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. Country: 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.

Alternate Method

If there is no access to Employee Self-Service to update address, an Individual Data Sheet must be completed, signed and submitted.

Related articles

- How to Set up W-4 Tax Withholding Status
- 0580.50 Time Reporting Codes
- How to Complete Form I-9 Employment Eligibility Verification via Employee Self-Service
- How to Enter Time - Hourly Compensatory Time
- Webinar Series and Training Opportunities