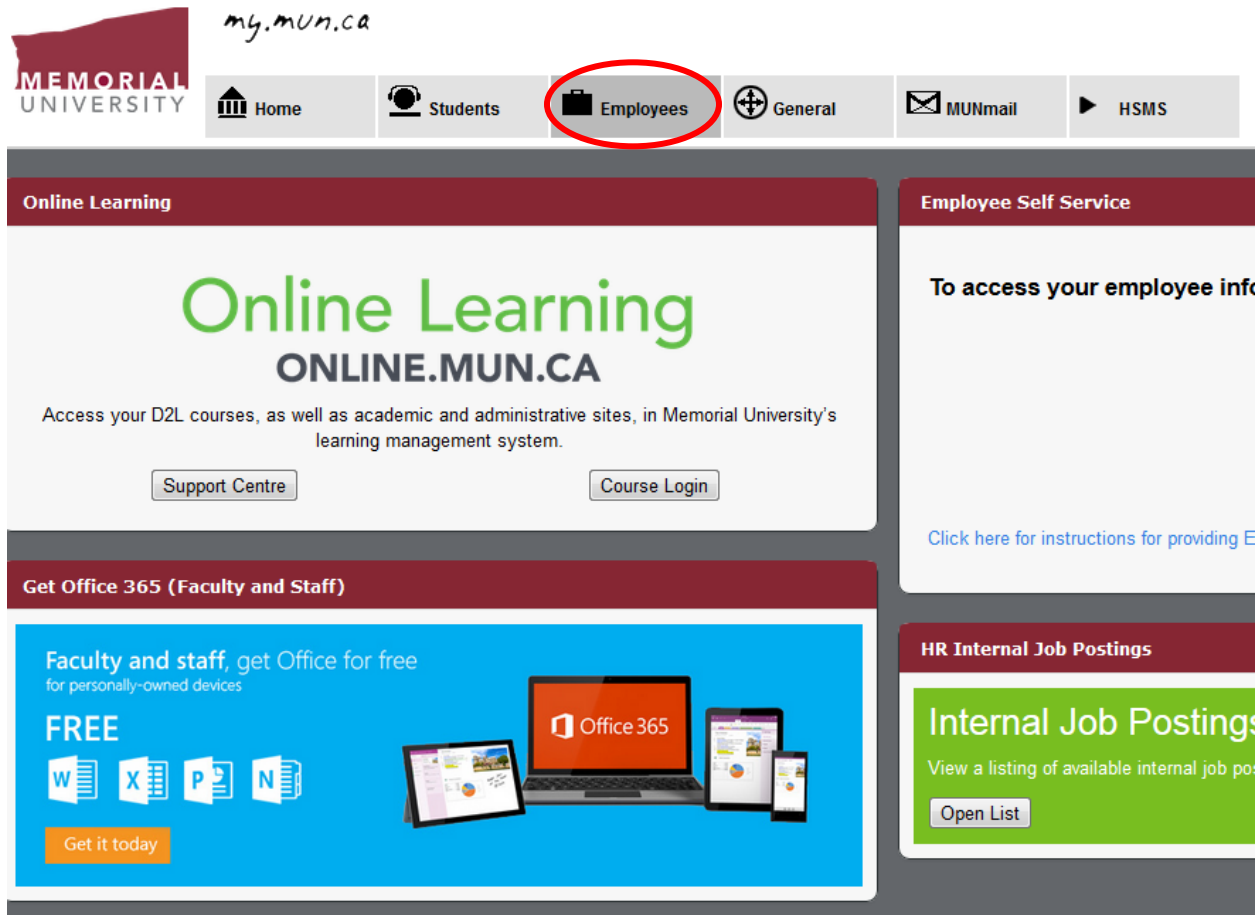


Electronic Address Change for Your T4 – Step-By-Step

Step 1:

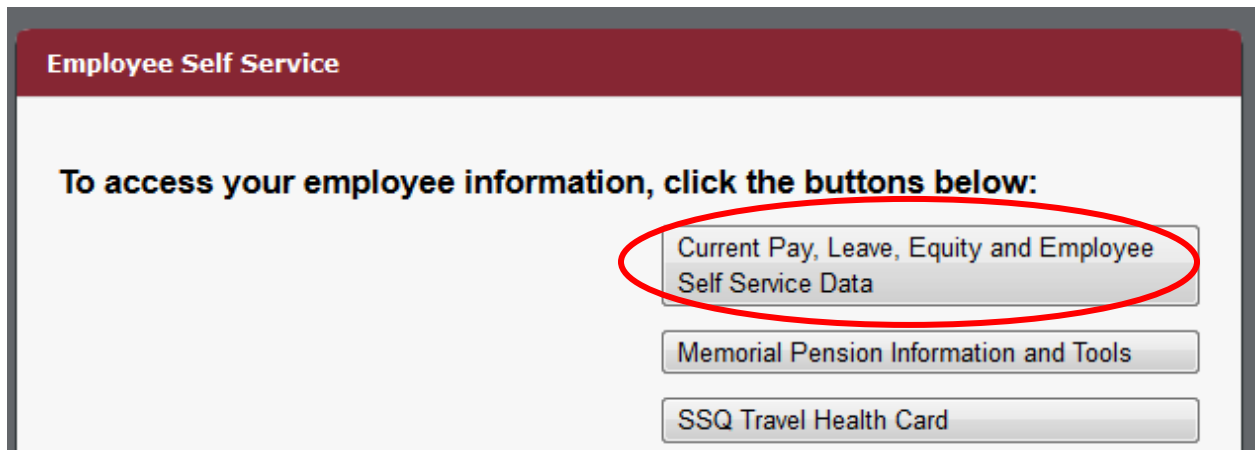
In my.mun.ca, select the 'Employees' tab.



The screenshot shows the my.mun.ca website. The top navigation bar includes the Memorial University logo, a home icon, 'Home', 'Students', 'Employees' (circled in red), 'General', 'MUNmail', and 'HSMS'. Below the navigation bar, there are three main content areas: 'Online Learning' with a large green heading and 'ONLINE.MUN.CA' text, 'Employee Self Service' with a heading and a link for instructions, and 'HR Internal Job Postings' with a heading and an 'Open List' button. A blue banner for Office 365 is also visible.

Step 2:

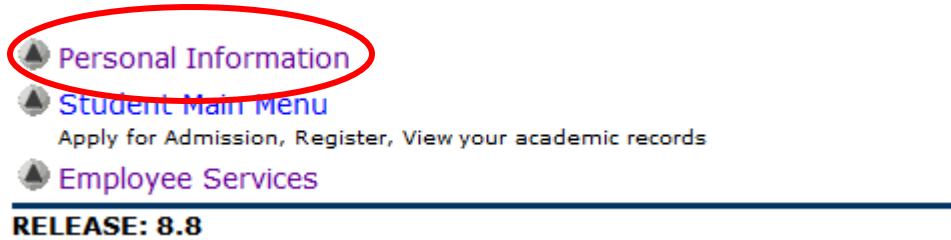
Select the button labelled 'Current Pay, Leave, Equity and Employee Self Service Data'.



The screenshot shows the 'Employee Self Service' page. It features a heading 'Employee Self Service' and a sub-heading 'To access your employee information, click the buttons below:'. Below this, there are three buttons: 'Current Pay, Leave, Equity and Employee Self Service Data' (circled in red), 'Memorial Pension Information and Tools', and 'SSQ Travel Health Card'.

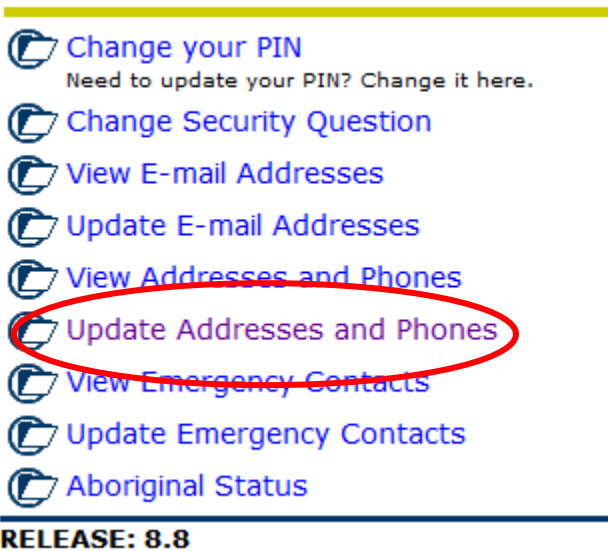
Step 3:

Select the link labelled 'Personal Information'



Step 4:

Select the link labelled "Update Addresses and Phones"



Please note it is necessary to end your current T4 address before it can be updated. To do this, click on the "Current" link under T4 Address found in the "Update Addresses and Phones" menu

T4 Address	Phones
Current : Jan 05, 2016 to (No end date) 70 Barnes Road St. John's, Newfoundland and Labrador A1C 3X4 Canada	Primary: None Provided

Add the end date for this address to the “Until this Date: MM/DD/YYYY” field. Then click the Submit button.

T4 Address

Valid From This Date:MM/DD/YYYY 01/05/2016

Until This Date:MM/DD/YYYY

Address Line 1: 70 Barnes Road

Address Line 2:

Address Line 3:

City: St. John's

State or Province: Newfoundland and Labrador

ZIP or Postal Code: A1C 3X4

Nation: Canada

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 5:

Select “T4 Address” in the “Type of Address to Insert” drop-down menu and then click Submit.

T4 Address	Phones
Current: Jan 05, 2016 to (No end date) 70 Barnes Road St. John's, Newfoundland and Labrador A1C 3X4 Canada	Primary: None Provided

Type of Address to Insert: T4 Address

Step 6:

Enter your new T4 Address information in the fields below. Once complete, click Submit.

T4 Address							
Valid From This Date:MM/DD/YYYY		<input type="text"/>					
Until This Date:MM/DD/YYYY		<input type="text"/>					
Address Line 1:		<input type="text"/>					
Address Line 2:		<input type="text"/>					
Address Line 3:		<input type="text"/>					
City:		<input type="text"/>					
State or Province:		Not Applicable <input type="button" value="v"/>					
ZIP or Postal Code:		<input type="text"/>					
Nation:		Not Applicable <input type="button" value="v"/>					
Delete this Address:		<input type="checkbox"/>					
Primary Phone Number For This Address:							
Area Code	Phone Number	Extension	International Access Code and Phone Number		Unlisted		
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>		
Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete	
Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>					

You have now updated your T4 address.