRIS Main Menu:

Workforce Administration > Personal Information > Modify a Person

2. Enter search criteria

- a. Enter Empl ID, Name, Last Name, or Department ID
- b. Select "Search"

Personal Information


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Empl ID	begins with ▼	W0000xxxxxx
Name	begins with ▼	
Last Name	begins with ▼	
Second Last Name	begins with ▼	
Alternate Character Name	begins with ▼	
Middle Name	begins with ▼	

Include History Correct History

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

3. Go to *Contact Information Page* tab



- a. The Home Address is used for mailing the W-2 Form and benefit data.
- b. If an employee wants their paycheck mailed to a different address than what is shown in HRIS, contact Human Capital Services, Payroll, with this information. For example, a different address might be used when an employee is on leave, away from the Manhattan area. The employee maintains a ‘home address’ in the Manhattan area, but also wants a temporary mailing address for paychecks while on leave.

4. To update the Home Address, select the *View Address Detail* link.

Lname,Fname Empl ID W0000xxxxxx

Current Addresses				Personalize Find View All [Grid Icon]	First 1 of 1 Last
Address Type	As Of Date	Status	Address		
Home	07/25/2019	A	1810 Kerr Dr. Manhattan, KS 66502 RL	View Address Detail	

Phone Information				Personalize Find View All [Grid Icon]	First 1 of 1 Last
*Phone Type	Telephone	Extension	Preferred		
Mobile	785/532-6277		<input checked="" type="checkbox"/>	+	-

Email Addresses			Personalize Find View All [Grid Icon]	First 1 of 1 Last
*Email Type	*Email Address	Preferred		
Campus	hr@ksu.edu	<input checked="" type="checkbox"/>	+	-

5. Address History page will appear. Insert a Row.

Address History

Address Type Home

Address History Find First 1 of 1 Last

Effective Date	<input type="text" value="07/25/2019"/>	Address	1810 Kerr Dr. Manhattan, KS 66502 RL
Country	<input type="text" value="USA"/>		
Status	<input type="text" value="A"/>		

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OK Cancel Refresh

- a. Enter new Effective Date and select *Add Address* link

Address History

Address Type Home

Address History Find First 1-2 of 2 Last

*Effective Date	<input type="text" value="09/20/2020"/>	Address	1810 Kerr Dr. Manhattan, KS 66502 RL
Country	<input type="text" value="USA"/>		
*Status	<input type="text" value="A"/>		

Add Address

Effective Date	<input type="text" value="07/25/2019"/>	Address	1810 Kerr Dr. Manhattan, KS 66502 RL
Country	<input type="text" value="USA"/>		
Status	<input type="text" value="A"/>		

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- b. Edit Address page will appear. Enter the new address and then select “OK”.

Note: When updating out-of-state addresses, please use “ZZ” as the county code. HRIS county code table only includes Kansas counties and a few designated county codes for Missouri.

Edit Address

W-2 Form and benefit information will be sent to this address.

Please edit address carefully ... it is **IMPORTANT** that address including zip code be correct. Foreign Addresses will continue to be updated by HR. Please contact your department HCS liaison.

Country United States

*Address 1

Address 2

Address 3

*City *State Kansas

Postal

*County

- c. Address History page will appear. Select “OK”.

- 6. Update phone number(s), if appropriate. No need to add a row unless another phone type is being added.

Phone Information				Personalize Find View All <input type="button" value="Q"/> <input type="button" value="Q"/>		First <input type="button" value="◀"/>	1 of 1	Last <input type="button" value="▶"/>
*Phone Type	Telephone	Extension	Preferred					
<input type="text" value="Mobile"/>	<input type="text" value="785/532-6277"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>			

- 7. Select “Save”.

If address has been incorrectly entered and has been saved, contact your HR Resource Center liaison to correct address.