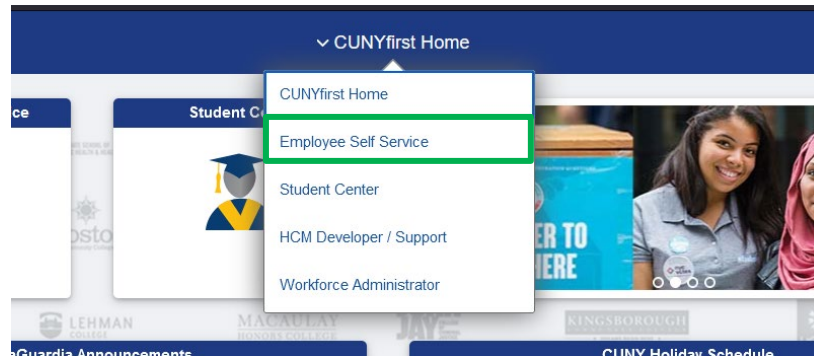


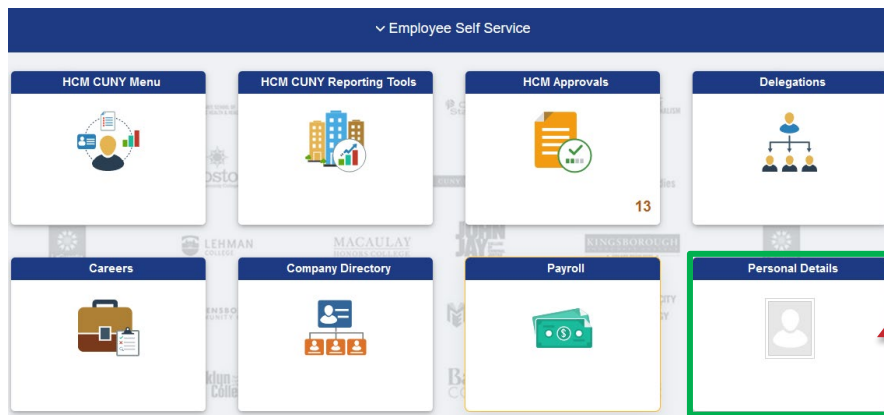


HOME AND MAILING ADDRESS CHANGE

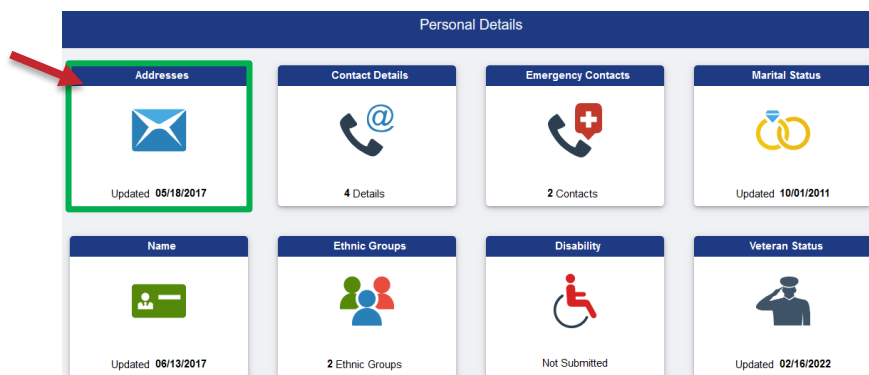
1. Log in with your CUNYFirst credentials and navigate to 'Employee Self Service'.



2. On Employee Self Service, click on 'Personal Details'.



3. On Personal Details, click on the 'Addresses' tile.



4. Click on the 'Current' Home Address or Mailing Address to be changed.

Jane Doe
College Assistant H
Update Photo

Addresses

Contact Details

Marital Status

Name

Ethnic Groups

Emergency Contacts

Additional Information

Disability

Home Address

31-10 Thomson Ave
Long Island City, NY 11101-3007
Queens

Current

Mailing Address

31-10 Thomson Ave
Long Island City, NY 11101-3007
Queens

Current

5. Edit the Home or Mailing Address entering the change effective date, and changes desired. Click 'Save'.

Note: Alternatively, the address can be entered in 'Address 1' and the 5-digit zip code on 'Postal' and then press the Tab key. This will populate and validate the address. Click 'Save'.

Cancel

Address

Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 07/13/2022

Address Type Home

Country United States

Address 1 3110 Thomson Ave

Address 2

Address 3

City Long Island City

State New York

Postal 11101-3007

County Queens