

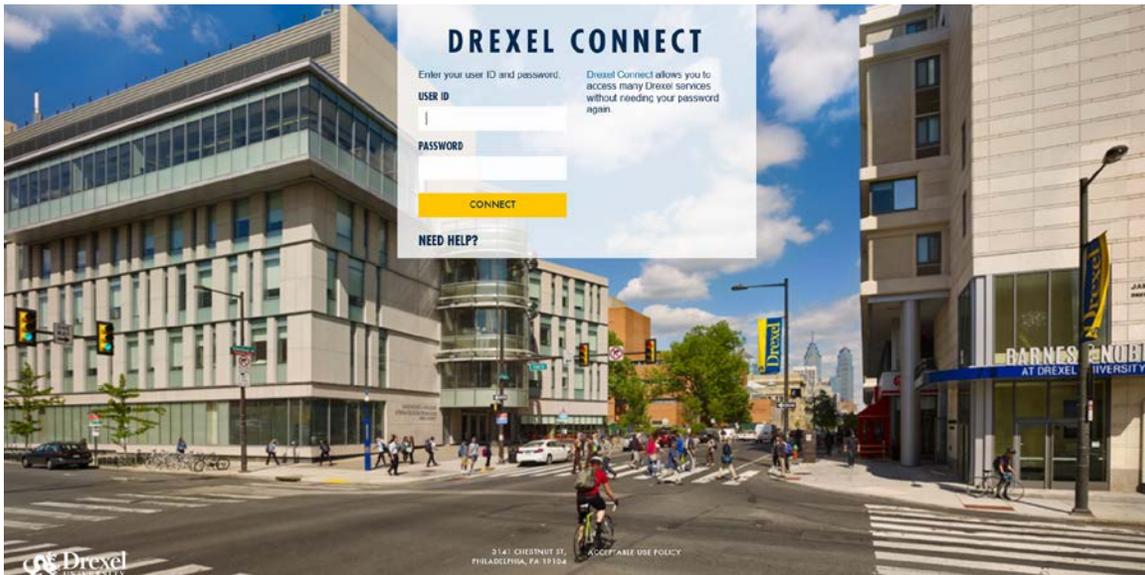
Viewing Your Employee Home Address in DrexelOne

Please Note: *These instructions are intended to provide employees with basic information required to view their Employee Home Address. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing your Employee Home Address, please contact the Payroll Department at payroll@drexel.edu.*

If you are already familiar with logging on to the DrexelOne portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the DrexelOne portal

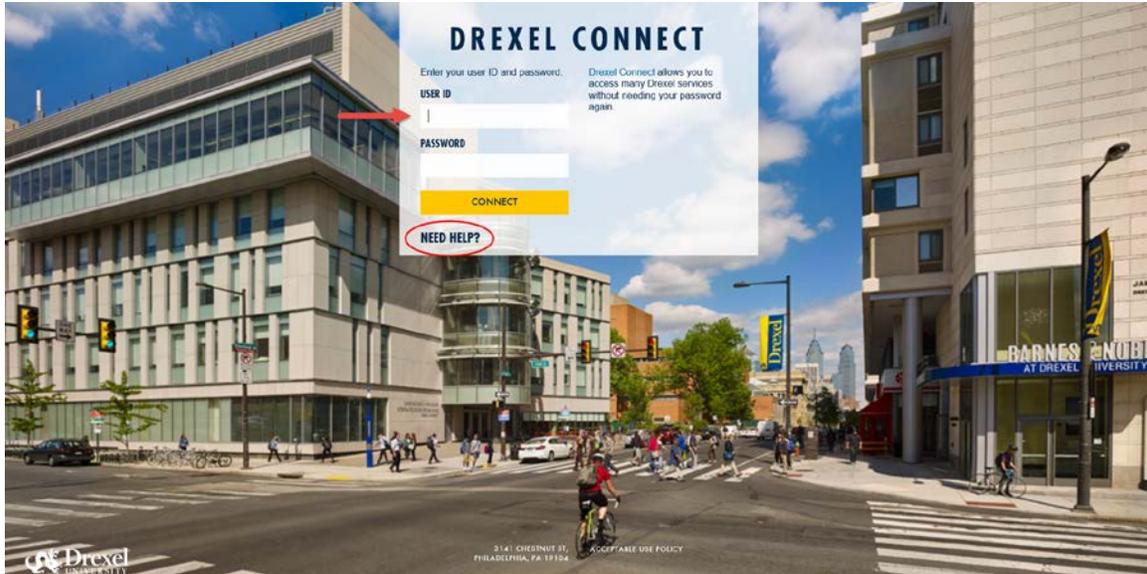
Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



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Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.

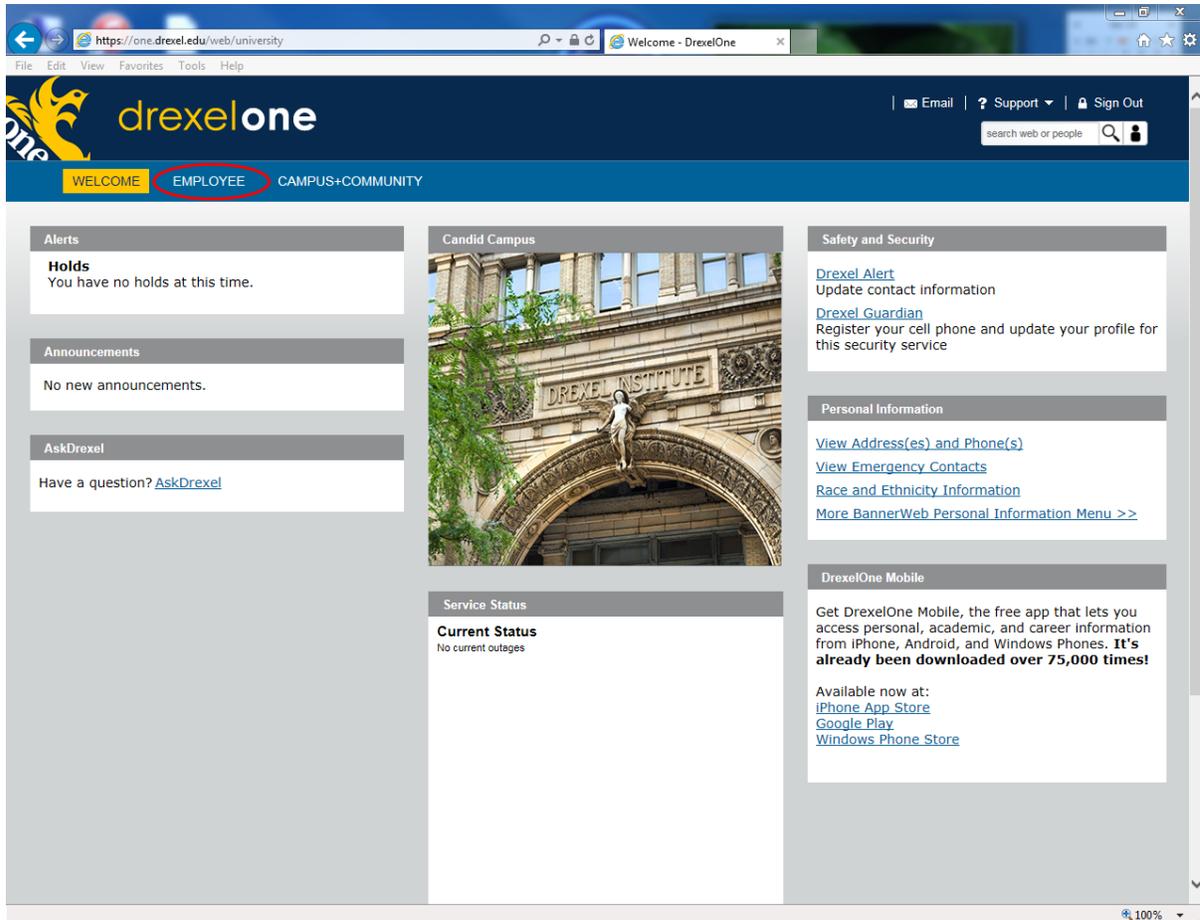


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Step 3. Select the “Employee” link

From the DrexelOne Welcome page, click on the “Employee” link at the top left of the screen.

Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.



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Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the onscreen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

The screenshot shows a web browser window with the URL https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P_DisplayEmployeeAddress. The page header includes the Drexel University BannerWeb Information System logo and navigation tabs for 'Personal Information' and 'Employee Services'. The main content area features the DrexelAlert logo and the title 'DrexelAlert Emergency Contact Information Update'. A yellow horizontal line separates the title from the instructions. The instructions state: 'Please verify/enter your preferred mobile phone number below.' and provide details about the emergency notification system. A form is displayed with the following fields: 'Mobile Phone' (containing '215 555 0123' and a green checkmark), 'I do not have a mobile phone.' (with an unchecked checkbox), and a text area with a disclaimer. Below the text area is a 'Submit' button, which is highlighted by a red arrow. The page footer includes 'RELEASE: 000' and a zoom level of 100%.

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Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your addresses. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.

Personal Information **Employee Services** HELP EXIT

FACULTY AND STAFF ADDRESS VERIFICATION

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to hris@drexel.edu your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

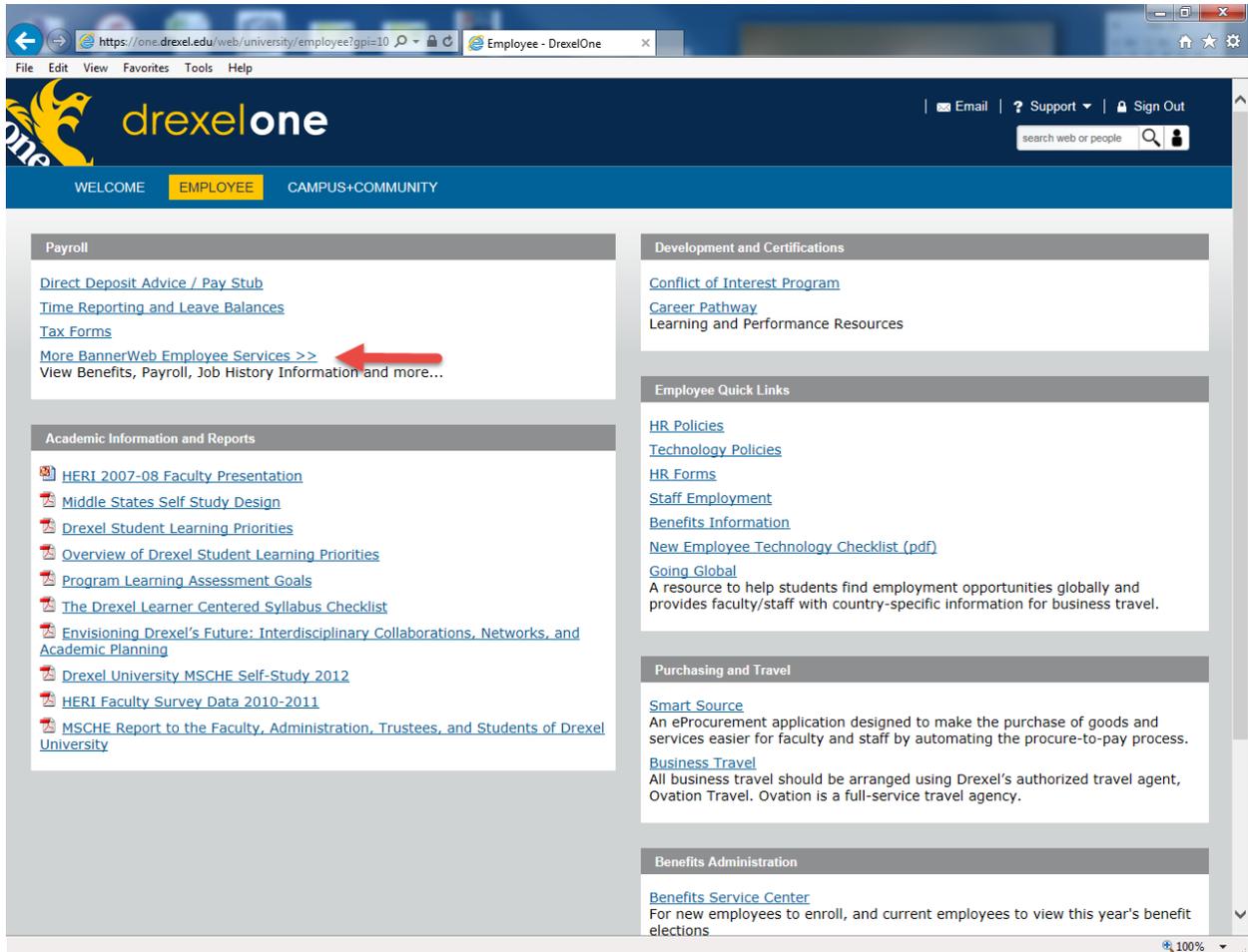
Employee Campus Mailing Address(es) Current: January 1, 2010 - ?	Employee Campus Mailing Phone(s) Primary: (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓
Employee Home Address(es) Current: January 1, 2010-?	Employee Home Phone(s) Primary: (215) 555-0123
123 Main Street Hometown, USA 12345	✓
Employee Work Location Address(es) Current: January 1, 2010 - ?	Employee Work Location Phone(s) Primary: (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

RELEASE: 015 100%

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Step 4. Select from the Employee Services Menu

Click the “More BannerWeb Employee Services” link.



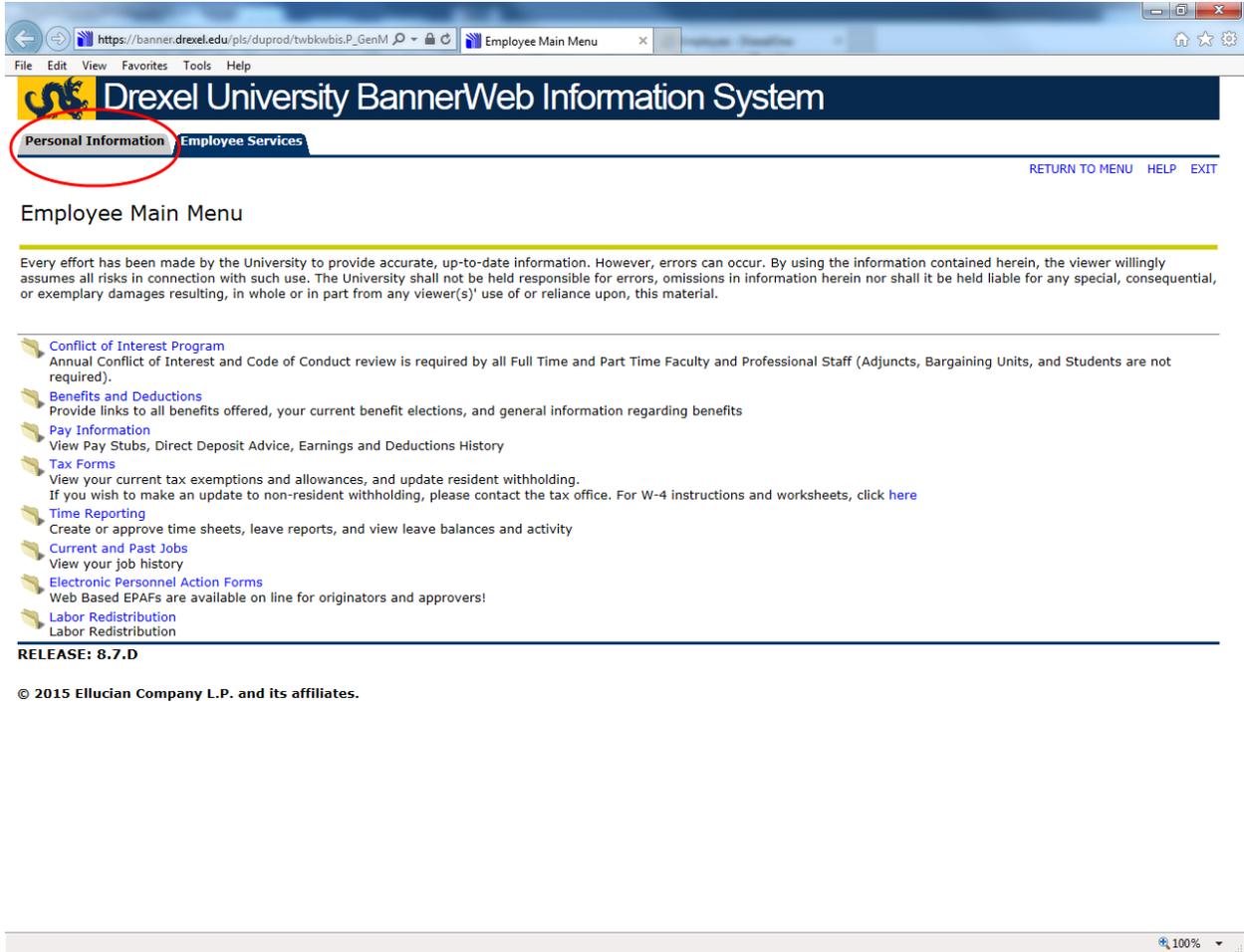
The screenshot shows the DrexelOne Employee Services page. The browser address bar displays <https://one.drexel.edu/web/university/employee?gpi=10>. The page header includes the DrexelOne logo, navigation links for Email, Support, and Sign Out, and a search bar. The main navigation bar has tabs for WELCOME, EMPLOYEE (highlighted), and CAMPUS+COMMUNITY. The page content is organized into several sections:

- Payroll**:
 - [Direct Deposit Advice / Pay Stub](#)
 - [Time Reporting and Leave Balances](#)
 - [Tax Forms](#)
 - [More BannerWeb Employee Services >>](#) (indicated by a red arrow)
 - View Benefits, Payroll, Job History Information and more...
- Academic Information and Reports**:
 - [HERI 2007-08 Faculty Presentation](#)
 - [Middle States Self Study Design](#)
 - [Drexel Student Learning Priorities](#)
 - [Overview of Drexel Student Learning Priorities](#)
 - [Program Learning Assessment Goals](#)
 - [The Drexel Learner Centered Syllabus Checklist](#)
 - [Envisioning Drexel's Future: Interdisciplinary Collaborations, Networks, and Academic Planning](#)
 - [Drexel University MSCHE Self-Study 2012](#)
 - [HERI Faculty Survey Data 2010-2011](#)
 - [MSCHE Report to the Faculty, Administration, Trustees, and Students of Drexel University](#)
- Development and Certifications**:
 - [Conflict of Interest Program](#)
 - [Career Pathway](#)
 - Learning and Performance Resources
- Employee Quick Links**:
 - [HR Policies](#)
 - [Technology Policies](#)
 - [HR Forms](#)
 - [Staff Employment](#)
 - [Benefits Information](#)
 - [New Employee Technology Checklist \(pdf\)](#)
 - [Going Global](#)
A resource to help students find employment opportunities globally and provides faculty/staff with country-specific information for business travel.
- Purchasing and Travel**:
 - [Smart Source](#)
An eProcurement application designed to make the purchase of goods and services easier for faculty and staff by automating the procure-to-pay process.
 - [Business Travel](#)
All business travel should be arranged using Drexel's authorized travel agent, Ovation Travel. Ovation is a full-service travel agency.
- Benefits Administration**:
 - [Benefits Service Center](#)
For new employees to enroll, and current employees to view this year's benefit elections

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Step 5. Select “Personal Information” tab

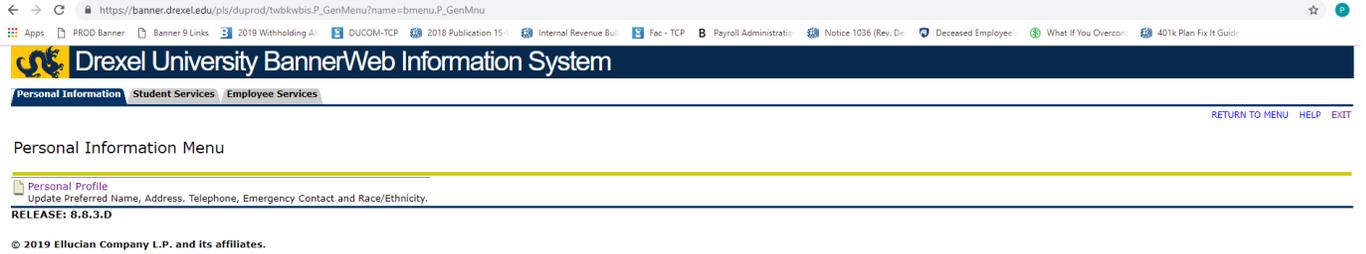
From BannerWeb’s Employee Main Menu, click on the “Personal Information” tab at the top of the screen.



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Step 6. Select “Personal Profile”

From the Personal Information Menu, click on the “Personal Profile” link.



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Step 7. Personal Information

On the personal information page, scroll to Address. Review your Employee Home Address for correctness. Send any corrections/updates to Human Resources Information Systems at hris@drexel.edu. In the email, include your correct home address, university ID and the effective date of the address change.

All Payroll and Human Resources Department mailings are sent to your Employee Home Address; including pay checks, W-2 forms and open enrollment documents. Employees must notify HRIS immediately of any home address change to ensure timely delivery of these items.