

How to Change My Address

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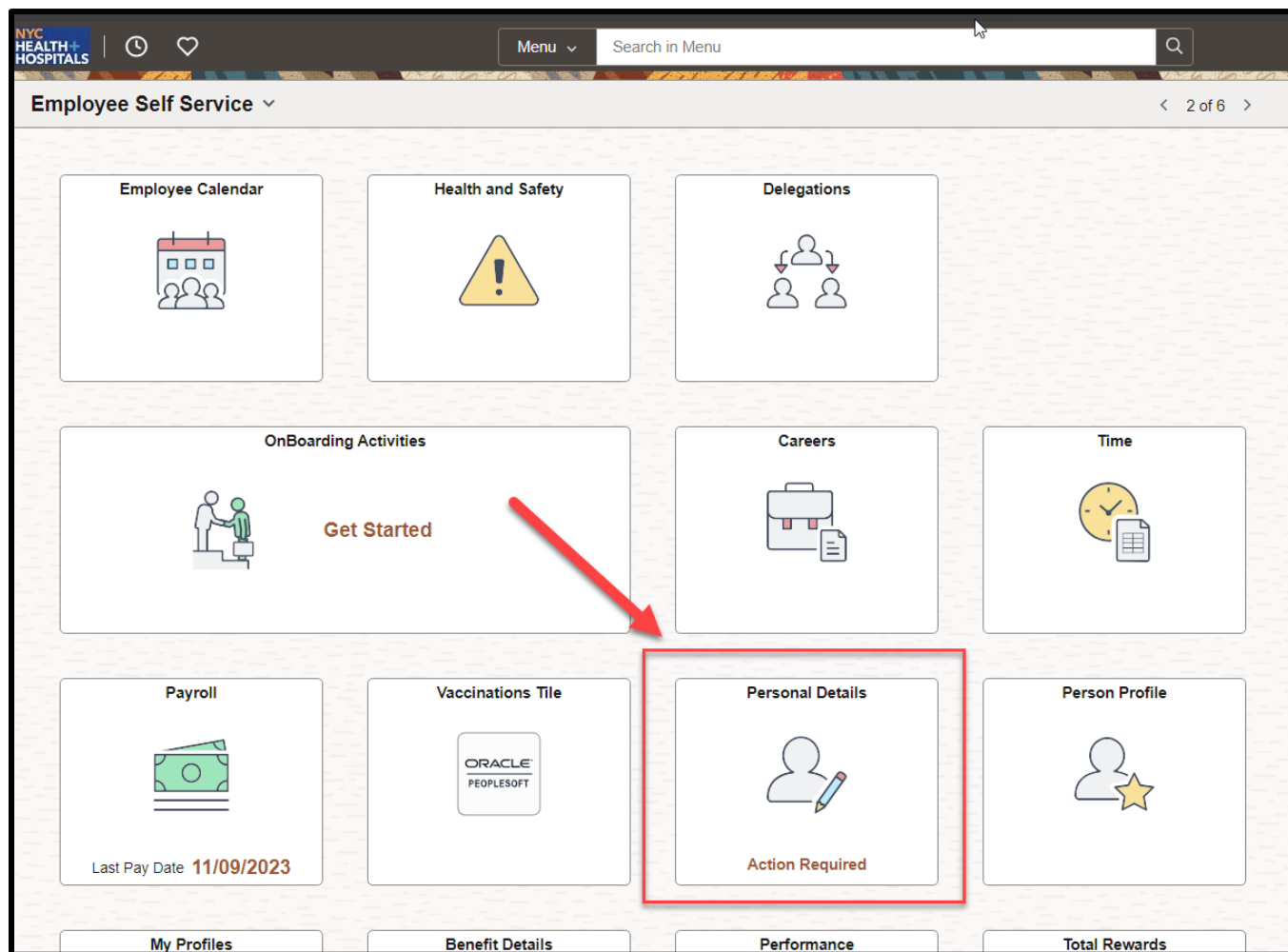
**Special Officers and Supervising Special Officers only*

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.

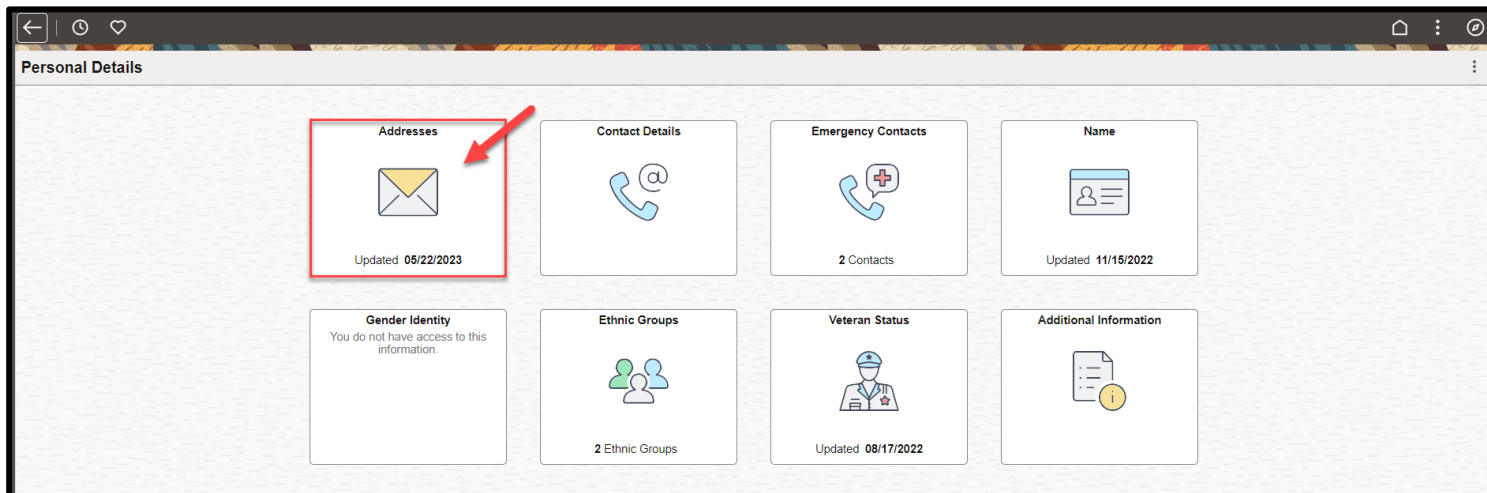
Employees will receive a confirmation email from Human Resources Shared Services (HRSS) to confirm your request has been received.

How to Change My Address

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



2. Select the **Addresses** tile.



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

<ul style="list-style-type: none"> Addresses Contact Details Name Ethnic Groups Emergency Contacts Additional Information Veteran Status 	<p>Please Note for Employees Only: 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@nychhc.org.</p> <p>Home Address</p> <div data-bbox="378 1220 1507 1339" style="border: 1px solid #ccc; padding: 5px;"> <p>123 EMPLOYEE ST APT 1A BRONX, NY 10468</p> <p style="text-align: right;">Current</p> <div style="text-align: right;"> Home Address > </div> </div> <p>Mailing Address</p> <div data-bbox="378 1402 1507 1522" style="border: 1px solid #ccc; padding: 5px;"> <p>123 EMPLOYEE ST APT 1A BRONX, NY 10463</p> <p style="text-align: right;">Current</p> <div style="text-align: right;"> > </div> </div>
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4. A pop-up **Address** window appears. **Replace** your current address with your new address. Once you have entered all necessary fields, click the **Save** button on the upper right corner to save your changes.

Cancel

Home Address

Save

Instructions

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

Change As Of

02/27/2024

Address Type

Home

*Country

United States

*Address 1

123 EMPLOYEE ST

Address 2

APT 1A

State

New York

City

BRONX

Postal

10468

County

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.

Personal Details

The Save was successful.

Addresses

Contact Details

Name

Ethnic Groups

Emergency Contacts

Additional Information

Veteran Status

Please Note for Employees Only: 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@nychhc.org

Home Address

123 EMPLOYEE ST
APT 1A
BRONX, NY
10467

Current

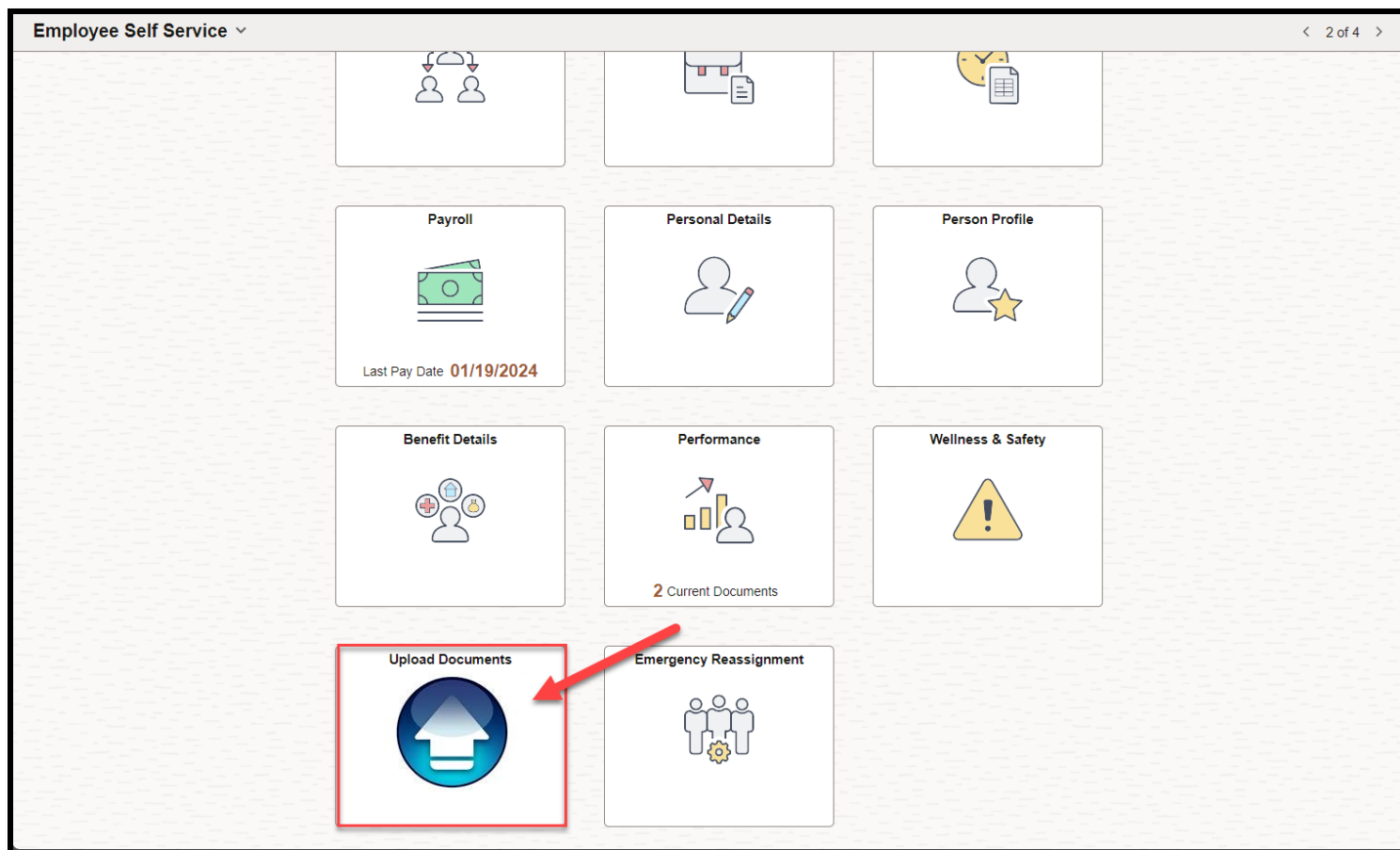
Mailing Address

123 EMPLOYEE ST
APT 1A
BRONX, NY
10463

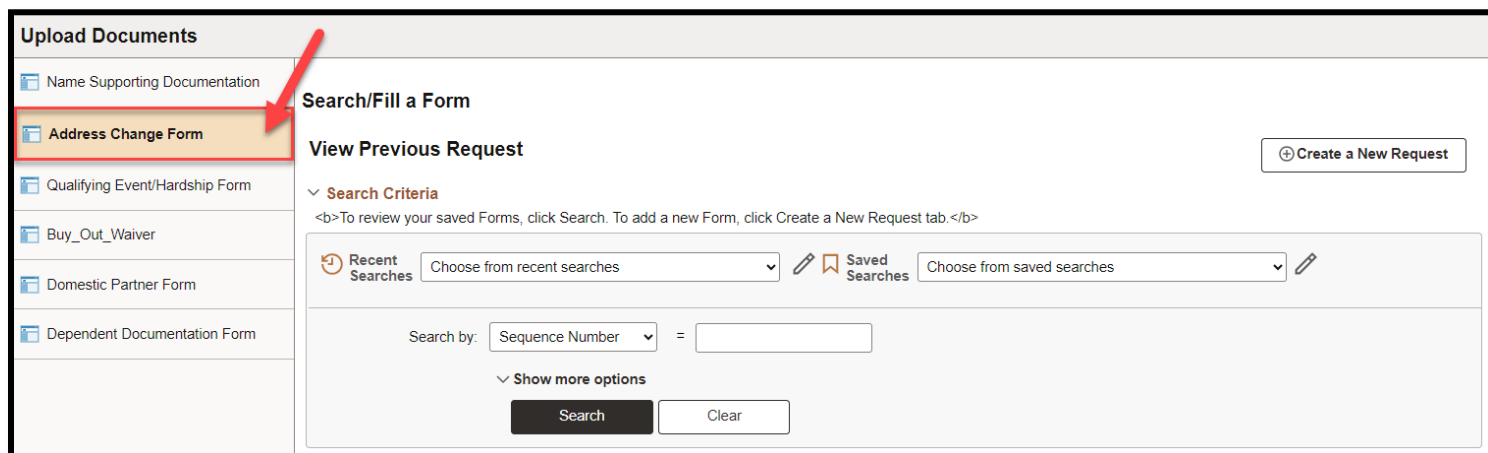
Current

How to Upload Address Supporting Documents

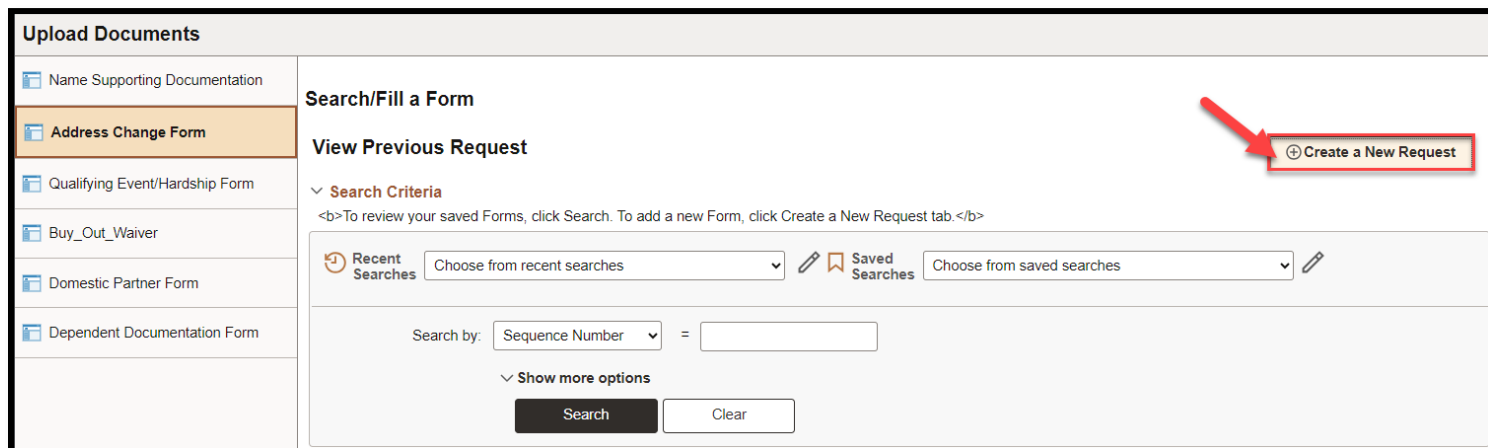
1. After successfully logging into PeopleSoft HR, click on the **Upload Documents** tile.



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

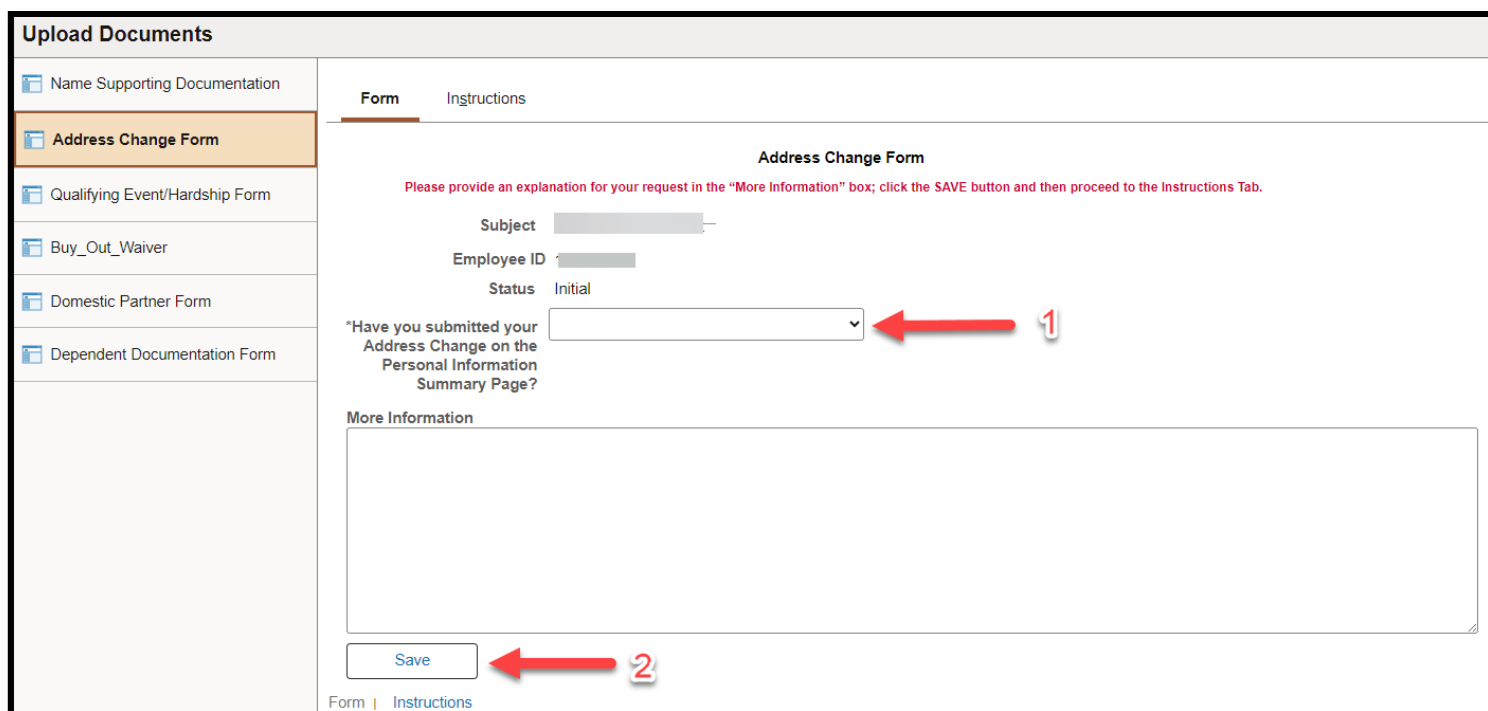


3. Click on the **Create a New Request** tab.



The screenshot shows the 'Upload Documents' interface. On the left is a sidebar with document categories: Name Supporting Documentation, Address Change Form (highlighted), Qualifying Event/Hardship Form, Buy_Out_Waiver, Domestic Partner Form, and Dependent Documentation Form. The main area is titled 'Search/Fill a Form' and includes a 'View Previous Request' section with search criteria. A red arrow points to a button labeled '+ Create a New Request' in the top right corner.

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.



The screenshot shows the 'Address Change Form' with two tabs: 'Form' and 'Instructions'. The 'Form' tab is active. It contains fields for Subject, Employee ID, and Status (set to 'Initial'). 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?". 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.

Upload Documents

- Name Supporting Documentation
- Address Change Form**
- Qualifying Event/Hardship Form
- Buy_Out_Waiver
- Domestic Partner Form
- Dependent Documentation Form

Form
Instructions
Attachments

Seq Nbr 132332

Address Change Form

Please provide an explanation for your request in the “More Information” box; click the SAVE button and then proceed to the Instructions Tab.

Subject
Employee ID
Status Initial

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

More Information

Save
Submit

Form | Instructions | Attachments

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

Form
Instructions
Attachments

Seq Nbr
Subject

Address Change Form

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

Download Templates

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

Upload your attachments

*Description	Attached File	Attach	Open		
1		Attach	Open	+	

Form | Instructions | Attachments

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

Form Instructions **Attachments**

Seq Nbr Address Change Form

Subject

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

Download Templates

	Description	Open
1	1127 Form	Open

File Attachment [X]

Choose File No file chosen

[Upload](#) [Cancel](#)

Upload your attachments

	Description	Attached File	Attach	Open		
1	<input type="text"/>		Attach	Open	+	

Form | Instructions | Attachments

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

Form

Instructions

Attachments

Seq Nbr

Address Change Form

Subject

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

Download Templates

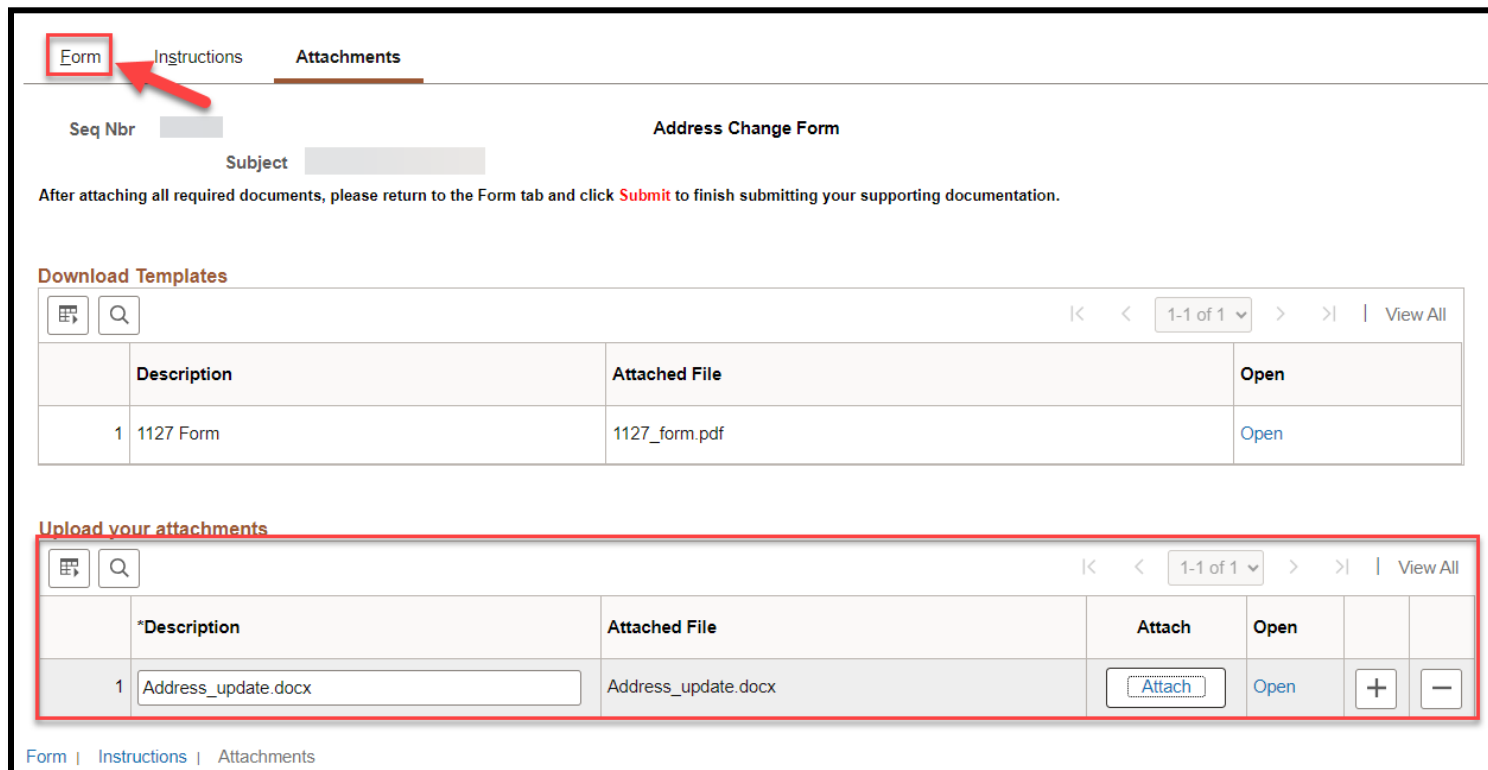
<div><div></div><div></div></div>	Description		Open
1	1127 Form		Open

Upload your attachments

<div><div></div><div></div></div>	*Description	Attached File	Attach	Open		
1	<div></div>		<div>Attach</div>	Open	<div>+</div>	

Form | Instructions | Attachments

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.



Form | Instructions | Attachments

Seq Nbr Address Change Form

Subject

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

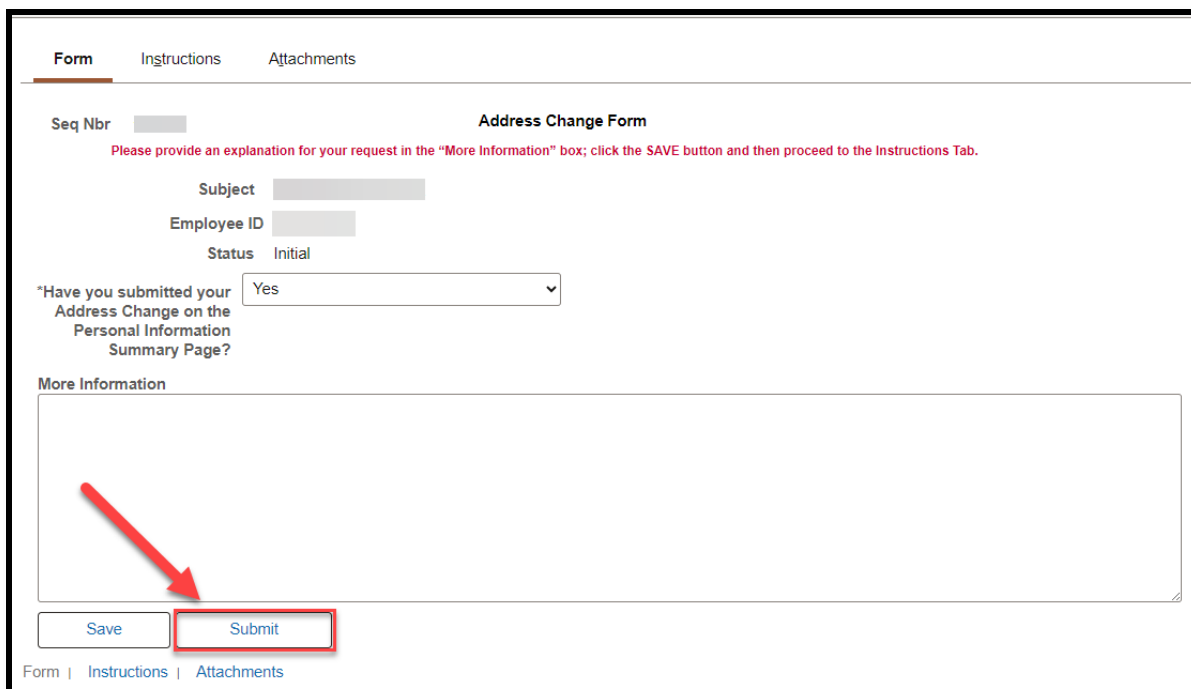
Download Templates

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

Upload your attachments

*Description	Attached File	Attach	Open		
1 Address_update.docx	Address_update.docx	Attach	Open	+	-

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



Form | Instructions | Attachments

Seq Nbr Address Change Form

Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab.

Subject

Employee ID

Status Initial

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

More Information

[Save](#) [Submit](#)

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

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

Address Change Form

Subject

Review/Edit Approvers

Address Change Form: 132332:Pending

View/Hide Comments

1

Skipped

eProfile_name_address_changes

02/27/24 - 2:19 PM

Pending

Multiple Approvers

eProfile_name_address_changes

Comments

OK

Click **Ok**.