



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

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#### Benefits

Benefits Elections

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#### Compensation & Pay

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

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#### Employment

Employment and Income Verification | W-4 Tax Forms

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#### 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

If you made an address or benefit change since Sept. 26, it will not be reflected in the Open Enrollment system, however it will be changed in your employee record.