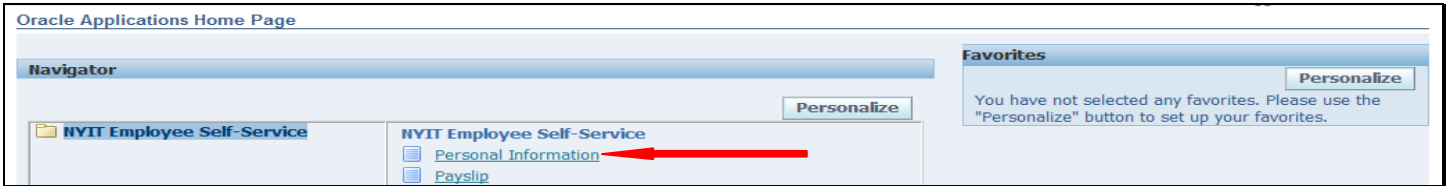


NYIT Self-Service Application Updating a Home Address

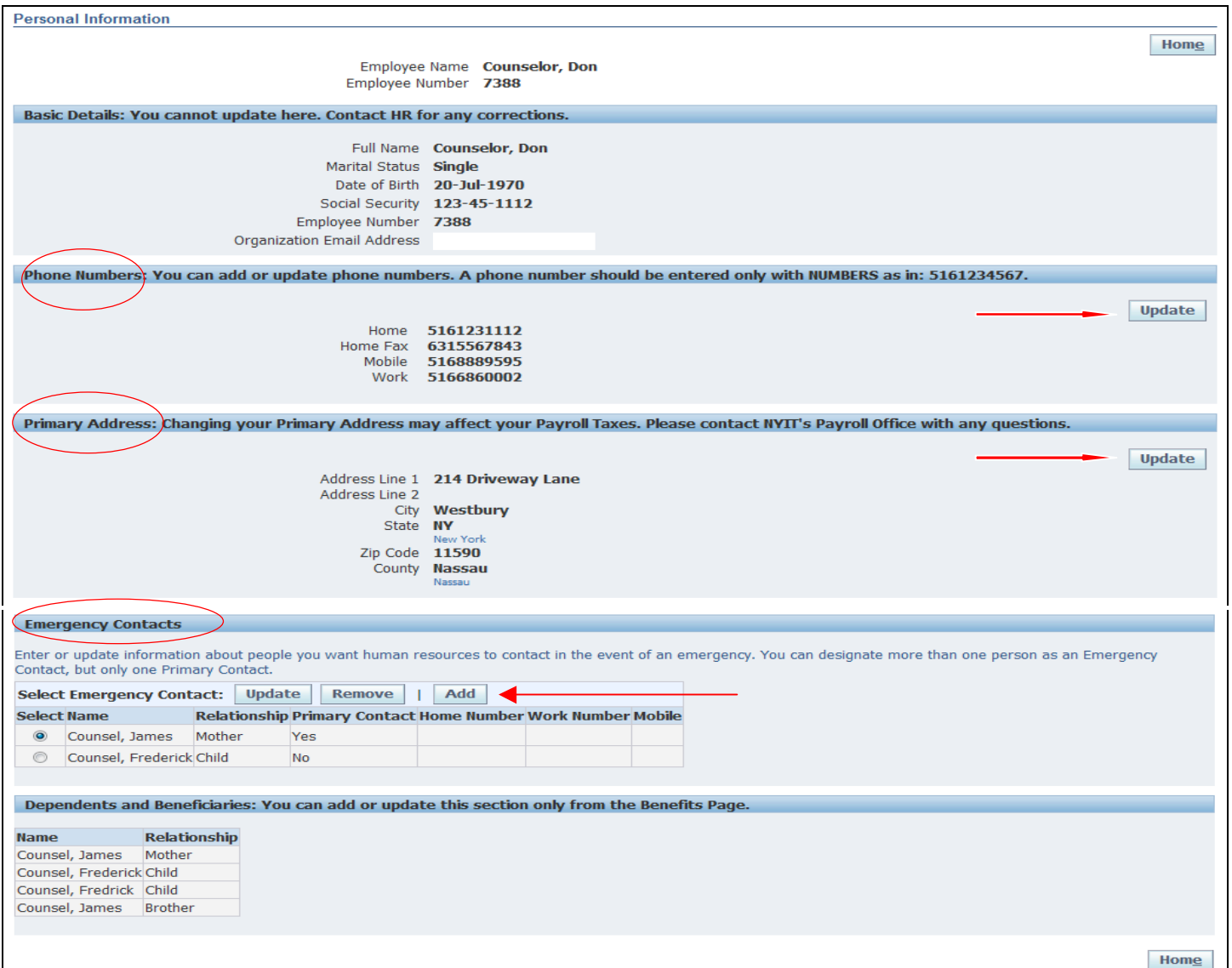
Employees will be able to update their PRIMARY ADDRESS via Self-Service. Changes made through this section of the application will change the employee's NYIT Personnel Record in Human Resources and may affect your payroll taxes.

NYIT Self Service Applications → Personal Information → Primary Address

1. Select 'Personal Information' from the Oracle Self Service Menu.



2. From this screen you can change your **Phone Numbers**, **Primary Address** and **Emergency Contacts**. *You cannot alter your Basic Details or Dependents and Beneficiaries.*



Adding or Changing an Address

1. Click on UPDATE to get the screen below. You can choose to **“Correct or amend this address.”** or **“Enter a new address if you have moved.”**

Primary Address: Changing Primary Address will affect your Payroll Taxes. Please contact NYIT Payroll Office for questions, if any

Address Line 1 **212 Ellis Ave**
Address Line 2
City **Westbury**
State **NY**
New York
Zip Code **11590**
County **Nassau**
Nassau

Update

Main Address: Choose Option

Employee Name **Counselor, Don**
Organization Email Address

Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.


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

Cancel **Next**

Cancel **Next**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Whether you choose to amend or add a new address, you will be brought to the screen below.

2. Enter ADDRESS LINE 1 then press **Tab** to go to the next field
3. Next, enter the CITY name; you can enter the entire name or part of it. Once you've entered something in this field, you can use the 'search or find'  icon or the **Tab** key to **'Search and Select'** by City. If there is more than one CITY with the same name, you should get a list of possible combinations of CITY, STATE, ZIP CODE and COUNTY.

*****Always use the TAB key to move to the next field in this screen*****

Main Address: Enter New Address

Employee Name **Counselor, Don**
Organization Email Address

Enter the date your change takes effect. The country is already selected for US Employees.
* Indicates required field

* Effective Date  

Country

* Address Line 1
Address Line 2

* City  

State
* Zip Code
County

Cancel **Back** **Next**

Cancel **Back** **Next**

[Home](#) [Logout](#) [Preferences](#) [Help](#)






Search and Select: City

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 **Go**

Results

Select	Quick Select	City	State	Zip Code	County
<input type="radio"/>		Westbury	NY	11590 - 11594	Nassau
<input type="radio"/>		Westbury	NY	11595 - 11595	Nassau
<input type="radio"/>		Westbury	NY	11568 - 11568	Nassau
<input type="radio"/>		Westbury	NY	11775 - 11775	Nassau
<input type="radio"/>		Westbury	NY	11597 - 11597	Nassau

Cancel **Select**

Cancel **Select**

- You can choose the appropriate line in two ways: using the QUICK SELECT icon  quickly updates the address screen with the values from that line – if you use the ‘SELECT’ radio button shown on the left side, then you must also click on the SELECT button. In both cases, the line values will be shown on the Enter New Address Page.


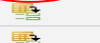
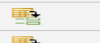
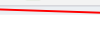
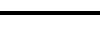
Search and Select: City Cancel Select

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

Results

Select	Quick Select	City	State	Zip Code	County
<input type="radio"/>		Westbury	NY	11590 - 11594	Nassau
<input type="radio"/>		Westbury	NY	11595 - 11595	Nassau
<input type="radio"/>		Westbury	NY	11568 - 11568	Nassau
<input type="radio"/>		Westbury	NY	11775 - 11775	Nassau
<input type="radio"/>		Westbury	NY	11597 - 11597	Nassau

Cancel **Select**

- After your selection, **the City, State and County are filled in**; you may still have to add the required ZIP field if your city is covered by a range of zip codes.

Main Address: Enter New Address Cancel Back Next

Employee Name **Counselor, Don**
 Organization Email Address

Enter the date your change takes effect. The country is already selected for US Employees.
 * Indicates required field

* Effective Date  

Country United States

* Address Line 1

Address Line 2

* City 





State
New York

* Zip Code




County

Cancel Back Next

Home Logout Preferences Help



- The calendar icon  allows you to ‘Pick a Date’ using , , and  to access different months and years.

Pick a Date - Window...

 August  

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Cancel

Local intranet |   100%


- The Tip  icon brings you to a **TIP window** which provides field information and instructions

Main Address: Enter New Address

Cancel Back Next

Employee Name **Counselor, Don**
 Organization Email Address

Enter the date your change takes effect. The country is already selected for US Employees.
 * Indicates required field

* Effective Date 22-Aug-2011  ←

Country United States

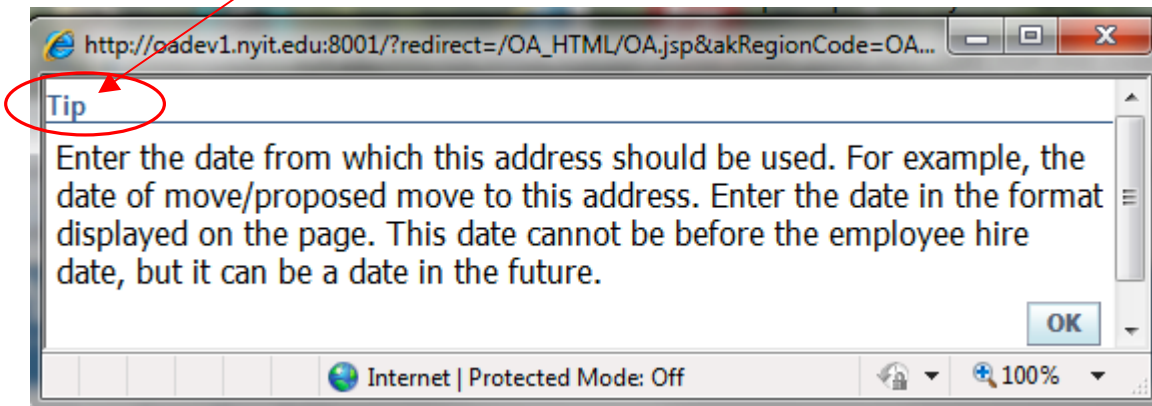
* Address Line 1
 Address Line 2

* City
 State

* Zip Code
 County

Cancel Back Next

Home Logout Preferences Help




- The **blue dot** designates a change to the **current** information. Review the **proposed** changes and check for accuracy. Choose to go 'Back', 'Cancel', print using 'Printable Page', or 'Submit'. Use 'Back' to re-do your changes – you'll be brought to the previous update screen.





Personal Information: Review

Cancel Printable Page Back Submit

Employee Name **Counselor, Don**
 Organization Email Address

 Indicates Changed Items.

Main Address

	Current	Proposed
Effective Date	01-Jan-2010	23-Aug-2011 
Country	United States	United States 
Address Line 1	212 Ellis Ave	214 Driveway Lane 
City	Westbury	Westbury
State	NY	NY
Zip Code	11590	11590
County	Nassau	Nassau
Type	Primary Home Country Address	

Cancel Printable Page Back Submit

Home Logout Preferences Help

- When you choose 'Cancel', you will get the "Warning" screen below. Choose 'Yes' to discard your changes.

Warning

Do you want to cancel this action?

Your new action will be canceled.

No Yes

Home Logout Preferences

7. When you click on 'Printable Page' you will get the page below. The print options will appear in the FILE window.

File Edit View Favorites Tools Help

Personal Information: Review

Employee Name **Counselor, Don**
Organization Email Address

Indicates Changed Items.

Main Address

	Current	Proposed
Effective Date	23-Aug-2011	28-Sep-2011
Country	United States	United States
Address Line 1	214 Driveway Lane	213 Driveway Lane
City	Westbury	Westbury
State	NY	NY
Zip Code	11590	11590
County	Nassau	Nassau

8. Choose 'Submit'; a CONFIRMATION message appears informing you that your changes have been applied.

Confirmation

Your changes have been applied.

[Return to Overview](#)

9. Click on 'Return to Overview' to view the new Primary Address

Primary Address: Changing your Primary Address may affect your Payroll Taxes. Please contact NYIT's Payroll Office with any questions.

[Update](#)

Address Line 1 **213 Driveway Lane**
Address Line 2
City **Westbury**
State **NY**
New York
Zip Code **11590**
County **Nassau**
Nassau