

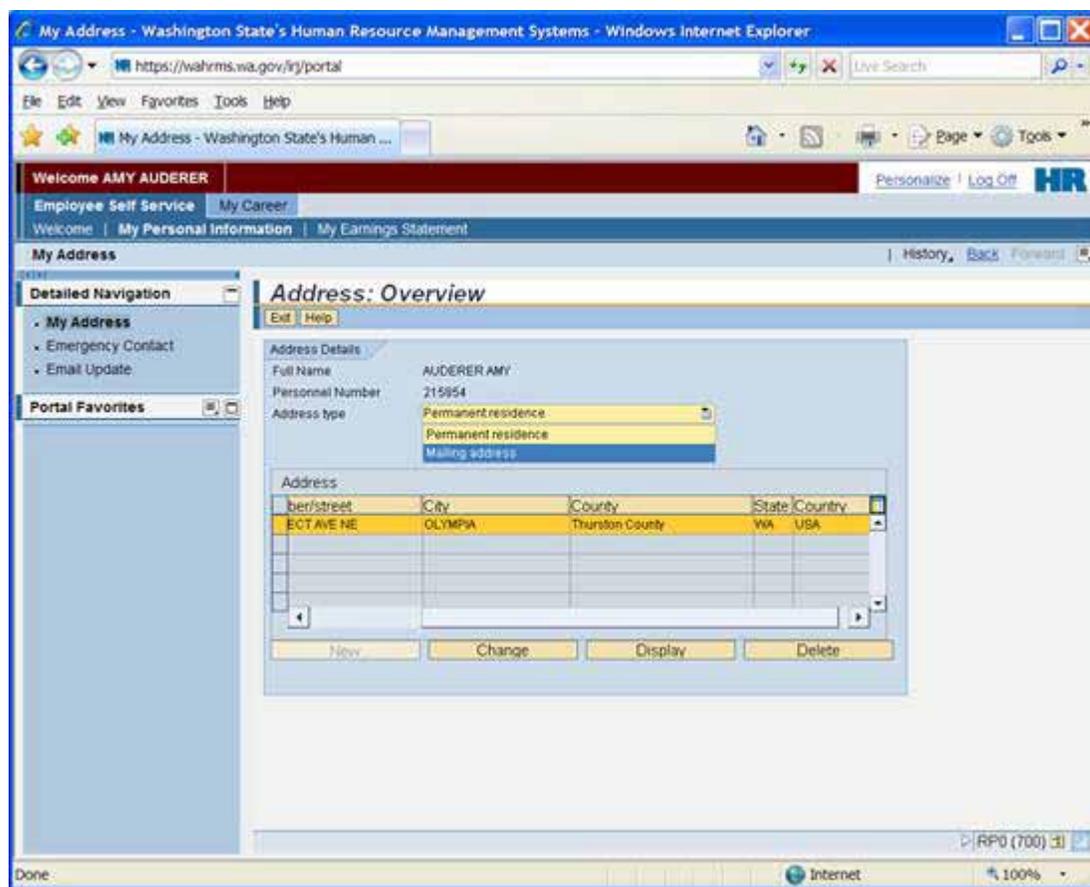
Employee Addresses

Additional Information – this was not a handout at the 5/28/09 PPA Meeting

Bonus: Here's an example of how you can be proactive in helping your employees have the correct addresses listed. (Thank you to Amy Auderer from DOP for sharing her e-mail to employees.)

Do you use a PO Box? Do you maintain two separate homes? Great news! The PAY1 Insurance System now has the fields necessary to differentiate between a permanent residence address and a mailing address. Previously PAY1 defaulted to the permanent residence address maintained in the Human Resource Management System (HRMS), causing issues for employees that could not or chose not to receive mail at home.

To update your address, please access the Employee Self Service through the HRMS Portal :<https://wahrms.wa.gov/irj/portal>. Determine if you need to update your Permanent residence address type, your Mailing address type, or both, and enter the information in ALL CAPITAL LETTERS. If no mailing address exists, all mail from the Health Care Authority regarding your insurance benefits will continue to be sent to the Permanent residence address.



Step by step illustrated guides for logging in and updating your personal information can be found on the Employee Self Service Tips and Help page:

<http://www.dop.wa.gov/payroll/ESS/Pages/TipsandHelp.aspx>

For system or security related issues, please contact the DOP Help Desk (664-6400 or HelpDesk@dop.wa.gov)