

Employee Self-Service Address/Phone Number Change through Self-Service

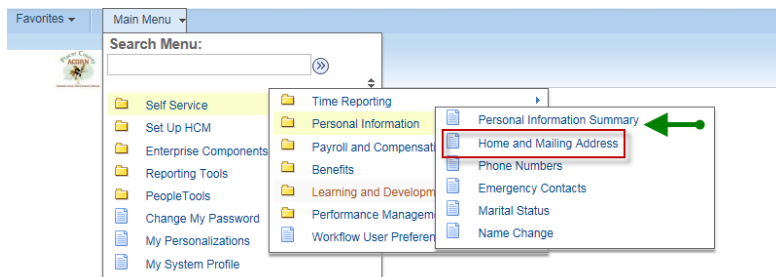
Main Menu > Self Service > Personal Information > Personal Information Summary

Instructions

ACORN Page

PURPOSE: The following procedures will allow an employee to update their address and phone number(s) in the ACORN system.

- Navigate in ACORN to the Personal Information Summary. **Main Menu > Self Service > Personal Information > Personal Information Summary.**
Note: you can go into each different area to update separately or you can go to the 'Personal Information Summary' see all of your information and update in one place.
- Click the "Personal Information 'Summary' link.



- On the 'Personal Information Summary' you can update any of the areas that have a 'Change' button. *For Name Changes please use the procedures for 'Name Change'.
- To change home and/or mailing addresses click on the 'Change Home/Mailing Addresses' button.

Employee, Christian

[Change Name](#)

▼ Home/Mailing Addresses

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	03/19/2015	USA	1234 Bell Drive Rocklin, CA 95677
Mailing	Current	03/19/2015	USA	1234 Bell Drive Rocklin, CA 95677

[Change Home/Mailing Addresses](#)

▼ Phone Numbers

Phone Numbers

Phone Type	Phone Number	Preferred
Mobile	530/300-1234	✓

[Change Phone Numbers](#)

▼ Emergency Contacts

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Stacy Employee	Spouse	✓

[Change Emergency Contacts](#)

▼ Marital Status

















Marital Status Married As of 04/25/2015

[Change Marital Status](#)

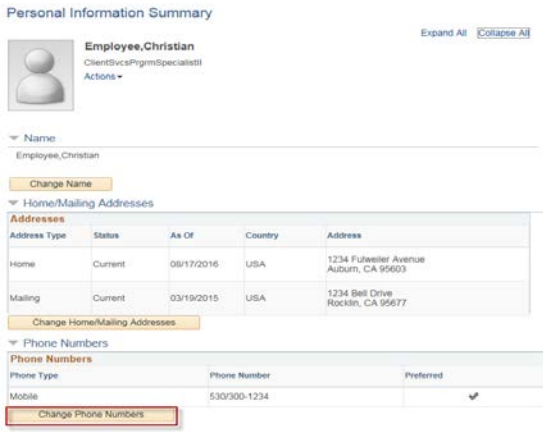
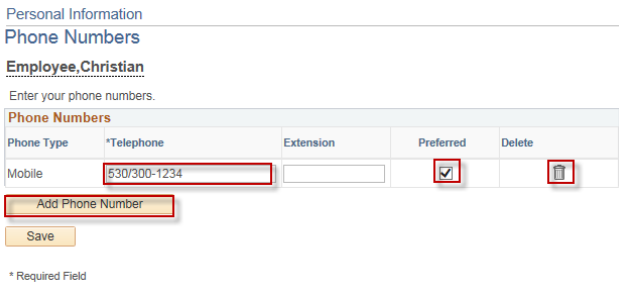
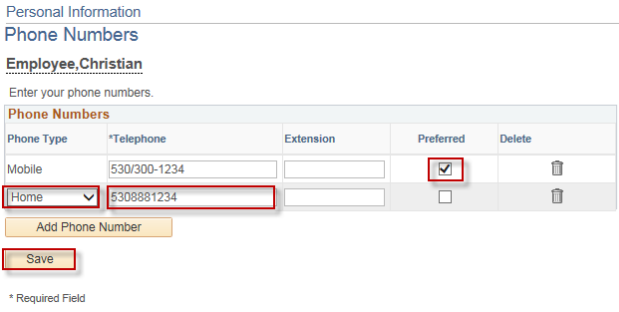
Ethnic Groups

Description
1 White

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<p>5. To edit the address click on the  icon.</p> <p>NOTE: All employees must have a 'Home' and 'Mailing' address. For health benefits Human Resources must use a physical address for eligibility.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Personal Information</p> <p>Home and Mailing Address <i>Both a Home and Mailing Address are required even if they are the same.</i></p> <p>Employee, Christian</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="background-color: #f2f2f2;">Addresses</th> <th style="background-color: #f2f2f2;">Address Type</th> <th style="background-color: #f2f2f2;">Status</th> <th style="background-color: #f2f2f2;">As Of</th> <th style="background-color: #f2f2f2;">Country</th> <th style="background-color: #f2f2f2;">Address</th> <th style="background-color: #f2f2f2;">Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>03/19/2015</td> <td>USA</td> <td>1234 Bell Drive Rocklin, CA 95677</td> <td style="text-align: center;"></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>03/19/2015</td> <td>USA</td> <td>1234 Bell Drive Rocklin, CA 95677</td> <td style="text-align: center;"></td> </tr> </tbody> </table> </div>	Addresses	Address Type	Status	As Of	Country	Address	Edit	Home	Current	03/19/2015	USA	1234 Bell Drive Rocklin, CA 95677		Mailing	Current	03/19/2015	USA	1234 Bell Drive Rocklin, CA 95677	
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<p>6. Update the new address then click the 'Save' button. Do not change the date field.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Edit Home Address</p> <p>Change As Of: <input type="text" value="08/17/2016"/> </p> <p>Country: <input type="text" value="United States"/> <input type="button" value="Change Country"/></p> <p>Address 1: <input style="border: 1px solid red;" type="text" value="1234 Fulweiler Avenue"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input style="border: 1px solid red;" type="text" value="Auburn"/> State: <input style="border: 1px solid red;" type="text" value="CA"/>  California</p> <p>Postal: <input style="border: 1px solid red;" type="text" value="95603"/> </p> <p>County: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>																			
<p>7. After saving you will get a confirmation that the changes were saved. Click the 'OK' button.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Home and Mailing Address</p> <p>Save Confirmation</p> <p style="font-size: 2em; color: blue;">✓</p> <p>The Save was successful.</p> <p style="text-align: center;"><input style="border: 1px solid red;" type="button" value="OK"/></p> </div>																			
<p>8. You can now update the 'Mailing' address in the same manner. It is important that your 'Mailing' address is accurate as this is where all mailings are sent including the W2's at the beginning of each year.</p> <p>9. If you want to now change your 'Phone' number click on the 'Personal Information Summary' link at the top of the page.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small;">Favorites ▾ Main Menu ▾ > Self Service ▾ > Personal Information ▾ > Personal Information Summary</p> <hr/> <p>Personal Information</p> <p>Home and Mailing Address <i>Both a Home and Mailing Address are required even if they are the same.</i></p> <p>Employee, Christian</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="background-color: #f2f2f2;">Addresses</th> <th style="background-color: #f2f2f2;">Address Type</th> <th style="background-color: #f2f2f2;">Status</th> <th style="background-color: #f2f2f2;">As Of</th> <th style="background-color: #f2f2f2;">Country</th> <th style="background-color: #f2f2f2;">Address</th> <th style="background-color: #f2f2f2;">Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>08/17/2016</td> <td>USA</td> <td>1234 Fulweiler Avenue Auburn, CA 95603</td> <td style="text-align: center;"></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>03/19/2015</td> <td>USA</td> <td>1234 Bell Drive Rocklin, CA 95677</td> <td style="text-align: center;"></td> </tr> </tbody> </table> </div>	Addresses	Address Type	Status	As Of	Country	Address	Edit	Home	Current	08/17/2016	USA	1234 Fulweiler Avenue Auburn, CA 95603		Mailing	Current	03/19/2015	USA	1234 Bell Drive Rocklin, CA 95677	
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<p>10. To edit the 'Phone Number' click on the 'Change Phone Numbers' button.</p>	
<p>11. If your current phone number has changed then you can type over the current number and enter the new number. You can also delete a current number if it is no longer valid.</p> <p>12. Click the 'Add Phone Number' button to add additional phone numbers.</p>	
<p>13. Click on the dropdown arrow to select the 'Phone Type'.</p> <p>14. Enter the new phone number; do not enter dashes or parenthesis.</p> <p>15. Choose which phone number will be the 'Preferred' contact number.</p> <p>16. Click the 'Save' button.</p>	
<p>17. After saving you will get a confirmation that the changes were saved. Click the 'OK' button.</p> <p>If you have any questions please contact the Human Resources Department.</p>	