From: Vickie Veen
To: BULLETINBOARD@LISTSERV.csufresno.edu;
Subject: [BULLETINBOARD] Mailing Address Change for 2007 W-2
Date: Wednesday, November 21, 2007 10:51:50 AM

If you need to change your mailing address for the upcoming issue of the 2007 W-2, you will need to make that change prior to December 15, 2007. The preferred method is online.

1. Log in to the Fresno State portal.
2. Under My Menu, click on the Employee Self Service link.
3. Select Personal Information Summary and review the addresses. Home address is your permanent address, typically a street address. Mailing address is the address where you would like to receive all mail sent to you from the university, and where the State Controller's Office will mail your W-2. Diploma address is where you would like to have your diploma sent.
4. Click Change home/mailing addresses. Click on the Edit box for **Mailing** and key in your changes. The effective date defaults to the current date. If you must change this date, make sure the date is prior to 12/15/2007 to meet the State Controller's deadline. Click Save to complete and OK to confirm. Repeat this step for another address type, if needed.
5. Click Return to Personal Information.
6. Expect an e-mail confirming MAIL Address Change.

As an alternative, you can go to Payroll Services, Joyal 249, and change your address via an Employee Action Request form. Office hours are 8 to 5, Monday through Friday. Please bring a picture ID. Again, the deadline for address changes is December 15, 2007.

If you have any questions about this, please call Payroll Services at 278-3960.