

# WORKDAY EMPLOYEE ADDRESS ENTRY

***Please verify your addresses (Home and Work) in Workday are correct. This is very important for Federal, State and Local tax deduction and year-end reporting purposes.***

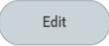
## What to Verify?

- Verify you have an address entered.
- Verify you have the correct address entered.
  - Verify your street, city, state and zip code is correct.
- Verify you've entered in the correct information in the correct fields in Workday.
  - Address Line 1 – Your street address
  - Address Line 2 – Your apartment or suite number
  - City – Your City
  - State – Your State
  - Postal Code – Your Zip Code
- Verify the apartment complex name **is not included** on either Address Line 1 or Address Line 2.
- Verify your name or another name **is not included** on either Address Line 1 or Address Line 2.
- Verify your address **is not** your Residence Hall address. The U.S. Post Office **does not deliver** mail to Residence Halls; a P.O. Box is required for U.S. Postal Delivery.

## **\*\*Important Information for Students\*\***

If you are a student employee, **you must** update your address in both Workday **and** Howdy. These are two separate systems and require separate address entries.

## INSTRUCTIONS for Address Entry or Update:

1. Log into Workday from the Single Sign On (SSO) menu
2. Click the Personal Information Worklet
3. In the Change column, select "Contact Information"
4. Click the Edit button 
5. Click the Edit button  in the Primary Address and/or the Additional Address boxes to enter or update the address as follows:

## Home Contact Information:

Primary Address – The address where you’re claiming residency. The “**usage**” of the Primary address should be set as follows:

1. Residence - If you’re claiming residency at the address even though you are not currently living at the address.
2. Residence and Mailing – If you’re currently living at the address and want your mail delivered to the address.

Address  
501 W Brenken St, Hearne, TX 77859-3044

Effective Date  
02 / 01 / 2019

Country \*  
X United States of America

Address Line 1 \*  
501 W Brenken St

Address Line 2

City \*  
Hearne

State \*  
X Texas

Postal Code \*  
77859-3044

County

Usage  
X Mailing  
X Residence

Visibility \*  
Private

**\*\*To select two usage types for the Primary Home Address, hold the Ctrl and Caps Lock keys on the keyboard while selecting each usage option.**

3. Mailing – If you only want your mail to go to that address.
4. If you want your mail sent to an address other than your Primary Home Address. Enter that address in the Additional Address section and set the usage as mailing.

**Example:** If you’re a resident of California but is temporarily living and working in Texas and you want to receive your mail at the Texas address you will enter your addresses as follows:

1. Enter the California address as your Primary Address and set the usage as Residence.
2. Enter the Texas address as an Additional Address and set the usage to Mailing.

**Home Contact Information**

Primary Address

Address  
501 W Brenken St, Hearne, TX 77859-3044

Usage  
Mailing; Residence

Visibility  
Private

**Additional Address**

Add

### **Work Contact Information:**

**Business Location** – This is the address for Texas A&M University for Workday purposes. Workday automatically populates it and it cannot be changed. You will enter your Work Contact Information in the Alternate Work Location and Additional Address sections.

**Primary Work Location** – address where you physically work. ***This is not your department address, unless you are physically working at that address.*** Example: you work for the Bush School, but you are physically located in Colorado. The Colorado address should be set as the Primary Work Location.

To enter your Primary Work Location go to the Alternate Work Location section and click the Edit button.

**Additional Address** – This is the address of your department if different from the Primary Work Location.

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### **\*\*Address Updates\*\***

Updates for either the Home Primary Address or the Primary Work Location, should only be done on ***the effective date*** of the employee's new residency or new physical work location or ***after the final paycheck, not before.*** This is very important as it affects State and/or Local tax deductions.