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## **Updating of Permanent Address**

These instructions are to assist current/retired employees with the process of changing their permanent address for the following systems using the CUNYfirst Employee Self-Service Form module:

- CUNYfirst Employment System Records
- Payroll Management System Records

Step 1: Log into CUNYfirst at the following address https://home.cunyfirst.cuny.edu/oam/Portal\_Login1.html

Step 2: Click "HR / Campus Solutions"

Step 3: Click "Main Menu", then click "Self Service", then click "Personal Information", then click "Home and Mailing Address"

Navigation Path	Editing Home Address Page
European Annue Search Menu:	CUNYFICS           Favorites         Main Menu > Self Service > Personal Information > Home and Mailing Address           Edit Home Address         Self Service > Personal Information > Home and Mailing Address
<ul> <li>Self Service</li> <li>Manager Self Service</li> <li>Personal information</li> <li>Workforce Administration</li> <li>Payroll and Compensation</li> <li>Home and Maling Address</li> <li>Dayroll To North America</li> <li>Reveruiting Activities</li> <li>Class Search / Browse Cat</li> <li>Marital Status</li> <li>Marital Status</li> <li>Name Change</li> <li>Ethnic Groups</li> <li>Workforce Monitoring</li> <li>Workforce Monitoring</li> <li>Set Up SACR</li> <li>Campus Personal Information</li> <li>Campus Personal Information</li> <li>Degree Progress/Graduati</li> <li>My Personalizations</li> <li>firstSolutions Knowledge E</li> <li>Browse Curse Catalog</li> <li>Manage Delegation</li> </ul>	Country: United States <u>Change Country</u> Address 1: Address 2: Address 3: City: State: Q New York Postal: County: On this date: (example: 01/31/2000) Save Cancel

**Step 4:** At this step, you will be able to edit the **"Home"** and **"Mailing"** Address. The field titled **"On this date:"** Must be completed to show the effective date of the change.

Step 5: Click on "Save".

## **Other Forms to Submit**

The following forms **MUST** be submitted to the Benefits Office (located at the address and location above):

- PSC-CUNY Welfare Fund Change of Address Form (PSC Member Employees ONLY)
- WageWorks Change of Address Form (Any Employee Who Has Applied for WageWorks)

**IMPORTANT INFORMATION**: All other employees must reach out to their **Welfare Fund Units** and **Pension Systems** directly to make a change of their address.