

Employee Self Service - Address Changes

Self Service allows employees to review and update their personal information, including Address Changes, when necessary.

1. Click on the **My Personal Information** tile on your PeopleSoft homepage.



2. Once the **Personal Information Summary** page appears, click on the **Change home/mailling addresses** button.

Personal Information Summary
Employee, Ellen Expand All Collapse All

▼ Name
Employee, Ellen
Change name

▼ Home/Mailing Addresses

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	11/04/2008	USA	123 Happy Street Anytown, FL 33333

Change home/mailling addresses

3. The **Home and Mailing Address** window will appear. Click on the **Edit** button to edit your address.

Home and Mailing Address
Employee, Ellen

To change an existing address, click the Edit button next to the address you want to change. To add an additional address type, select a new Address Type from the dropdown menu and click on the "Add a 2nd Address Type" button. Address Type of HOME is used for all District mailings.

Address Type	Status	As Of	Country	Address	Edit
Home	Current	11/04/2008	USA	123 Happy Street Anytown, FL 33333	

*Address Type: Add

Please note that HOME address is used for all Benefits and Payroll mailings. This address must be in the State of Florida for all active employees. If you are moving out of state, please call the HR Customer Contact Center locally at 561/434-8777 (px 48777) or toll-free at 1-877/477-3722 or via email at AskHR@palmbeachschools.org

* Required Field
[Return to Personal Information](#)

4. On the **Edit Home Address** page, type your new address **OVER** the existing address.

IMPORTANT: For payroll and tax purposes, all active employees **must** have a Florida home address. Only terminated employees who have received their last paycheck can have an out-of-state address. All former employees must submit a PBSO 0108 form (**Address and/or Telephone Number Change for Former Employees**) to Compensation & Employee Information Services to have their address changed in the system.

My Personal Information

Edit Home Address

If editing your current address, type over the existing information you wish to change. If adding a new address, type address in boxes below. Please type in your address using Mixed Case (i.e. Correct = 23 McCormick Blvd.; Incorrect = 23 MCCORMICK BOULEVARD). Click on the 'Submit' button to submit your address change.
If you choose a date in the future, your address change will display when the date you entered is reached.

Country: United States

Street Addr/PO Box: 555 New Street

Apt., Suite or Unit:

City: Pleasantville State: FL Zip Code: 33334

County:

Date change will take effect

On this date: 01/26/2017 (example: 01/31/2000)

Submit Cancel

5. Click **Submit**.

Once the address change request has been submitted successfully, HR will review the information. Once approved, you will be notified in 1 - 5 business days, via District email, that your address has been changed.

For additional assistance, contact the HR Customer Care Center by phone at 561-434-8777 (Option 1) or by email at AskHR@palmbeachschools.org.

HR CUSTOMER CARE CENTER

DIVISION OF HUMAN RESOURCES

Compensation & Employee Information Services



TOPICS

- Address Changes
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- Application Assistance
- BENCOR/FICA Information
- Certification
- Employment Verification
- HR Policies
- HR Procedures
- Incentive Awards
- Leaves
- Name Changes
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- Record Requests
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- Retirement Appointments
- Salary and Compensation
- Self-Service Assistance
- Teaching Experience

HAVE AN HR QUESTION?

Let our HR Technicians assist you!

WE'RE HERE MONDAY THROUGH FRIDAY*

7:30 AM - 5:00 PM

*THURSDAYS 10:00 AM - 5:00 PM

561-434-8777 (PX 48777) PRESS 1 FOR HR

TOLL FREE: 877-477-3722

ONE-ON-ONE PERSONAL SERVICE!

*If we cannot answer your question,
we will put you in touch with someone who can.*

NO TIME TO CALL?

Email: askhr@palmbeachschools.org

