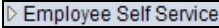
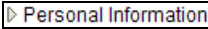
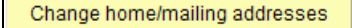
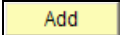
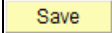


Updating Address Information

1.	Click the Employee Self Service link. 
2.	Click the Personal Information link. 
3.	Click the Personal Information Summary link. 
4.	The Personal Information Summary page appears.
5.	Click on the Change home/mailling addresses button. 
6.	Click the Address Type drop down to select the W2 Override option. 
7.	Click the Add button. 
8.	The Add W2 Override Address screen appears. Enter the appropriate information into the Address 1 and 2 field. Enter a valid value e.g. " 123 Tax Street ".
9.	Enter the City into the City field. Enter a valid value e.g. " Cleveland ".
10.	Enter the two letter abbreviation for the state in the State field. If you don't know the abbreviation you may click on the look up icon.
11.	Enter the appropriate zip code into the Postal field. Enter a valid value e.g. " 44106 ".
12.	In the Date Change Will Take Effect section, the current date will default.
13.	Click the Save button. 
14.	The Save Confirmation screen appears. Click the OK button. 
15.	This completes the Updating W2 Address Information process in PeopleSoft HCM. End of Procedure.