



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Change Address

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Addresses** link in the **Actions** panel on the **Personal Details** page.
3. Click on the address you want to edit (home or mailing) **Information** panel.
4. Select/enter a date in the **Change As Of** field on the **Address** dialog page.
5. Edit your Address information using the **Address 1, Address 2, Address 3, City, State, Postal, and County** fields.
6. Click the **Save** button.

The image displays three overlapping screenshots of the Oracle Employee Self Service interface, illustrating the steps to change an address. Red boxes and numbers 1 through 6 highlight the specific actions required.

- Step 1:** The top screenshot shows the "Employee Self Service" home page with the "Personal Details" tile highlighted.
- Step 2:** The middle screenshot shows the "Personal Details" page with the "Addresses" link in the left-hand "Actions" panel highlighted.
- Step 3:** The middle screenshot also shows the "Addresses" panel on the right, with the "Home Address" information highlighted.
- Step 4:** The bottom screenshot shows the "Address" dialog page with the "Change As Of" date field highlighted.
- Step 5:** The bottom screenshot shows the "Address" dialog page with the address fields (Address 1, Address 2, Address 3, City, State, Postal, and County) highlighted.
- Step 6:** The bottom screenshot shows the "Address" dialog page with the "Save" button highlighted.