



Employee Self-Service – Home and Mailing Address

Through HR Direct, users can update their home and mailing address information. Follow the steps below to update your address accordingly.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "**Log in to HR Direct Button**".

Step 3 - Enter your user id and password.

A blue banner with a pattern of rounded squares in the background. The text 'HR Direct' is written in a large, white, serif font across the center of the banner.

HR Direct

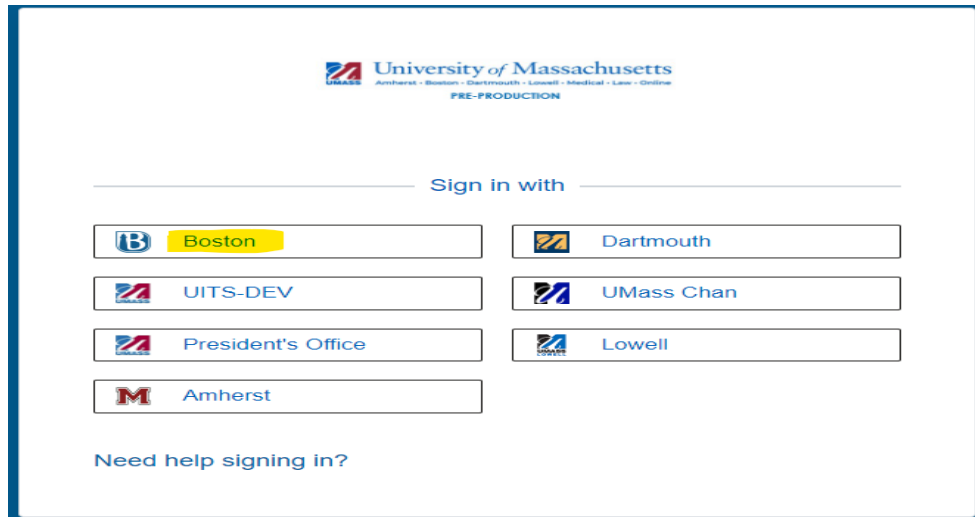
One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

[Login to HR Direct](#)

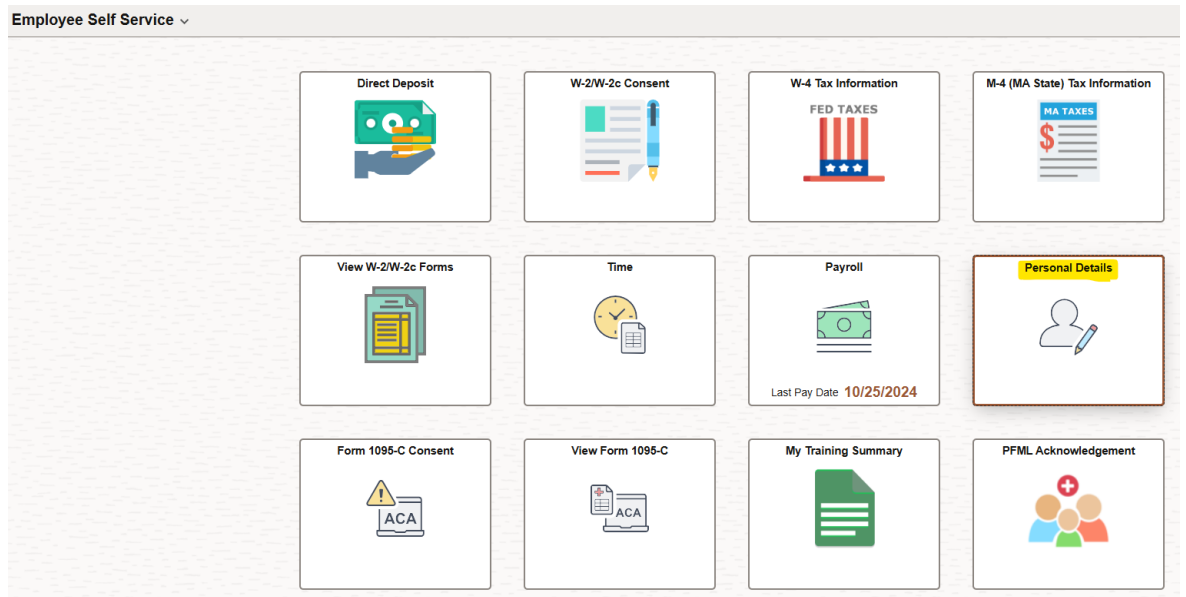


Step 4 - When prompted to sign in to a campus, select "**Boston**".



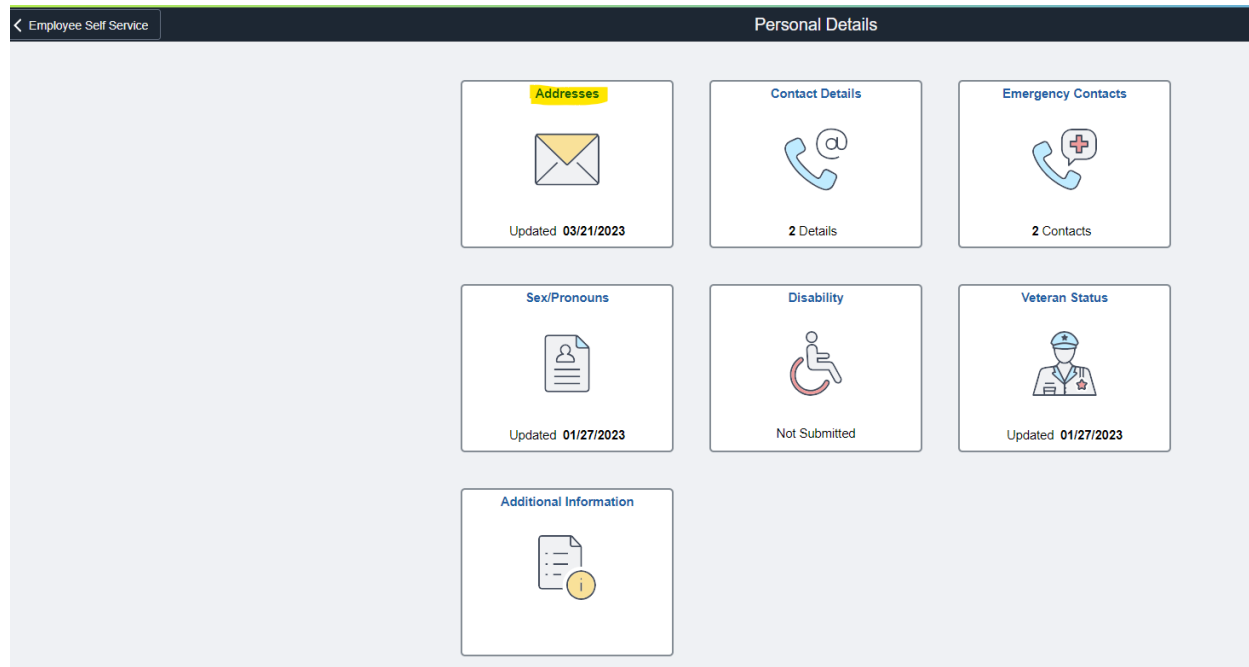
Step 5 - You should now see the Employee Self-Service Screen. If you do not, select Employee Self-Service from the drop down on the top left.

Step 6 - Select the "**Personal Details**" tile.

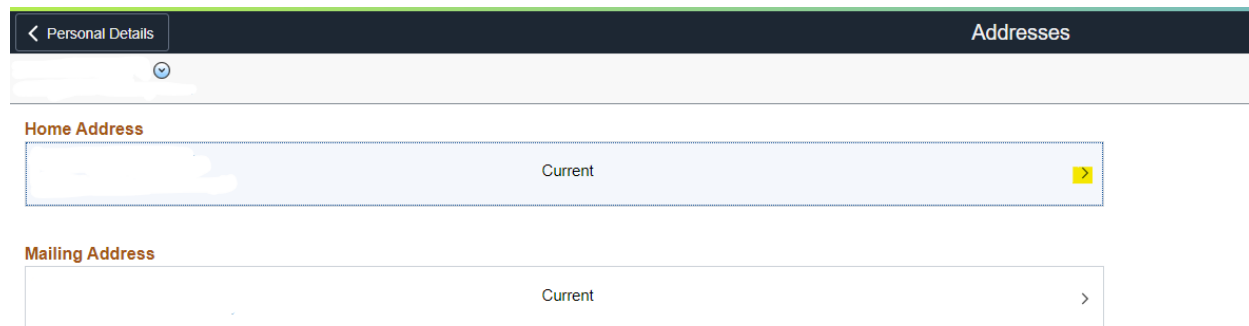




Step 7 - On the Personal Details screen, click the “Addresses” tile.



Step 8 - On the Personal Details screen, click the “Addresses” tile. Your home address and mailing address which is currently in HR Direct will be listed here. To change the Home Address, click the caret to the right. As indicated, if you need to add or update an address where the country is not “USA,” contact your campus HR/Payroll office.



If you need to add or update an address where the country is not "USA", contact your campus HR/Payroll office.



Step 9 - On the Address screen, enter the effective date your change should take effect in the “**Change As Of**” field. Hit the “**Override**” link in the top left. This will override the address which is currently listed.

Cancel Address Save

QuickAddress Override

Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of

Address Type Home

*Country

Address 1

Address 2

City

State

Postal



Step 10 - After hitting the “**Override**” link, enter “**Address 1**,” “**Address 2**” (if applicable), “**City**,” “**State**,” and “**Postal Code**”. You may check the validity of the address by clicking the “**QuickAddress**” button in the upper left corner (not required). You also have the option of inputting the address by clicking “**QuickAddress**” instead of override. Once the address is finalized, click the “**Save**” button in the upper right corner. Your change has now updated HR Direct.

Cancel Address Save

QuickAddress Override

Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 04/09/2024

Address Type Home

*Country United States

Address 1

Address 2

City

State

Postal



Step 11 - On the Personal Details screen, click the “Addresses” tile. Your mailing address, which is currently in HR Direct, will be listed here. To change the Mailing Address, click the caret to the right. As indicated, if you need to add or update an address where the country is not “USA,” contact your campus HR/Payroll office.

Personal Details Addresses

Home Address

Current

Mailing Address

Current

If you need to add or update an address where the country is not "USA", contact your campus HR/Payroll office.

Step 12 - On the Address screen, enter the effective date your change should take effect in the “Change As Of” field. Hit the “Override” link in the top left. This will override the address which is currently listed.

Cancel Address Save

QuickAddress Override

Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 04/09/2024

Address Type Home

*Country United States

Address 1

Address 2

City

State Massachusetts

Postal



Step 13 - After hitting the “**Override**” link, enter “**Address 1**”, “Address 2” (if applicable), “**City**”, “**State**”, and “**Postal Code**”. You may check the validity of the address by clicking the “**QuickAddress**” button in the upper left corner (not required). Once the address is finalized, click the “**Save**” button in the upper right corner. Your change has now updated HR Direct.

Cancel Address Save

QuickAddress Override

Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of

Address Type Home

*Country

Address 1

Address 2

City

State

Postal