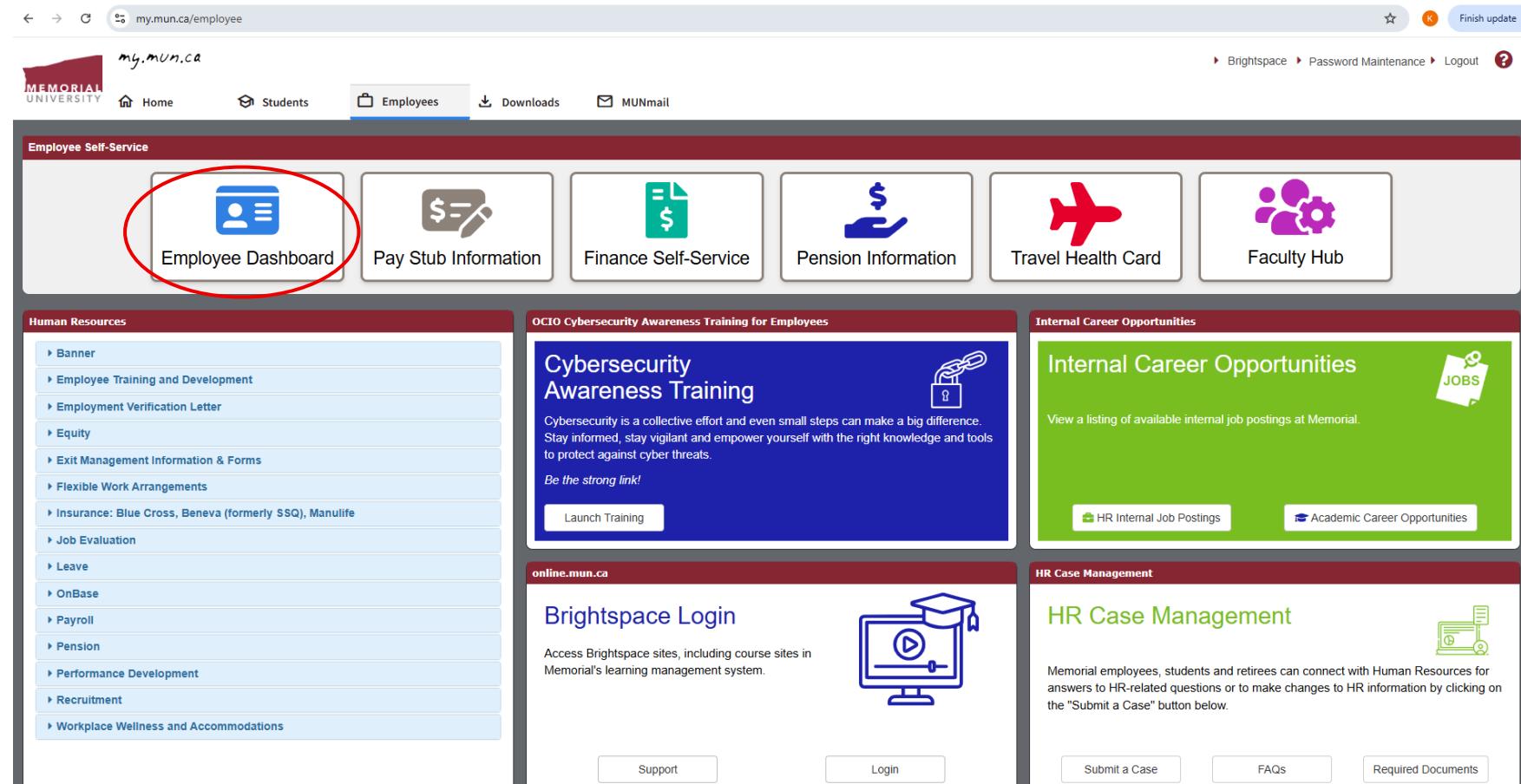


To update your address within the employee self-service:

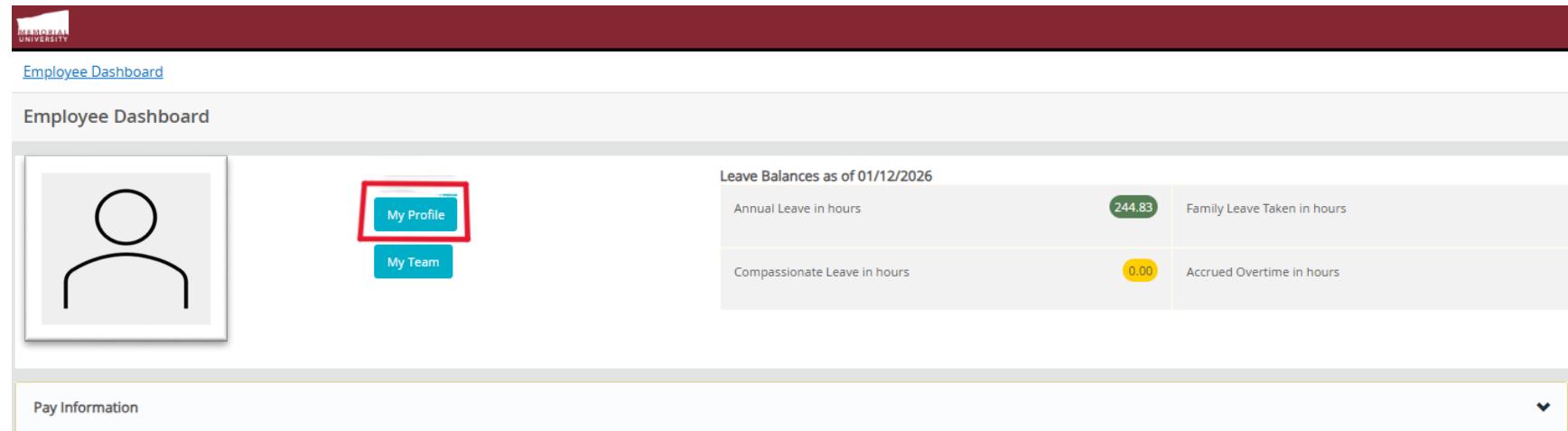
Login to my.mun.ca/employee.

Select the “Employee Dashboard” tab.



The screenshot shows the my.mun.ca/employee Employee Self-Service dashboard. At the top, there is a navigation bar with links for Brightspace, Password Maintenance, Logout, and a 'Finish update' button. Below the navigation bar is a header with the my.mun.ca logo, a Home link, Students link, Employees link (which is highlighted in blue), Downloads link, and MUNmail link. The main content area is titled 'Employee Self-Service' and features a grid of six icons: Employee Dashboard (circled in red), Pay Stub Information, Finance Self-Service, Pension Information, Travel Health Card, and Faculty Hub. Below this grid, there are several sections: 'Human Resources' (with links for Banner, Employee Training and Development, Employment Verification Letter, Equity, Exit Management Information & Forms, Flexible Work Arrangements, Insurance: Blue Cross, Beneva (formerly SSQ), Manulife, Job Evaluation, Leave, OnBase, Payroll, Pension, Performance Development, Recruitment, and Workplace Wellness and Accommodations); 'OCIO Cybersecurity Awareness Training for Employees' (with a 'Cybersecurity Awareness Training' section, a 'Launch Training' button, and a 'Be the strong link!' message); 'Internal Career Opportunities' (with a 'Internal Career Opportunities' section, a 'View a listing of available internal job postings at Memorial.' message, and buttons for 'HR Internal Job Postings' and 'Academic Career Opportunities'); 'online.mun.ca' (with a 'Brightspace Login' section, a 'Access Brightspace sites, including course sites in Memorial's learning management system.' message, and 'Support' and 'Login' buttons); and 'HR Case Management' (with a 'HR Case Management' section, a 'Memorial employees, students and retirees can connect with Human Resources for answers to HR-related questions or to make changes to HR information by clicking on the "Submit a Case" button below.' message, and buttons for 'Submit a Case', 'FAQs', and 'Required Documents').

Within the employee dashboard, select “My Profile”.

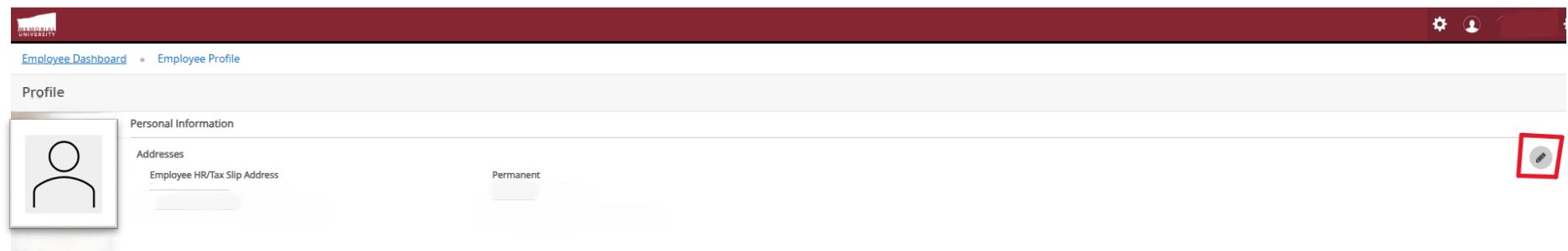


The screenshot shows the Employee Dashboard. On the left, there is a user icon. In the center, there are two buttons: "My Profile" (highlighted with a red box) and "My Team". To the right, there is a section titled "Leave Balances as of 01/12/2026" with the following data:

Leave Type	Hours	Category
Annual Leave	244.83	Family Leave Taken
Compassionate Leave	0.00	Accrued Overtime

Below this section, there is a "Pay Information" dropdown menu.

Once you enter “My Profile”, a summary of your Personal Information appears. Your Employee HR/Tax Slip Address and your Permanent address are displayed. To edit an address, click on the edit symbol  at the right of the screen.



The screenshot shows the Employee Profile page. On the left, there is a user icon. In the center, there is a "Personal Information" section with a "Addresses" sub-section. It shows an "Employee HR/Tax Slip Address" field and a "Permanent" label. To the right of the "Permanent" label, there is an "Edit" button (highlighted with a red box).

Selecting the edit function opens the editing screen for all personal information.

Review all fields and select the  function for any information that requires updating. Please note that the “**Employee HR/Tax Slip Address**” is the address that the Department of Human Resources will use to correspond with you regarding

employment matters. It is important that this address is kept up to date.

Personal Information

Number:	Email	Next of Kin	Personal
	MUN Standard email address (Preferred) (Not Updateable)	Web Admissions	Web Admissions
	Personal	Personal	Personal
	Web Admissions	Vendor email address	Web Admissions
	(Not Updateable)		
Phone Number			
Business	Cellular Phone	Convocation (Primary)	
FAX	Next of Kin (Primary)	Permanent (Primary)	
Employee HR/Tax Slip Telephone (Primary)	Employee HR/Tax Slip Telephone (Primary)		
Address			
Business	Convocation	Next of Kin	
Current	Current	Current	
(No end date)	01/01/2022 - (No end date)	02/10/2017 - (No end date)	
Human Resources			
MUN			
Newfoundland and Labrador A1C 5S7			
Permanent	Employee HR/Tax Slip Address		
Current	Current		
	12/21/2016 - (No end date)		



The edit screen will open for you to make the update. Once you have the information entered, click on the “Update” button shown on the bottom right.

Edit Address X

Type of Address	Valid From	Valid Until
Employee HR/Tax Slip Address	12/21/2016 	MM/dd/yyyy
Address Line 1	Address Line 2	Address Line 3
<input type="text"/>	<input type="text"/> Enter Address Line 2	<input type="text"/> Enter Address Line 3
Address Line 4	City	State/Province
<input type="text"/> Enter Address Line 4	<input type="text"/>	<input type="text"/> Newfoundland and Labrador
Zip/Postal Code	Country	
<input type="text"/>	<input type="text"/> Not Applicable 	

Cancel Update

When the information has been updated, you will receive a “Saved Successfully” message, as shown below.

