



Address Updates in HCM for New and Existing Employees

Fall hiring is in full swing for the semester. If you are a new employee, welcome! We would like to invite you to visit our [New Employee Information and Onboarding webpage](#). Human Resources would like to remind all new and existing employees to confirm that their contact information is up to date in our employment system, HCM. You may have applied to the university using a previous address, so it's important that the university have your current mailing, phone and other contact information. This allows for timely communications both on a routine basis, but also especially during our current unique times. To review and update your information, access Personal Information under My Profile in HCM. Consult the [Updating Personal Information: Contact Info Quick Reference Guide](#) for full details.

In addition to the quick reference guide, we would like to give a couple of reminders:

- ❖ Please do not delete any of the addresses, even if you perceive a redundant home and mailing address. You should have one each for home, mailing, residential tax, and work address.
- ❖ Remember to choose if you'd like the home or mailing address to be your preferred address.
- ❖ Please do not change the residential tax address to your home address. This address is used by our Payroll department for tax purposes.
- ❖ When updating the state, use a two-digit abbreviation instead of spelling out the full name. For example use WY instead of WYOMING.

You may have recently been asked to provide updated contact information via your department. It is important to also ensure your information is up to date in HCM. As a Human Resources system, HCM is considered the primary source for employee data. Having easy access to accurate employee contact information allows for efficient notifications in the case of an emergency, as well as if needed for COVID-19 related notifications and/or contact tracing.

Should your contact information change in the future, please remember to make updates immediately. Mailing important communications such as year-end tax documentation (W-2) and pay checks for those who have not elected direct deposit are among the many items the university depends on up to date employee data in HCM.