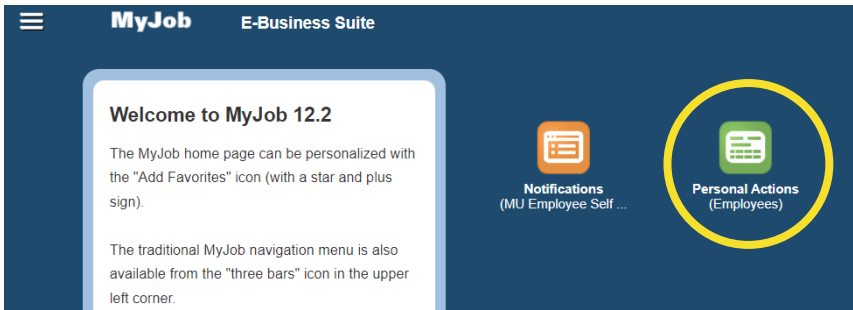


How to Update an Address in MyJob

Log into MyJob and select MU Employee Self Service



Select Personal Actions



Select Personal Information and click the Start button

Select Action: **Start** | ...

| Sel... | Action |
|----------------------------------|--|
| <input checked="" type="radio"/> | Personal Information |
| <input type="radio"/> | Payslip |
| <input type="radio"/> | W4 Information |
| <input type="radio"/> | Manage Payroll Payments |
| <input type="radio"/> | View/Print W2 (by selecting you opt out of mailed W2 form) |
| <input type="radio"/> | Absence Accruals |
| <input type="radio"/> | Education |
| <input type="radio"/> | Competency Profile |
| <input type="radio"/> | Release Information |
| <input type="radio"/> | W2 Printing Options |

Review the address listed in the Main Address section

- If the address is correct, nothing further is needed
- If the address is incorrect, continue:

To update an address – click on the Update button in the Main Address section

Main Address

Address Line 1
Address Line 2
Address Line 3
City
State
Zip Code
County
Type

Update

Choose Enter a new address if you have moved, then click on the Next button

Main Address: Choose Option

Cancel **Next**

Employee Name

Organization Email Address

IMPORTANT: ALWAYS select second choice "Enter New Information"

- Correct or amend this address.
- Enter a new address if you have moved.

Fill in the required fields

Enter the city name and click on the Flashlight icon

Main Address: Enter New Address

Cancel Back **Next**

Employee Name

Organization Email Address

Enter the date your change takes effect. Select UNITED STATES for country and enter your address.

* Indicates required field

✓ TIP Type in City name and then hit the "Flashlight" icon.

* Effective Date 10-Oct-2022

Country - Must select United States United States

US Address Style

* Address Line 1

Address Line 2

* City Milwaukee

* State Wisconsin

* Zip Code

County

Choose the correct city, state, and zip code combination for the address you are entering, then click the Select button

Search and Select: City

Cancel **Select**

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By City Milwaukee Go

Results

Rows 1 to 23

| Sel... | Quick Select | City | State | Zip Code | County |
|----------------------------------|--------------|-----------|-------|---------------|-------------|
| <input type="radio"/> | | Milwaukee | NC | 27820 - 27820 | Northampton |
| <input type="radio"/> | | Milwaukee | NC | 27854 - 27854 | Northampton |
| <input checked="" type="radio"/> | | Milwaukee | WI | 53200 - 53299 | Milwaukee |
| <input type="radio"/> | | Milwaukee | WI | 53200 - 53299 | Washington |
| <input type="radio"/> | | Milwaukee | WI | 53201 - 53228 | Waukesha |
| <input type="radio"/> | | Milwaukee | WI | 53233 - 53235 | Waukesha |
| <input type="radio"/> | | Milwaukee | WI | 53237 - 53237 | Waukesha |
| <input type="radio"/> | | Milwaukee | WI | 53244 - 53244 | Waukesha |
| <input type="radio"/> | | Milwaukee | WI | 53259 - 53259 | Waukesha |
| <input type="radio"/> | | Milwaukee | WI | 53193 - 53193 | Milwaukee |

You will return to the new address entry screen

Once required fields are filled in, click the Next button

Main Address: Enter New Address

Cancel Back **Next**



Employee Name


Organization Email Address

Enter the date your change takes effect. Select UNITED STATES for country and enter your address.

* Indicates required field

✔ TIP Type in City name and then hit the "Flashlight" icon.



* Effective Date  

Country - Must select United States 

US Address Style

* Address Line 1

Address Line 2

* City  

* State

* Zip Code

County

Review proposed changes and click Submit button