

# Change Work Location

## Overview

Employees who work online need to ensure their current home address is listed as their work address for tax and reporting purposes.

## Initiation Process

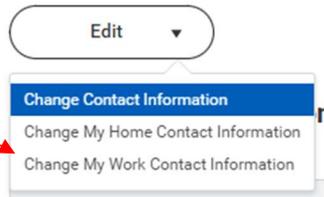
1. Select the **Personal Information** Application (In Apps)



2. Under the Change column, click **Contact Information**
  - ❖ You may also select **Addresses** under the View column.



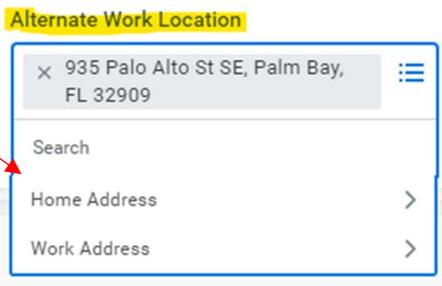
3. Click the **Edit** drop-down button, and select **Change My Work Contact Information**



- ❖ Click Pencil icon to update
- ❖ Click on Alternate Work Location



- ❖ Select Home Address
  - Should automatically pull your home address



- ❖ Optional – Enter a comment to assist approver with reviewing the change that was made, (i.e. *Updated work address per rqst from Payroll/HR*)
4. Click **Submit** once complete (bottom left corner)
  5. This will route to HR for review and approval