

## ESS – Maintain Address

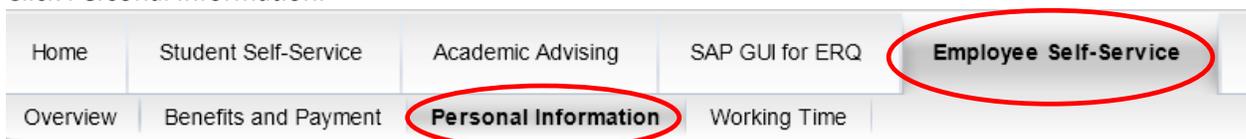
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### Location(s):

#### Employee Self-Service

**Purpose: Employee Self-Service (ESS)** is available to all faculty, staff, and student employees. Tasks available in ESS include a variety of functions that pertain to Benefits, Payment, and Personal Information. The information contained in this document is for maintaining address. **Virtual Private Network (VPN)** is not necessary to access ESS.

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select the Employee Self Service tab.
3. Click Personal Information.



4. Click Addresses.

### Personal Information

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#### Personal Information

##### [Addresses](#)

Enter, change, or delete your addresses.

##### [Bank Information](#)

Enter or change your bank information.  
Contact PAYROLL for effective date questions.  
Contact PAYROLL to delete your bank information.

##### [Family Members/Dependents and Emergency Contacts](#)

Enter or change your family members/dependents and/or emergency contacts.  
Contact BENEFITS to delete family members/dependents.  
Contact BENEFITS regarding benefit plan eligibility questions.

##### [Change Own Data](#)

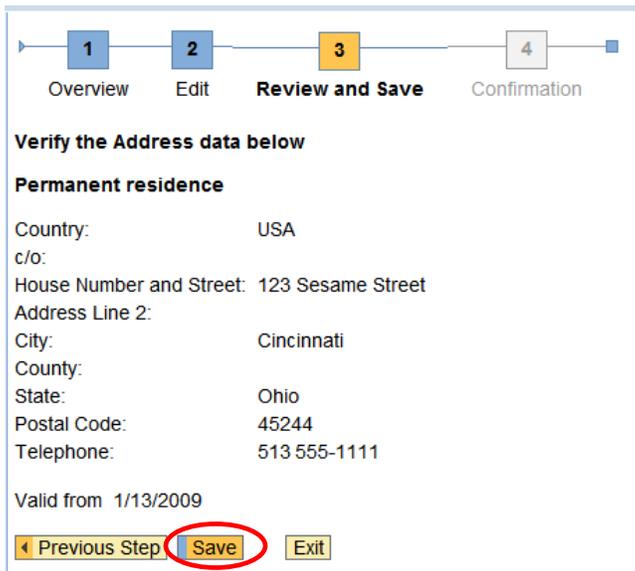
Maintain your personal information and make it available university-wide.

### Edit Permanent Address:

1. Click Edit to maintain the permanent residence address.
2. Click Exit to return to the Personal Information screen.

3. Edit the Permanent residence.
4. Click Valid as of Today or Valid as of Future Date.
5. Click Review.

6. Click Save.



1 Overview 2 Edit 3 **Review and Save** 4 Confirmation

**Verify the Address data below**

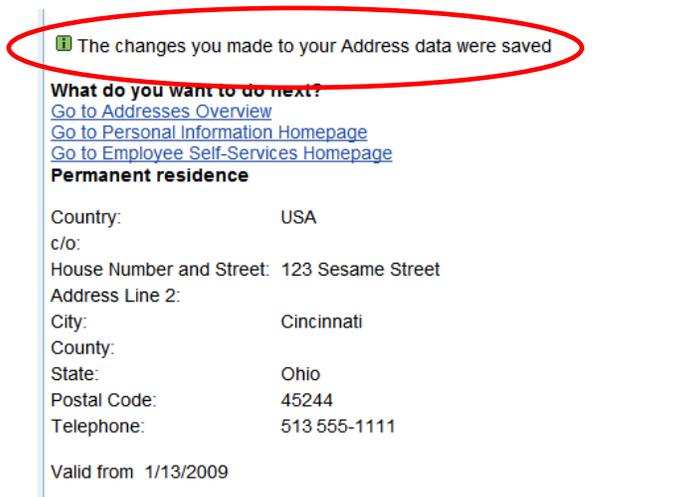
**Permanent residence**

Country: USA  
c/o:  
House Number and Street: 123 Sesame Street  
Address Line 2:  
City: Cincinnati  
County:  
State: Ohio  
Postal Code: 45244  
Telephone: 513 555-1111

Valid from 1/13/2009

◀ Previous Step **Save** Exit

7. A confirmation message will appear at the top of the screen.
8. Click the appropriate link to return to Address Overview, etc.



 The changes you made to your Address data were saved

**What do you want to do next?**  
[Go to Addresses Overview](#)  
[Go to Personal Information Homepage](#)  
[Go to Employee Self-Services Homepage](#)

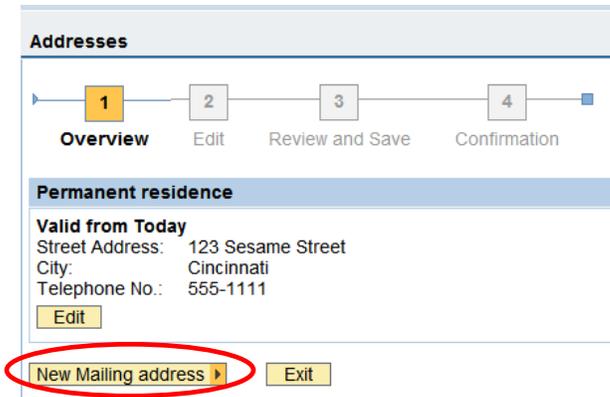
**Permanent residence**

Country: USA  
c/o:  
House Number and Street: 123 Sesame Street  
Address Line 2:  
City: Cincinnati  
County:  
State: Ohio  
Postal Code: 45244  
Telephone: 513 555-1111

Valid from 1/13/2009

## New Mailing address:

1. Click New Mailing address to add a mailing address.



**Addresses**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

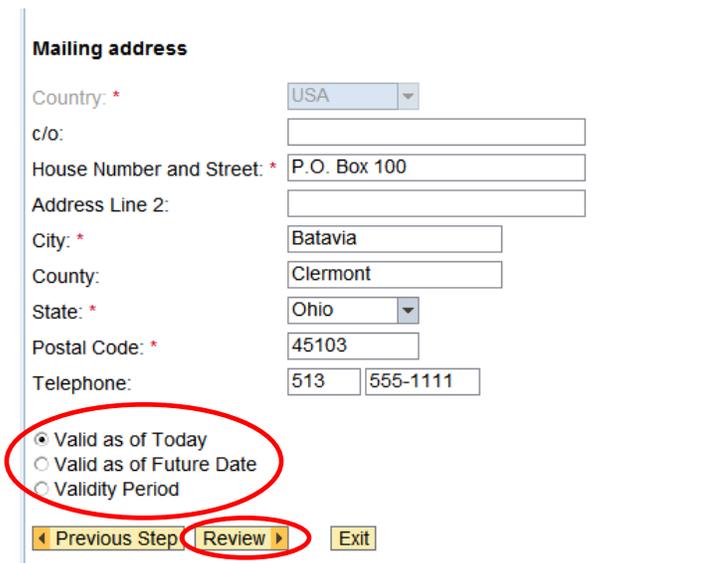
**Permanent residence**

Valid from Today  
 Street Address: 123 Sesame Street  
 City: Cincinnati  
 Telephone No.: 555-1111

Edit

New Mailing address Exit

2. Edit the Mailing address.
3. Click Valid as of Today, Valid as of Future Date, or Validity Period.
4. Click Review.



**Mailing address**

Country: \* USA

c/o:

House Number and Street: \* P.O. Box 100

Address Line 2:

City: \* Batavia

County: Clermont

State: \* Ohio

Postal Code: \* 45103

Telephone: 513 555-1111

Valid as of Today  
 Valid as of Future Date  
 Validity Period

Previous Step Review Exit

5. Click Save.

1 Overview 2 Edit 3 **Review and Save** 4 Confirmation

**Verify the Address data below**

**Mailing address**

Country: USA  
c/o:  
House Number and Street: P.O. Box 100  
Address Line 2:  
City: Batavia  
County: Clermont  
State: Ohio  
Postal Code: 45103  
Telephone: 513 555-1111

Valid from 1/13/2009

Previous Step **Save** Exit

6. A confirmation message will appear at the top of the screen.
7. Click the appropriate link to return to Address Overview, etc.

**The changes you made to your Address data were saved**

**What do you want to do next?**

[Go to Addresses Overview](#)  
[Go to Personal Information Homepage](#)  
[Go to Employee Self-Services Homepage](#)

**Mailing address**

Country: USA  
c/o:  
House Number and Street: P.O. Box 100  
Address Line 2:  
City: Batavia  
County: Clermont  
State: Ohio  
Postal Code: 45103  
Telephone: 513 555-1111

Valid from 1/13/2009