

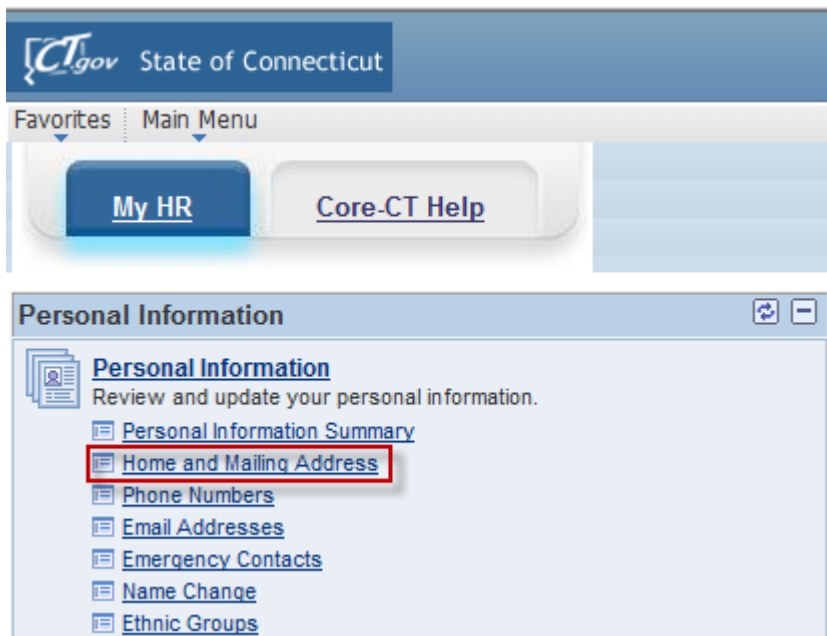
Changes to Home and Mailing Address

UConn will be using the Home and Mailing Address and Name Change functionality only. This documentation provides instructions on how to request a change to home and/or mailing address. For personal information changes other than name and address, please continue to use the appropriate change form(s) located on the Human Resources [Online Forms Page](#).

Please note that Graduate Assistants and Student employees must also change their addresses in the UConn Student Administration System, as is current practice. The State's Core-CT System is not electronically linked to the University's Student Administration System.




Address Change Instructions



Select Home and Mailing Address


Home and Mailing Address

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	01/01/1901	USA		


*Address Type:

* Required Field

You will be directed to the Home and Mailing Address page. Your current Home and/or Mailing address will be displayed. For employees who have both a home and mailing address, the home address will appear on their checks and annual W-2 Form and/or 1042-S Form.

Click on the  to edit your address.

Edit Home Address


Change As Of:  (example: 01/31/2000)

Country:

Address 1:

Address 2:

Address 3:

City: State: 

Postal:

County:

You will be directed to the Edit Address page. The “Change As Of” date will default to the original address entry date. *Please change this to today’s date.* Your current address will be displayed and you may edit your address as needed.

Click on when you have completed your changes. You will receive a submit confirmation.

Home and Mailing Address

Submit Confirmation



The Submit was successful.

OK

Your request will be electronically routed to the Payroll Department for final approval. You will receive a system generated email once your address change has been approved.