What's Covered: How to view and update both your home and university mailing addresses. How to search for a location code when updating your university mailing address.

NOTE: Harvard students cannot update their home address in PeopleSoft. If you are a student, update your home address in your school’s student information system (e.g., myHarvard). Once your home address is updated there, it will update PeopleSoft.

Viewing Your Home and University Mailing Addresses

Navigation: Self-Service>My Personal Details>Addresses
If you have questions about navigating in PeopleSoft 9.2, refer to the PeopleSoft Upgrade site on HARVie.

Addresses Screen

- To edit an address, click on the address listing

Changing Your Home Address

Clicking anywhere on your home address brings up the Address Edit screen.

Steps

1. In the Change As Of field, enter the date when the address change will be effective.
   
   Note: You cannot select a past date for your address change.

2. Enter your new home address.

3. If your address is in the US, the City field will default based on the Postal code you enter, but you can click the button to select other cities valid for your postal code. State and County default based on your postal code and cannot be edited.

4. If you enter a non-US country, the fields here may change based on your entry. The city will not default if you enter a postal code.

5. Click Save.

IMPORTANT: If a change in zip code makes you ineligible for your existing health plan, your coverage in that plan will terminate on the effective date of the address change. In that case, you will receive an enrollment packet for the health plans for which you are eligible. Generally, only employees who are moving into or out of Massachusetts will be affected.
Changing Your University Mailing Address
Clicking anywhere on your University mailing address brings up the Address Edit screen.

Steps
1. In the Change As Of field, enter the date when the address change will be effective. **Note:** You cannot select a past date for your address change.

2. Enter your new university mailing address:
   - If your address is in the US, enter the location code for your new address or click the button to perform a search.
   - Edit the Address 1 and Address 2 fields, if appropriate. The remaining fields will default based on your location code and cannot be edited.  
     **Tip:** See below for information about how to search for a location code.
   - If you enter a non-US country, the fields here may change to suit the country. You will not have to enter a location code.

3. Click Save.

   **Note:** You can only have one primary work address. If you work at more than one location, enter the University Mailing Address where you need to receive office mailings.

Searching for a Location Code
When changing your university mailing address, if you are unsure of what the new location code is, you can perform a search by completing the following steps:

Steps
1. On the Address Edit screen, click next to the Location field.
2. On the Lookup screen, click Search Criteria.

3. In the Description field, select “contains” from the drop-down menu and enter part of the street address or building name.
4. Click Search.
5. Under **Search Results**, click the location code that best describes your location. This will bring you back to the edit screen; and the newly selected location code and address will be populated.

6. If you are still unable to find your location code, contact your local HR representative for instructions.