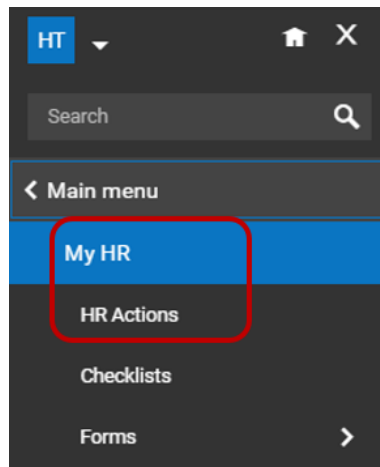


Submitting an Address Change

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



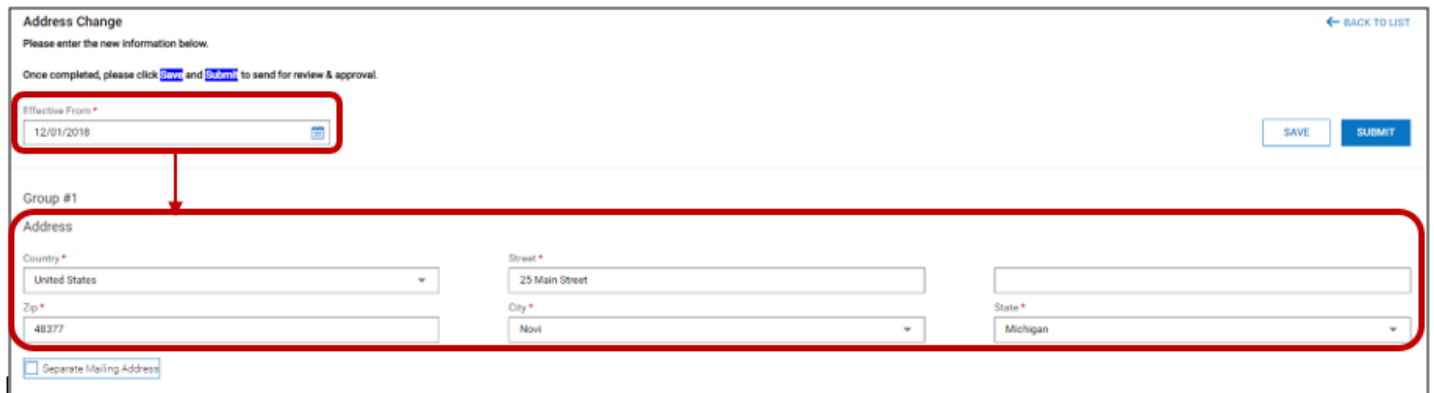
2. Expand the My HR section, and then click **HR Actions**



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



Address Change
Please enter the new information below.
Once completed, please click [Save](#) and [Submit](#) to send for review & approval.

Effective From*
12/01/2018

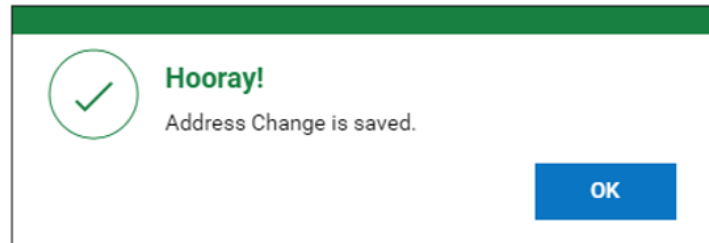
Group #1

Address

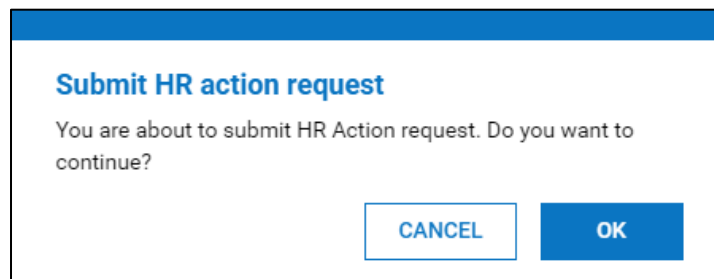
Country* United States	Street* 25 Main Street	
Zip* 48377	City* Novi	State* Michigan

Separate Mailing Address

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

Created On	Effective Date	Status	Workflow State
10/31/2018	12/01/2018	Approved	Approved Automatically