



Employee Address/Phone Updates Guide

Human Resources Information Systems
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[Previous](#) • Personal Information



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Personal Details [Edit](#)

First Name Eddard	Middle Name -	Last Name Stark
Date of Birth <input type="text"/>	Marital Status Single	Legal Sex Male
Preferred First Name -	Personal Pronoun -	Gender Identification Man

Email

Official University (Preferred)
edward.stark@drexel.edu

Phone Number [+ Add New](#)

Office - Public View (Primary) 215 8956370	Employee Home 215 8675309 Edit Delete	Employee Work Location (Primary) 215 8956370 Edit Delete
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Address [+ Add New](#)

Office - Public View Current 04/06/2015 - (No end date) Drexel University Human Resources Philadelphia Pennsylvania 19104-2762	Employee Home Current 05/18/2017 - (No end date) 123 Dragon Way Dragonville New Jersey 08098 Edit Delete	Tax Work Location Current 04/06/2015 - (No end date) Drexel University Human Resources Philadelphia Pennsylvania 19104-2762 Edit Delete
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Employees have access to review and update address information in their Personal Profile within the DrexelOne portal. Each address type has a specific use at the University and employees are required to have an active address in each category. This guide will define the different address types and provide instructions on how to update.

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Accessing the Personal Profile

1. Login to DrexelOne (<https://one.drexel.edu/>).
2. Select **Account** in the top right-hand corner.
3. Select **Personal Information** from the drop down. The Personal Profile will open in a new tab.

Understanding Address/Phone Types

Phone numbers and addresses related to employment are categorized as follows:

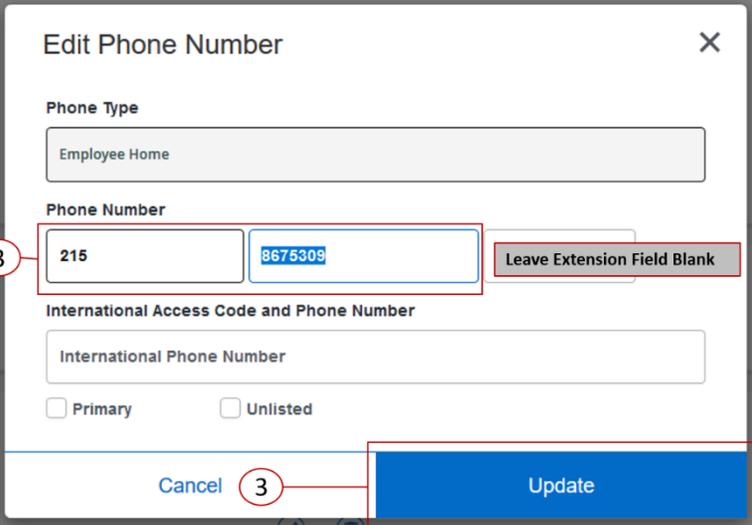
- **Office – Public View** Phone & Address: Phone number and address related to your office. This is your published business contact number and address. The Office phone/address is displayed in the Drexel Directory and Office 365 profile. Changes to this information should be emailed to HRIS@drexel.edu.
- **Employee Home** Phone & Address: The physical location you live at while employed with the University and your personal contact number.
- **Tax Work Location** Address / Employee Work Location Phone: The physical location in which you complete your work for the University. This information is not displayed publicly and is used for tax purposes.

Updating Phone Number

The Employee Home phone number and Employee Work Location phone number can be updated via the Personnel Profile. Changes to the Office-Public View phone number must be emailed to hris@drexel.edu.

To update the Employee Home or Employee Work Location:

1. Select the **Edit**  icon for the applicable phone number.
2. Enter the appropriate phone number. Note – the extension field must remain blank.
3. Select **Update** to save changes.



Edit Phone Number [X]

Phone Type
Employee Home

Phone Number
215 8675309 [Leave Extension Field Blank]

International Access Code and Phone Number
International Phone Number

Primary Unlisted

Cancel [3] Update

Updating Addresses

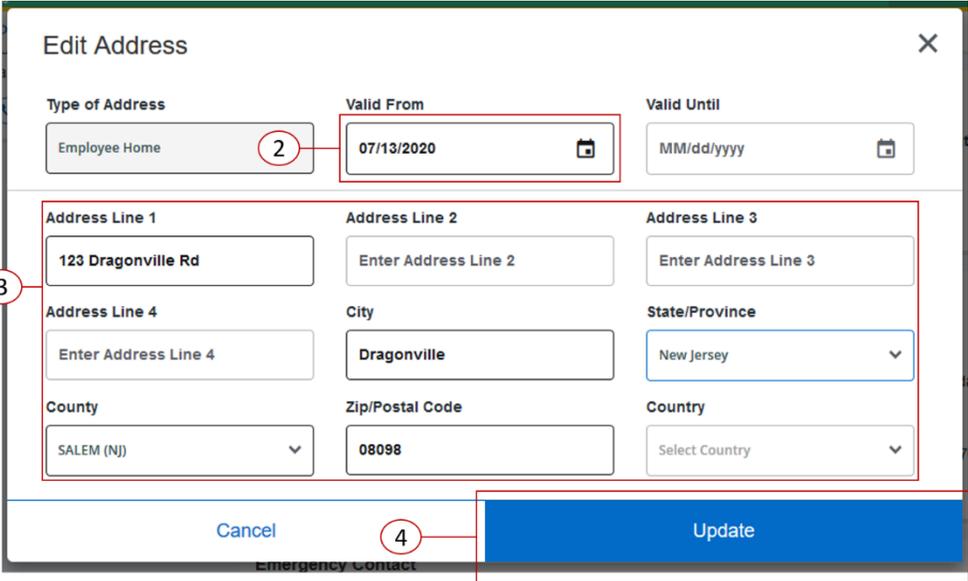
The Employee Home address and Tax Work Location address can be updated via the Personal Profile. Changes to the Office-Public View address must be emailed to hريس@drexel.edu.

Changes to Employee Home address and/or Tax Work Location address can be made effective immediately or added for a future effective date.

Change Current Address Information

For changes that are effective immediately:

1. Select the **Edit**  icon for the applicable address.
2. Enter the **Valid From** date. This date is the effective date of the address and is required.
3. Enter the address information in the related fields.
4. Select **Update** to save changes.



The screenshot shows the 'Edit Address' form with the following fields and values:

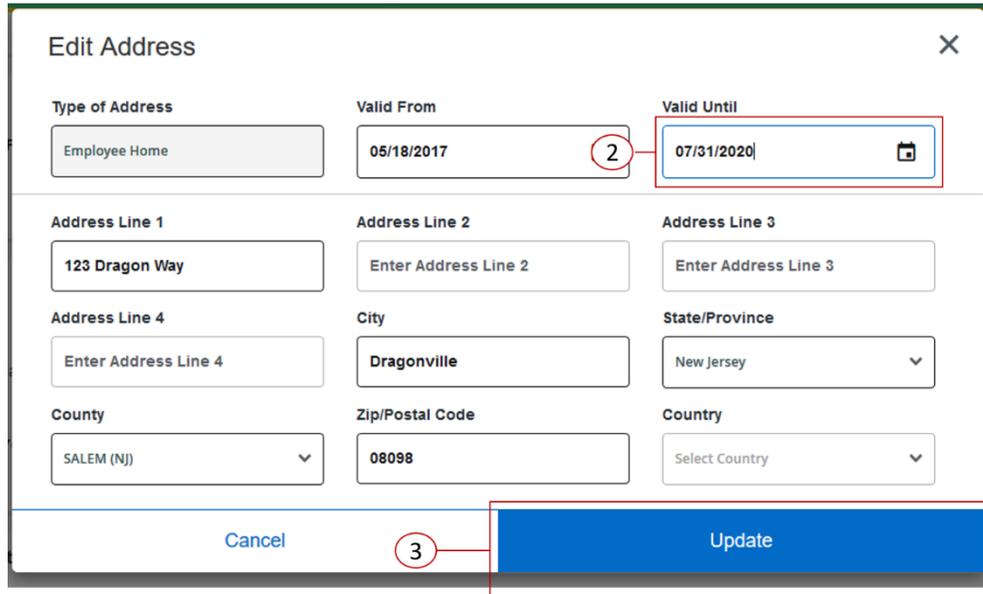
- Type of Address:** Employee Home (circled with 2)
- Valid From:** 07/13/2020 (circled with 2)
- Valid Until:** MM/dd/yyyy
- Address Line 1:** 123 Dragonville Rd (circled with 3)
- Address Line 2:** Enter Address Line 2
- Address Line 3:** Enter Address Line 3
- Address Line 4:** Enter Address Line 4
- City:** Dragonville
- State/Province:** New Jersey
- County:** SALEM (NJ)
- Zip/Postal Code:** 08098
- Country:** Select Country

At the bottom, there are two buttons: **Cancel** and **Update** (circled with 4).

Entering Future Dated Addresses

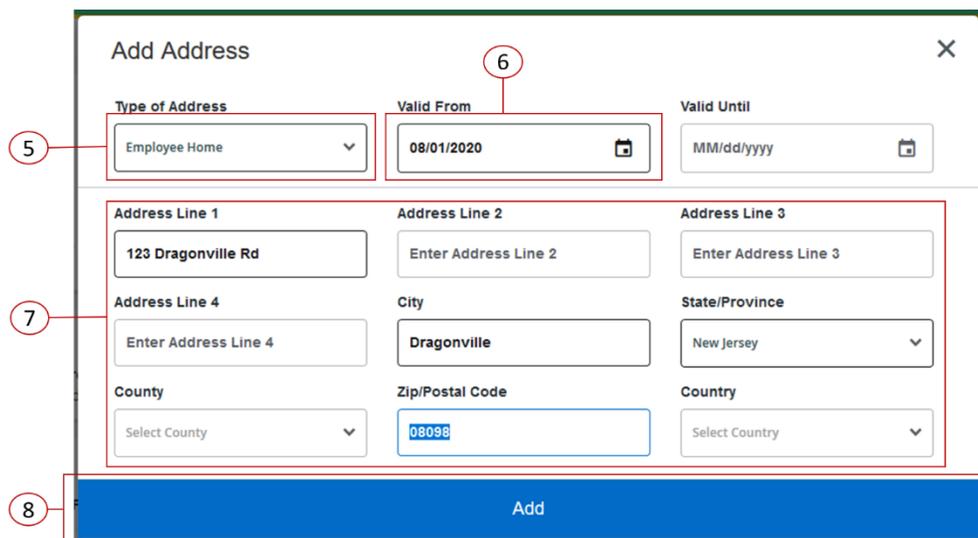
For future dated changes, the current address must be

1. Select the **Edit**  icon for the applicable address.
2. Enter the **Valid Until** date as the day before the change. Example: Moving effective August 1, 2020. The Valid From date would be 07/31/2020.
3. Select **Update** to save the change.



The screenshot shows the 'Edit Address' form. The 'Valid Until' field is highlighted with a red box and a circled '2'. The 'Update' button is highlighted with a red box and a circled '3'.

4. After the update is saved, select **Add New**  **Add New**.
5. Select the **Address Type** (this is the same as the address type ended in step 3).
6. Enter the **Valid From** date (this is the day after the Valid To date entered in step 2).
7. Enter the address information.
8. Select **Add** to save the new address.



The screenshot shows the 'Add Address' form. The 'Type of Address' field is highlighted with a red box and a circled '5'. The 'Valid From' field is highlighted with a red box and a circled '6'. The 'Address Line 1' field is highlighted with a red box and a circled '7'. The 'Add' button is highlighted with a red box and a circled '8'.