

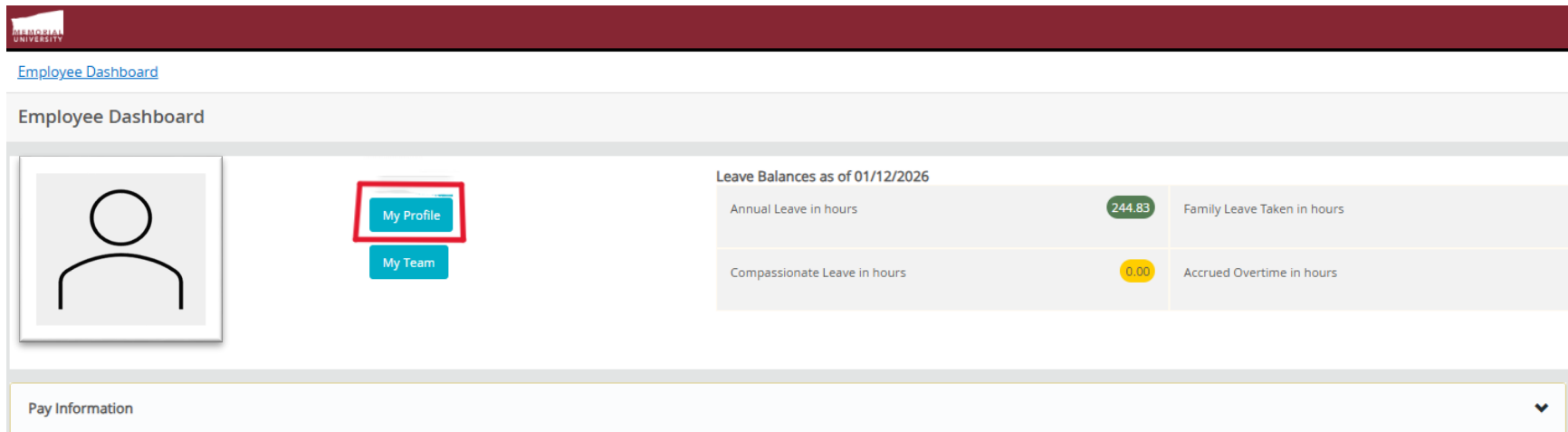
To update your address within the employee self-service:


Login to my.mun.ca/employee.

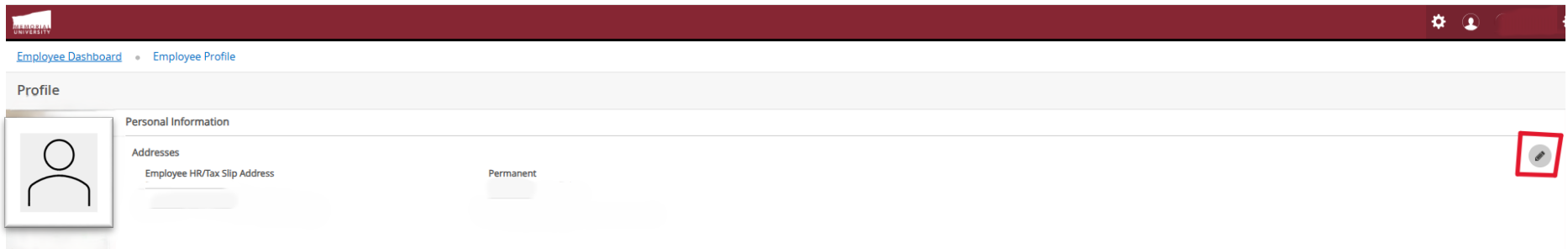
Select the “Employee Dashboard” tab.

The screenshot shows the my.mun.ca/employee website. The browser address bar displays "my.mun.ca/employee". The website header includes the Memorial University logo, navigation links (Home, Students, Employees, Downloads, MUNmail), and a "Finish update" button. The "Employee Self-Service" section features a row of icons: Employee Dashboard (highlighted with a red circle), Pay Stub Information, Finance Self-Service, Pension Information, Travel Health Card, and Faculty Hub. Below this, the "Human Resources" sidebar lists various links. The main content area is divided into three sections: "OCIO Cybersecurity Awareness Training for Employees" with a "Launch Training" button, "Internal Career Opportunities" with links to "HR Internal Job Postings" and "Academic Career Opportunities", and "HR Case Management" with links to "Submit a Case", "FAQs", and "Required Documents". The "online.mun.ca" section also includes a "Brightspace Login" button.


Within the employee dashboard, select “My Profile”.



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.



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: [redacted]

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

Type of Address

Employee HR/Tax Slip Address

Valid From

12/21/2016

Valid Until

MM/dd/yyyy

Address Line 1

Address Line 2

Enter Address Line 2

Address Line 3

Enter Address Line 3

Address Line 4

Enter Address Line 4

City

State/Province

Newfoundland and Labrador

Zip/Postal Code

Country

Not Applicable

Cancel

Update

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

