

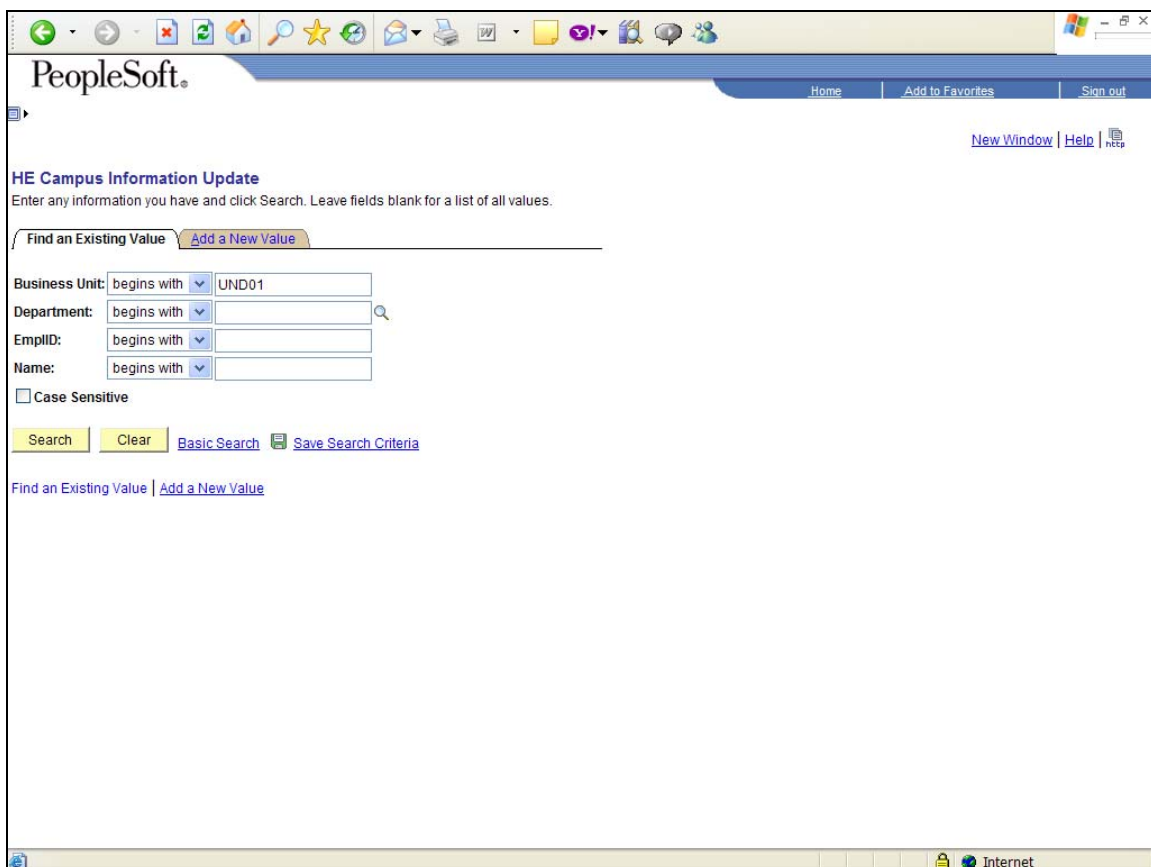
## Instructions for Campus Address Update Screen

The Campus (Work) Address in Peoplesoft HRMS is used to update the On-Line Directory (which can be accessed through the UND Homepage) and to send employee mailings. Department administrators are responsible to maintain this information for all employees of their department. If an employee has more than one position, only the primary department should update the employee's information.

The HE Campus Information Update screen is available to employees with the NDU\_DEPT\_ADMIN access in HRMS. The navigation for this screen is:

### Workforce Administration Personal Information HE Campus Information Update

The following search page appears:



The screenshot shows a web browser window displaying the PeopleSoft interface. The browser's address bar is empty, and the title bar shows "Internet". The PeopleSoft logo is in the top left corner. The page title is "HE Campus Information Update". Below the title, there is a search form with the following fields:

- Business Unit: begins with [dropdown] [text: UND01]
- Department: begins with [dropdown] [text: ] [search icon]
- EmplID: begins with [dropdown] [text: ]
- Name: begins with [dropdown] [text: ]

There is a checkbox for "Case Sensitive" which is unchecked. Below the search fields are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the bottom of the search area, there are links for "Find an Existing Value" and "Add a New Value".

**Business Unit:** Automatically defaults to UND01

**Department:** Recommended to leave blank. If you enter your department number and do not enter an employee name or EmplID you will get ALL employees you have employed in Peoplesoft – active and terminated.

**EmplID:** Enter the EmplID of the employee that you want to update their campus address information.

**OR**

**Name:** Enter the name of the employee that you want to update their campus information.

**Important Note:** Remember that an employee has only **ONE** campus address. So, if the employee has multiple jobs on the same campus or on more than one campus, the address should be for the employee's primary job or where the employee can most often be contacted.

Click Search.

The following screen appears:

PeopleSoft.

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [ntsp](#)

HE Campus Info UPD

Business Unit: UND01 Department: 3260 EmplID: 0303298

Name: Patricia Hanson

Address Type: Find | View All | First 1 of 1 | Last

\*Address Type: CAMP

Address: Find | View All | First 1 of 1 | Last

\*Effective Date: 04/01/2006

Country: USA United States

Address: Payroll Office  
Twamley Hall Room 312  
264 Centennial Drive Stop 7127  
Grand Forks, ND 582027127  
[Edit Address](#)

Phones: Customize | Find | First 1-2 of 2 | Last

*Phone Type	Telephone
1 BUSN	701/777-4226
2 CAMP	701/777-4228

Done Internet

**Address Type:** Defaults in as Camp, which indicates it is the Campus (Work) Address.

**Effective Date:** Addresses are effective dated, so the date that this address was last updated defaults in. To update the information, click the “+” sign immediately to the right of the Effective Date field (Immediately below the second blue bar). Today’s date defaults in – leave today’s date in the field.

**Country:** Leave as USA. If actual work address is not in the USA – please contact the Payroll Office immediately.

**Edit Address:** Click Edit Address hyperlink. The address then opens up so that you can edit the address.

**Address 1:** Enter the Department Name. Should be primary department, but must be a department where the employee currently works. Please standardize for all employees. Do not abbreviate (unless name is longer than 34 characters-then abbreviate name the same for all employees).

**Address 2:** Enter the primary work location for on and off-campus employees, in the format: Building Name Room ###. Do not use any punctuation. For example: Twamley Hall Room 312. Do not abbreviate building name or room (unless building and room # is longer than 34 characters-then abbreviate building name the same for all employees). If the employee does not have a specific building and/or room number, use the main department building name and room #.

**Address 3:** Enter the mailing address of the department as listed in Address 1. Enter street address and stop number exactly as it is in the Building Address List. For example: 264 Centennial Drive Stop 7127. **Do not combine different street addresses with different Stop numbers. The street address and stop number must remain together.** For off-campus employees enter street/ mailing address.

**City:** Enter city where employee works.

**County:** Enter county where employee works.

**State:** Click on magnifying glass next to the State field. Choose the state abbreviation where employee works.

**Postal:** Enter zip code + four digits (For on-campus employees, the four digits are the campus stop number). Example: 58202-7127

**Address Verification:** After entering the new address, click on Address Validation. Our campus addresses with the Stop number do not verify through Peoplesoft, so when you get the error message, click Reject, then click Yes, click OK, click Save.

**Phones:** Both Business and Campus phone should be entered. If there is only one line for phone numbers, click the “+” next to the first phone line. A second phone line will appear for you to enter the phone type that is missing.

**Business:** Enter main department telephone number:

Format ##### - no hyphens or slashes-the system will put them in.

**Campus:** Enter employee’s personal extension telephone number:

Format ##### - no hyphens or slashes-the system will put them in.

**Email Address:** All employees will have a Campus Email address. This address is automatically entered into Peoplesoft by ITSS. The format of the Campus (U-Mail) address is: [firstname.lastname@und.edu](mailto:firstname.lastname@und.edu). Do not change this address, unless you receive verification from ITSS that it is incorrect.

Some departments also issue Business Email addresses for their employees. These email addresses have various formats. If your department does have a Business email for the employee, please enter it correctly into the Business email field.

Verify all information has been input correctly.

Click **SAVE**.

**Revised 6/26/2010**