How To Update Address

Follow this guide to update address information which will be used for official business documents such as paycheck and annual benefits information. A Mailing Address is not required unless it is different than your Home Address. If a Mailing Address is provided, it will be used as primary address for USPS mailings.

Important: Working in State other than Maine

If you are working for the University of Maine System from a state other than Maine for a period longer than 30 days, you must notify HR and Payroll by submitting this form.

Home Address (Primary Residence)

Your home address is your primary residence.; the place where you have a true, fixed, permanent home and principal establishment, and is the place to which you intend to return. Common indicators that you are a resident in a particular state include:

- Property ownership
- Bank accounts
- Driver's license and vehicle registration
- Voter’s registration
- Presence of family
- Club and church memberships

Navigate to Employee Self-Service > Personal Details > Addresses

1. Click the Home Address row or Mailing Address to add or make updates.
2. Change As Of: select or enter effective date of change
3. *Country: type United States or click the magnifying glass to search list.
4. *Address 1: enter the street or mailing address
5. Address 2 & 3: enter if necessary
6. *City: enter city
7. *State: enter state
8. *Postal: enter zipcode
9. County: enter county
10. Click Save when finished adding address

Mailing Address (optional)

You may add a different Mailing Address which will be used for official business documents such as first paychecks and annual benefits enrollment information. Otherwise, the Home Address is used.

Related articles

- Webinar Series and Training Opportunities
- How to Enter Time - Hourly COVID Administrative Leave (no longer available)
- How-to Articles - Employee Self-Service Time
- How to Set up Direct Deposit
- How to Set up Voluntary Deduction