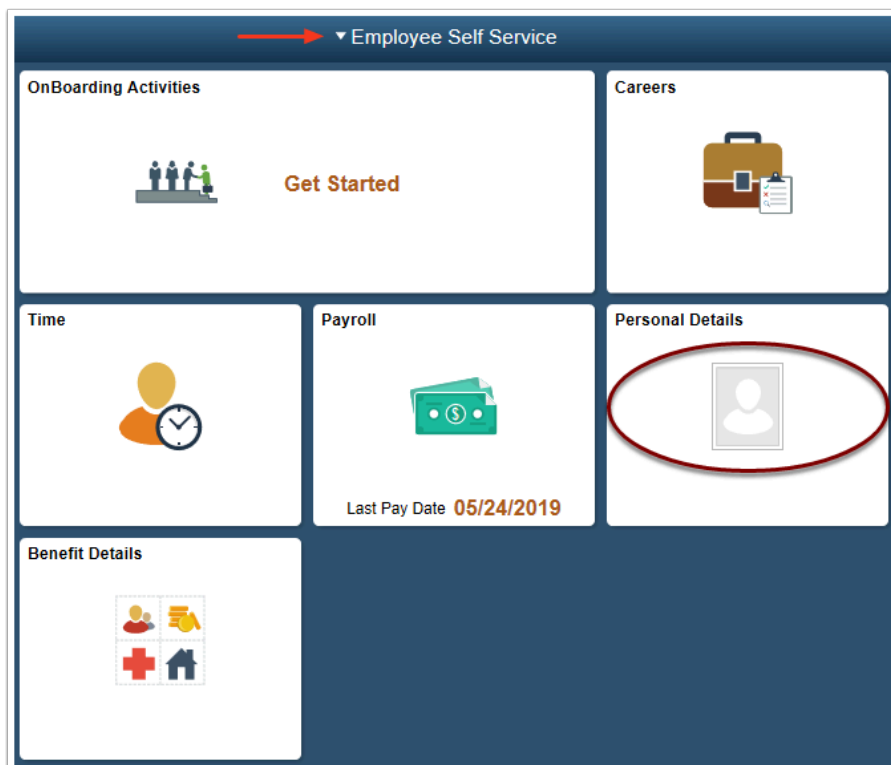


9.2 ESS Update Home and Mailing Address (Fluid)

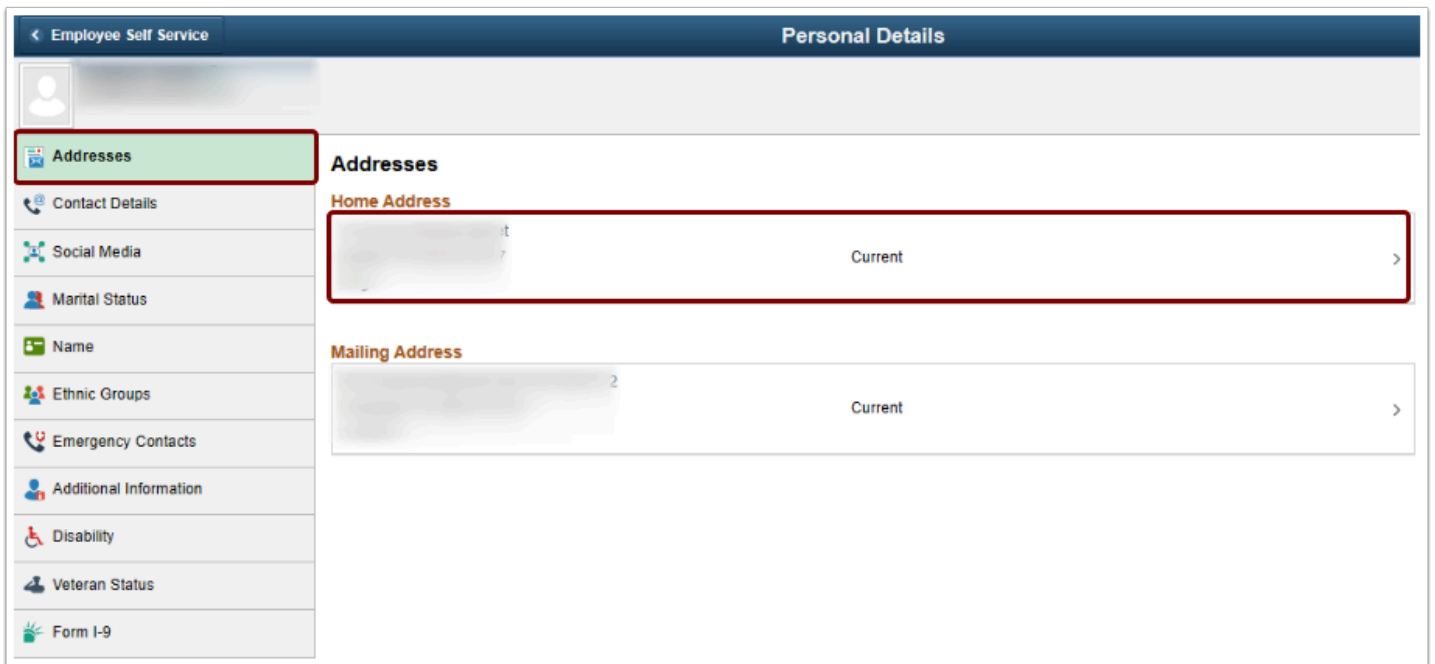
Purpose: Use this document to make changes and/or updates to employee home and mailing address in ctcLink.

Audience: HR Admin/Employees.

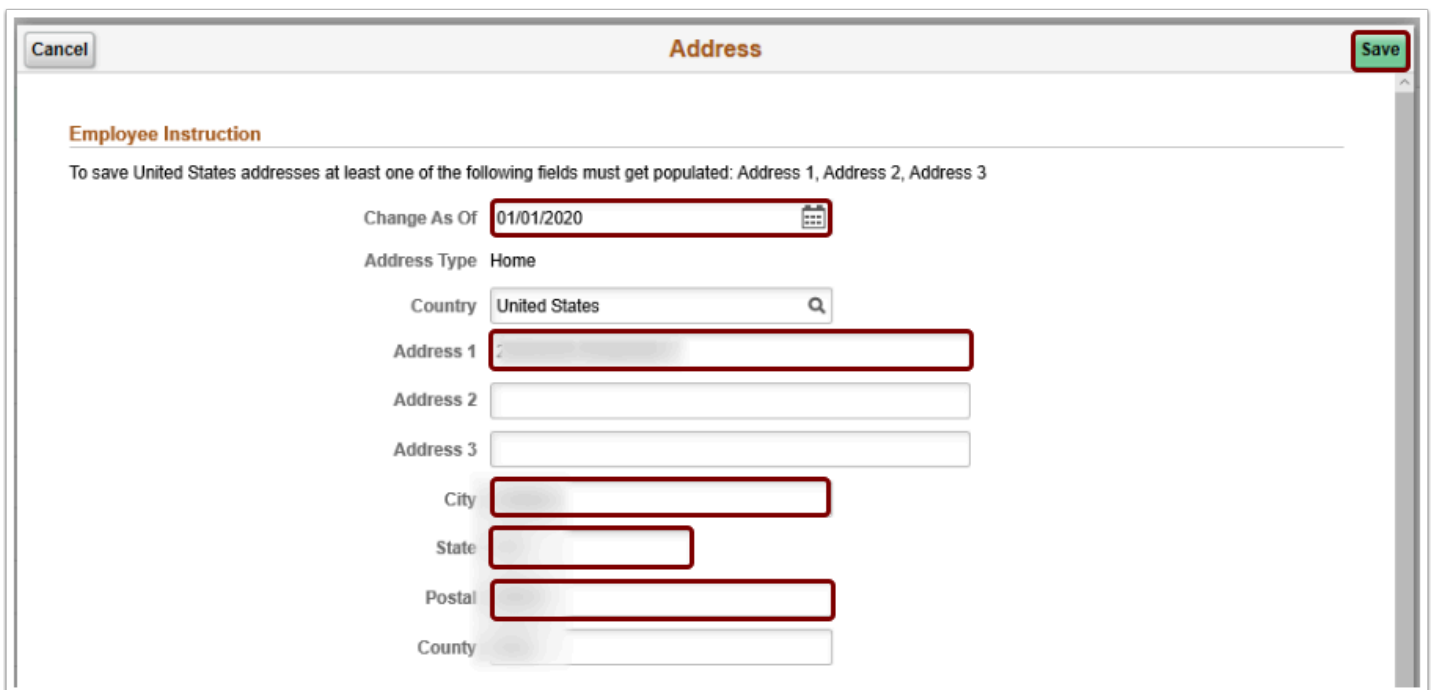
Navigation: Employee Self Service (Homepage) > Personal Details (Tile)



1. The **Personal Details** page displays.
2. The **Addresses** section defaults on the homepage to display the current Home and Mailing Addresses.
3. Select the **Home Address** grid.



4. The **Address** pagelet displays.
5. Change date for **Change As Of** if necessary.
6. Fill in updated address details.
7. Select the **Save** button.



8. The **Addresses** homepage displays with updated address information.

Addresses

Home Address

Current



As of 01/01/2020



Mailing Address

Current



9. The process to update the home or mailing address is now complete.
10. End of procedure.