

University Of New Orleans Human Resource Management Change of Address Form

Please type information into the form, print it, and bring it to HRM, Admin Bldg., Room 213.

Please note that you may **update** your own address information using the Employee Self Service (ESS) web pages. Instructions for this can be found on the HRM web site at www.uno.edu/~hrm.

Employee ID

Name

(As it appears on employment records)

HOME ADDRESS (must be a physical residence, not a P.O. Box or department on campus)

Address 1:

Address 2:

City, State:

Zip Code:

MAILING ADDRESS

Check here if your mailing address is the same as your home address.

Address 1:

Address 2:

City, State:

Zip Code:

Signature: _____ Date: _____