## **HOW TO UPDATE YOUR ADDRESS**

Employees can now update their residential and mailing address through PeopleSoft Self Service.

Log in to the PeopleSoft portal via the District website. Click on the **<u>EMPLOYEES</u>** link in the top menu bar. In the EMPLOYEES menu on the left, click on **<u>MYSDCCD PORTAL</u>**. Log in using your your User ID and Password.



Click on **Employee Dashboard** to access Self Service tiles. Select **My Personal Info** from the Employee Dashboard, then click on the Addresses tile.

Welcome to mySDCCD	Employee Dashboard	Payroll
	♦ My Pay	Addresses
	<sup>™</sup> <sup>™</sup> <sub>△</sub> Benefit Details	
	👫 My Time	
Employee Dashboard	Sy My Personal Info	Updated <b>01/02/2020</b>

Select "Home Address" for changes to residential address. Use "Mailing Address" <u>IF</u> different from your home address. Update the fields and select "Change As of" date, then click save. NOTE: Paychecks are always mailed to Home Address however, W2's are always mailed to Mailing address IF different from home address.

Personal Details	Personal Detai	ls	<u>ن</u> ۵
Human Resources Technician			
Addresses	Home Address		
Contact Details	San Diego, CA 92114	Current	>
A Marital Status	San Diego		
Name	Mailing Address		
Central Emergency Contacts	San Diego, CA 92114	Current	、 、
Additional Information	San Diego	ounon	,
と Disability			
Veteran Status			

Employee Instruction		
To save United States addresses at least one of the follo	lowing fields must get populated: Address 1, Address 2, Address 3	
Change As Of	11/11/2021	
"Country	United States Q	
Address 1		
Address 2		
Address 3		
City	San Diego	
State	California Q	
ZIP Code	92114	
County	San Diego	

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