

CONTACT INFORMATION

How to Update Your Email Address, Phone Number and/or Main Address

GO TO: [Employee Self Service Home](#) > [Main Menu](#) > [Employee Self Service](#) > [My Contact Information](#)

To Update Your Email Address:

1. Click **Update** in the Basic Details section.
2. Select "Enter new information because of a real change to the current details (e.g. because of a change in marital status)" and click **Next**.
3. Update your email address and click **Next**.
4. You will be taken to the My Contact Information: W-2 Distribution Option page. If you want to change how you receive your W-2 as a result of your email change, refer to [How to Change the Way You Receive Your W-2](#) on page 4.2. Otherwise, click **Next**.
5. On My Contact Information: Review page, confirm your changes are accurate. To make changes, click **Back**. To continue, click **Submit**.
6. On the Confirmation page, click **Return to Overview** to return to the My Contact Information page.

SUNY RF Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

My Contact Information [Back]

Employee Name **Smith, Pat** Employee Number **103185**
Organization Email Address Business Group **The Research Foundation for SUNY**

Basic Details

Use the "update" button to change your e-mail address or your form W-2 print option [Update] **1**

Full Name **Smith, Pat**
Date of Birth **01-Jan-1970**
Social Security **001-01-0001**
Employee Number **103185**
Organization Email Address

Phone Numbers

To add a phone number click "add", to change click "update". [Update]

Home **555-123-1234**

Main Address - US Address

This address is used for the mailing of your important documents. This address represents your legal address on record. You may have additional addresses on file that are not displayed. Also note: Changes to this address could change tax calculations for New York City income tax withholdings. [Update]

Address Line 1 **1234 Mainstreet**
Address Line 2
Address Line 3

SUNY RF Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

Basic Details: Choose Option [Cancel] [Next] [Back]

Employee Name **Smith, Pat** Employee Number **103185**
Organization Email Address Business Group **The Research Foundation for SUNY**

Select the type of change you want to make.

Correct or complete the current details.
 Enter new information because of a real change to the current details (e.g. because of a change in marital status)
(As an employee you can only enter new information)

[Cancel] [Next]

Diagnosics Home Logout Preferences Help

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CONTACT INFORMATION

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GO TO: [Employee Self Service Home](#) > [Main Menu](#) > [Employee Self Service](#) > [My Contact Information](#)

To Update Your Phone Number(s):

1. Click **Update** in the Phone Numbers section.
2. Update your phone numbers as needed and click **Next**.
3. On the My Contact Information: Review page, confirm your changes are accurate. To make changes, click **Back**. To continue, click **Submit**.
4. After the Confirmation page, click **Return to Overview** to return to the My Contact Information page.

SUNY RF Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

My Contact Information

Employee Name **Smith, Pat** Employee Number **103185**
Organization Email Address Business Group **The Research Foundation for SUNY**

[Back](#)

Basic Details

Use the "update" button to change your e-mail address or your form W-2 print option

Full Name **Smith, Pat**
Date of Birth **01-Jan-1970**
Social Security **001-01-0001**
Employee Number **103185**
Organization Email Address

[Update](#)

Phone Numbers

To add a phone number click "add", to change click "update".

Home **555-123-1234**

[Update](#) **1**

Main Address - US Address

SUNY RF Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

Phone Numbers: Enter and Maintain

Employee Name **Smith, Pat** Employee Number **103185**
Organization Email Address Business Group **The Research Foundation for SUNY**

[Cancel](#) [Next](#)

Type	Number	Delete
Home	555-123-1234	Delete

[Add Another Row](#)

[Cancel](#) [Next](#)

[Back](#)

Diagonstics Home Logout Preferences Help

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2

CONTACT INFORMATION

How to Update Your Email Address, Phone Number and/or Main Address

GO TO: [Employee Self Service Home](#) > [Main Menu](#) > [Employee Self Service](#) > [My Contact Information](#)

To Update Your Main Address:

1. Click **Update** in the Main Address section.
2. To make any changes to your address, select "Enter a new address if you have moved." Note that you cannot select "Correct or amend this address." Click **Next**.
3. On the My Contact Information: Review page, confirm your changes are accurate. To make changes, click **Back**. To continue, click **Submit**.
4. After the Confirmation page, click **Return to Overview** to return to the My Contact Information page.

SUNY RF Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

My Contact Information [Back]

Employee Name **Smith, Pat** Employee Number **103185**
Organization Email Address Business Group **The Research Foundation for SUNY**

Basic Details

Use the "update" button to change your e-mail address or your form W-2 print option [Update]

Full Name **Smith, Pat**
Date of Birth **01-Jan-1970**
Social Security **001-01-0001**
Employee Number **103185**
Organization Email Address

Phone Numbers

To add a phone number click "add", to change click "update". [Update]

Home **555-123-1234**

Main Address - US Address

This address is used for the mailing of your important documents. This address represents your legal address on record. You may have additional addresses on file that are not displayed. Also note: Changes to this address could change tax calculations for New York City income tax withholdings. [Update] **1**

Address Line 1 **1234 Mainstreet**
Address Line 2
Address Line 3
City **Albany**

SUNY RF Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

Main Address: Choose Option [Cancel] [Next] [Back]

Employee Name **Smith, Pat** Employee Number **103185**
Organization Email Address Business Group **The Research Foundation for SUNY**

Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.

Correct or amend this address.
 Enter a new address if you have moved. **2**

[Cancel] [Next]

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