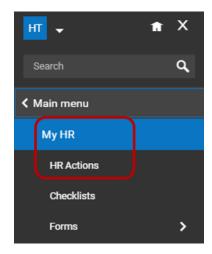


Submitting an Address Change

1. Click the Main Menu icon located in the upper left corner



2. Expand the My HR section, and then click HR Actions



3. Click the Start link to open the Address Change form



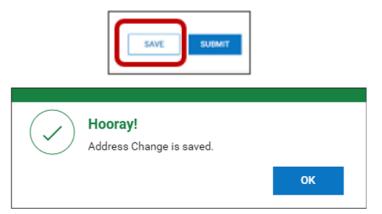
4. Enter the Effective Date, and then enter/edit all required fields on the form





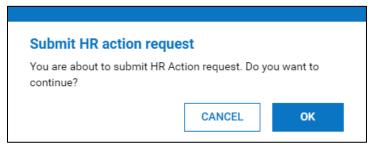
CENTRIA KRONOS - SUBMITTING AN ADDRESS CHANGE

5. Click **SAVE**, and then click **OK** when the confirmation screen displays



6. Click SUBMIT, and then click OK when the confirmation screen displays





a. The Address Change form is submitted and automatically approved

