



Updating Your Home Address

This document contains instructions in the following areas for changing your home address:

- Overview
- Updating Your Home Address





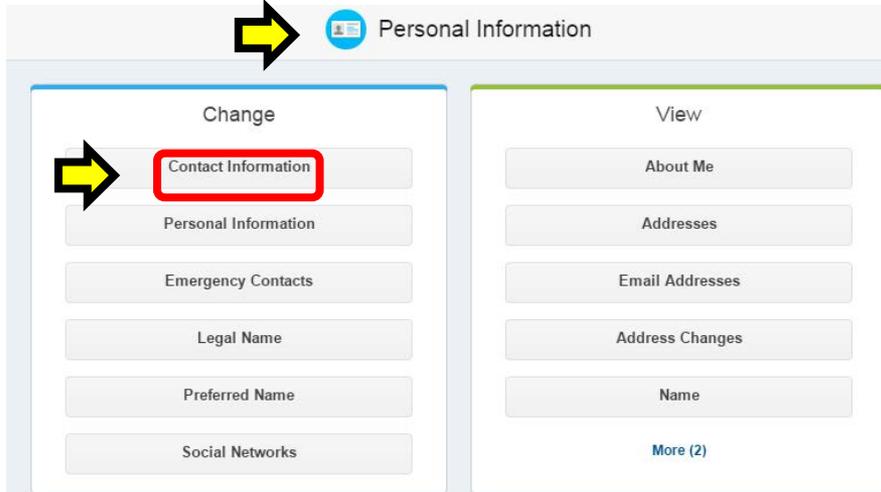
Overview

Keeping an up-to-date home address will help complete your personal contact information in Workday and will allow Masonic Villages to communicate with you via postal mail. With Workday you are able to update your home address online. The change request routes to HR where, after receiving a completed copy of a certificate of residence form, your address change is approved and you're all set!

There are many means to get to where you can update your home address. Two methods will be shown in these instructions: using the Workday Landing Page and using the Workday Profile Screen.

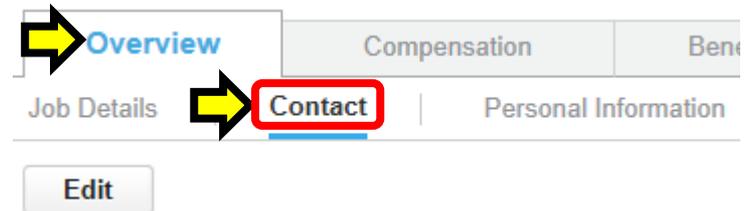
Workday Landing Page

Click the Personal Information Worklet -> Change -> **Contact Information**



Workday Profile Screen

Select the Overview tab then select the **Contact** section.



Changing Your Home Address

1. Once you arrive at the Contact Information screen take a moment to view the **Shared With** column of the **Address section**. In this case, John Worker chose to use his address when setting up Jake and Jessica as dependents, beneficiaries, and/or emergency contacts. Because John, Jake, and Jessica are all “tied” to the same address within John’s Workday profile when the address is changed it will automatically update for Jake and Jessica *(if your address is shared with any of your dependents, beneficiaries, or emergency contacts, and if updating your address will cause their information within your Workday profile to be inaccurate, please see procedures within the Dependents, Beneficiaries, and Emergency Contact sections for instructions on changing individual contact information)*.

Address	Usage	Visibility	Shared With
3 Over There Street Elizabethtown, PA 17022 United States of America	Home (Primary)	Private	Jake Worker Jessica Doe

2. At the top of the Contact Information screen click **Edit** to get into edit mode.



Home Contact Information



Your personal contact information) within Workday are not visible to anyone but you and Human Resources/Payroll.





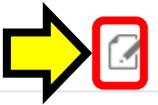
3. Scroll down the screen until you locate the Primary address section. Click the **Edit icon** ) to open up the address fields for editing.

Change Contact Information **John Worker**

Review your contact information and enter any changes or additions.

Home Contact Information

Primary Address	Address	Usage	Visibility	Private
	1 Anywhere Street, Elizabethtown, PA 17022			
Additional Address				



You may not completely remove your home address from your Workday profile. It is a required piece of information that must remain attached to your Workday profile.





4. The Address screen will pop up. Change the information as needed making sure that all required fields (marked with a red asterisk) are completed. When finished, click **Done**.

Address
3 Over There Street, Elizabethtown, PA 17022

Effective Date
08/18/2014

Country *
United States of America

Address Line 1 *
3 Over There Street

Address Line 2

City *
Elizabethtown

State *
Pennsylvania

Postal Code *
17022

County

Done

5. You will be taken back to the Change Contact Information screen. If desired change any additional items in the Home Contact Information Section (see individual instructions in the Working With Your Contact Information section). When finished, scroll to the bottom of the screen.

Change Contact Information **John Worker** ...

Review your contact information and enter any changes or additions.

Home Contact Information

Primary Address	Address	3 Over There Street, Elizabethtown, PA 17022	Usage	Visibility	Private	
Additional Address						+
Primary Phone	Phone	+1 (717) 867-5309 (Landline)				
Additional Phone						+
Primary Email	Address *	Johnworker85@gmail.com				
Additional Email						+
Additional Instant Messenger						+



6. Enter a comment, if desired, then click **Submit**.

enter your comment

Submit Save for Later Cancel

View Comments (0)
Process History
Related Links

7. The following screen will appear. Click To Do to proceed to the area where you can download the Certificate of Residence Form which will need filled out and submitted to HR.

You have submitted [Contact Change: John Worker](#) ...

Up Next Do Another

John Worker Change My Contact Information

Local Employee Documentation

To Do

Details and Process

Done

8. The Complete To Do Local Employee Documentation screen will appear. Read the instructions in the **Instructions section**, then click [Click Here](#) to retrieve and print the document.

Complete To Do [Local Employee Documentation](#) ...

For John Worker

Overall Process Contact Change: John Worker

Overall Status In Progress

Due Date 08/20/2014

Instructions Your address change will not update until you complete the Certificate of Residence form for Local tax withholding purposes. You are required to complete all employee information boxes on the form, including your municipality and school district. Complete this form prior to exiting the address change function. Thank you.

[Click Here](#) for a copy of the Certificate of Residence form. Copies of this form are also available on the company intranet or from your Human Resources department.

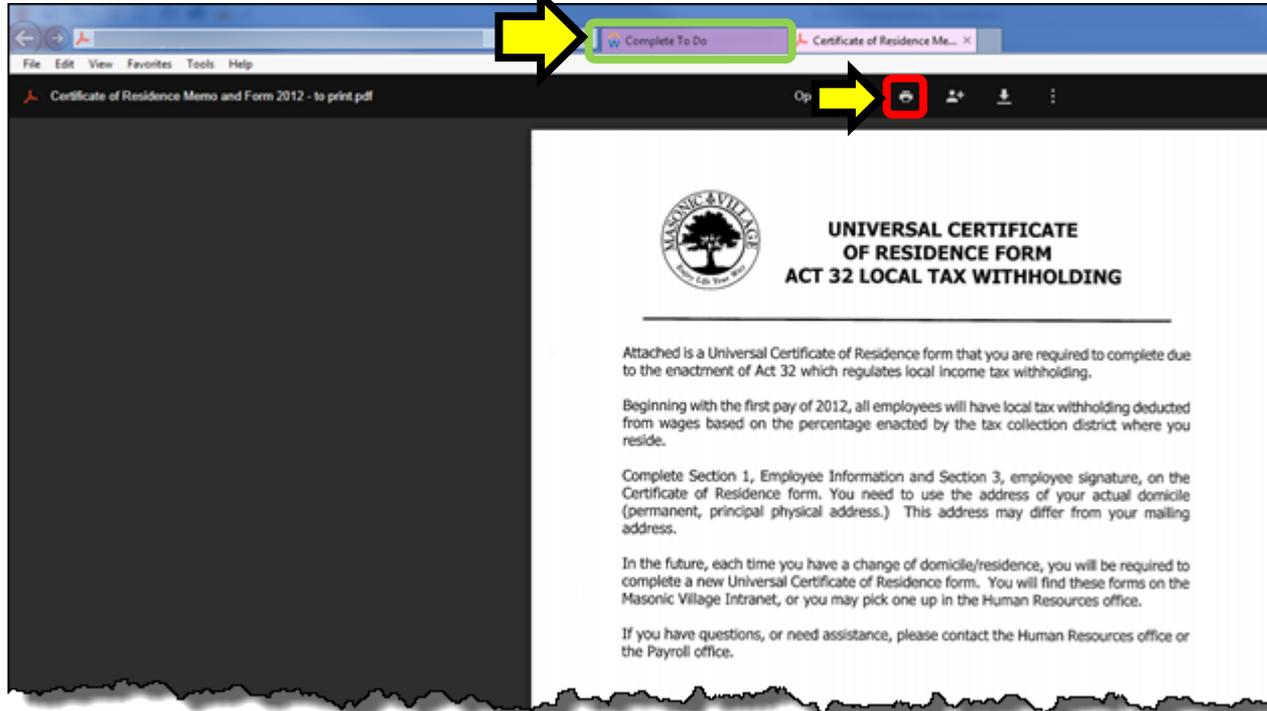
Comment

Submit Save for Later Cancel





9. The document will appear in a separate browser tab (if you have tabbed browsing enabled). Click the **Printer** icon to print a copy. Return to the **Complete To Do browser window or tab**.



10. The Complete To Do Local Employee Documentation screen will appear. Enter a comment, if desired then click **Submit**.

Complete To Do Local Employee Documentation

For John Worker

Overall Process Contact Change: John Worker

Overall Status In Progress

Due Date 08/20/2014

Instructions Your address change will not update until you complete the Certificate of Residence form for Local tax withholding purposes. You are required to complete all employee information boxes on the form, including your municipality and school district. Complete this form prior to exiting the address change function. Thank you.

>> [Click Here](#) << for a copy of the Certificate of Residence form. Copies of this form are also available on the company intranet or from your Human Resources department.

Comment

Submit Save for Later Cancel





11. The following screen will appear. Notice that the **Up Next section** indicates that an HR Partner II needs to approve the address change. The HR Partner II will not approve the address change request until he or she reviews the documentation that you printed/filed out as part of the instructions on the previous page. Click **Done** and make plans to promptly get your Certificate of Residence form to your Human Resources office.

You have marked as Complete **Contact Change: John Worker** ...

Up Next
 HR Partner II
 Review Change Contact Information
 Due Date 08/20/2014



Details and Process

Done



12. You will be back at the My Contact Information screen. Notice that there is now an **Addresses Pending Approval section**. Once the HR Partner II approves your address change the address change will route to payroll for another approval step. Once payroll does the approvals the address change will no longer be pending.

My Contact Information **John Worker** ...

Edit

Home Contact Information

Address	Usage	Visibility	Shared With	Effective Date
1 Anywhere Street Elizabethtown, PA 17022 United States of America	Home (Primary)	Private	Jake Worker	07/25/2014

Addresses Pending Approval

Address	Usage	Visibility	Shared With
3 Over There Street Elizabethtown, PA 17022 United States of America	Home (Primary)		Jake Worker

