

CENTRIA KRONOS – SUBMITTING AN ADDRESS CHANGE

## 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

| ≡           | (DITEA   | MY HR | H NA               | (T<br>RText3 |
|-------------|--|-------|--------------------|--------------|
| HR Actions  | Checklists Forms   |       |                    |              |
| AVAILA      | BLE OPEN SUBMITTED   |       | Search Actions     | Q,           |
| Address Ch  | ange   |       | _                  |              |
| Please ente | r the new information below.                                       |       | L <sup>2</sup> Sta | art          |
| Once comp   | leted, please click stars and stars to send for review & approval. |       |                    |              |

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

| Address Change<br>Please enter the new information below.                       |                |            |  |  |  |  |  |
|---|----------------|------------|--|--|--|--|--|
| Once completed, please click strain and Branning to send for review & approval. |                |            |  |  |  |  |  |
| Effective Prom* 12/01/2018  |                | SAVE       |  |  |  |  |  |
| Group #1  |                |            |  |  |  |  |  |
| Address   |                |            |  |  |  |  |  |
| Country*  | Street *       |            |  |  |  |  |  |
| United States 👻   | 25 Main Street |            |  |  |  |  |  |
| Zp*   | City*          | State*     |  |  |  |  |  |
| 48377   | Novi v         | Michigan 👻 |  |  |  |  |  |
| Separate Mailing Address  |                |            |  |  |  |  |  |



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

| SAVE                                    |    |
|---|----|
| <b>)oray!</b><br>dress Change is saved. | ок |

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

|   | SAVE          |  |  |  |
|---|---------------|--|--|--|
| Submit HR a   | ction request |  |  |  |
| You are about to submit HR Action request. Do you want to continue? |               |  |  |  |
|   | CANCEL        |  |  |  |

a. The Address Change form is submitted and automatically approved

| AVAILABLE OPEN SUBMITTED   |                |          |                        |  |  |  |
|----------------------------|----------------|----------|------------------------|--|--|--|
| All Statuses 💌 This Year 💌 |                |          |                        |  |  |  |
| ✓ Created On               | Effective Date | Status   | Workflow State         |  |  |  |
| ✓ Address Change (1)       |                |          |                        |  |  |  |
| 10/31/2018                 | 12/01/2018     | Approved | Approved Automatically |  |  |  |