

HOW TO UPDATE YOUR ADDRESS, PERSONAL & EMERGENCY CONTACT INFORMATION

To begin, click into the SAP Fiori application on your desktop.



My Personal Data Manage my personal	My Paystubs View my paystubs	My Benefits Display Benefit Plans	My Addresses and Contact Information Manage my address	My Family Members Manage my family m	My Bank Details Manage my bank det	My Leave Accruals View my leave balan
<u>2</u> =	Sconfidential	Pending Plans	<u>22</u>	දිනි	<mark>گ</mark>	Ŕ
My Benefits Enrollment Manage my benefits	My Timesheet (ESS) Record working time	My W2 Forms View my W2 Forms	My Online W2 selections Manage My Online S			
			-			

You will now see a page in your browser that looks like the one above.



M	Addresses 🔻			
	Santos , Timothy Marquise (000		Organizationa Manager Name	Create
	Valid from Today			Edit
	Address			7
	C/O:			
	House Number and Street:	1234 Test Ave.		
	Second address line:			
	City:	Palo Alto		
	State:	California		
	ZIP Code:	94301		
	Phone Number:	000 329-1111		

To update your address or personal contact information, make sure you are in the "Permanent residence" tab. Click "Create" to change your address. Click "Edit" if you only want to update an element of your address (phone number, apartment number, etc.)

My Addresses /					
New Permanent residence					
Permanent residence					
Address					
C/O:					
*House Number and Street:					
Second address line:					
*City:					Type in your new or
*State:				~	rype in your new or
*ZIP Code:				R	
Phone Number:	Area Code		Number		updated address
Communication Type:	~	Area Code	Number	Extension	
Communication Type:	~	Area Code	Number	Extension	and nersonal
Communication Type:	~	Area Code	Number	Extension	and personal
Communication Type:	~	Area Code	Number	Extension	
					contact information.





and personal contact information. This can be today or in the future, but cannot be in the past. Then hit "save".

Hi,

Your request to change or update your address, personal contract details or your emergency contact information has been processed.

If you did not make this change, please contact HR at (650) 329-2376

Best, HR Team

In your inbox, you will find an email similar to the one pictured above. This means you have successfully updated your address!

Santos , Timothy Marquise (000	Create
Permanent residence Emergency Contact	
Valid from Today	Edit

To update your emergency contact, make sure you are in the "Emergency Contact" tab. Click "Create" to change your emergency contact. Click "Edit" if you only want to update an element of your emergency contact information (phone number, apartment number, etc.).

My Addresses /					
Freesency Contact					
Emergency Contact					
Address					
C/O:					
*House Number and Street:					
Second address line:					
*City:					
*State:					
*ZIP Code:					
Phone Number:	Area Code		Number		
Communication Type:	×	Area Code	Number	Extension	
Communication Type:	V	Area Code	Number	Extension	
Communication Type:	×	Area Code	Number	Extension	
Communication Type:	×	Area Code	Number	Extension	
					Save Cincel

Type in your new or updated emergency contact information. Then hit "save".

Hi,

Your request to change or update your address, personal contract details or your emergency contact information has been processed.

If you did not make this change, please contact HR at (650) 329-2376

Best, HR Team

In your inbox, you will find an email similar to the one pictured above. This means you have successfully updated your emergency contact!