



Updating Your Home and Mailing Address

This guide details how to review and update your home and mailing address in HR Links.

IMPORTANT - If your address change was associated with a change in your **duty station** (change to the city or state in which you work), you may need to update your **benefits and/or tax withholdings**.

Benefits:

If you are currently enrolled in a Federal Employee Health Benefits (FEHB) plan that is a Health Maintenance Organization (HMO) type plan and you relocate outside of the geographic area from which the FEHB HMO carrier accepts enrollment, you may be eligible to change plans. You have 60 days after the loss of coverage to make this change. Contact your assigned [Benefits Specialist](#) for more information.

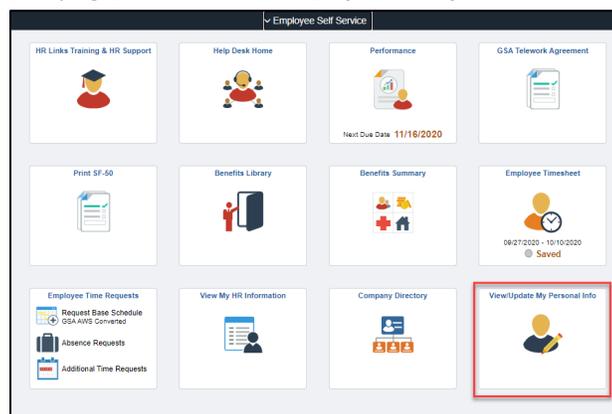
Tax Withholdings:

- If your duty location change is **within the same state**, and you would like to update the amount of your withholdings, you can make those changes in [Employee Express](#).
- If your duty location change is to a **new state**, or to a city with **locality tax**, [download the appropriate forms](#), and submit them to the National Payroll Branch at kc-payroll.finance@gsa.gov.

If you have questions about this process, please contact kc-payroll.finance@gsa.gov.

GSA is unable to provide employees with tax or personal financial advice. As such, all employees are recommended to consult a professional financial adviser or tax service provider for assistance with making changes to their tax withholdings.

1. From the HR Links homepage, select the **View/Update My Personal Info** Tile.



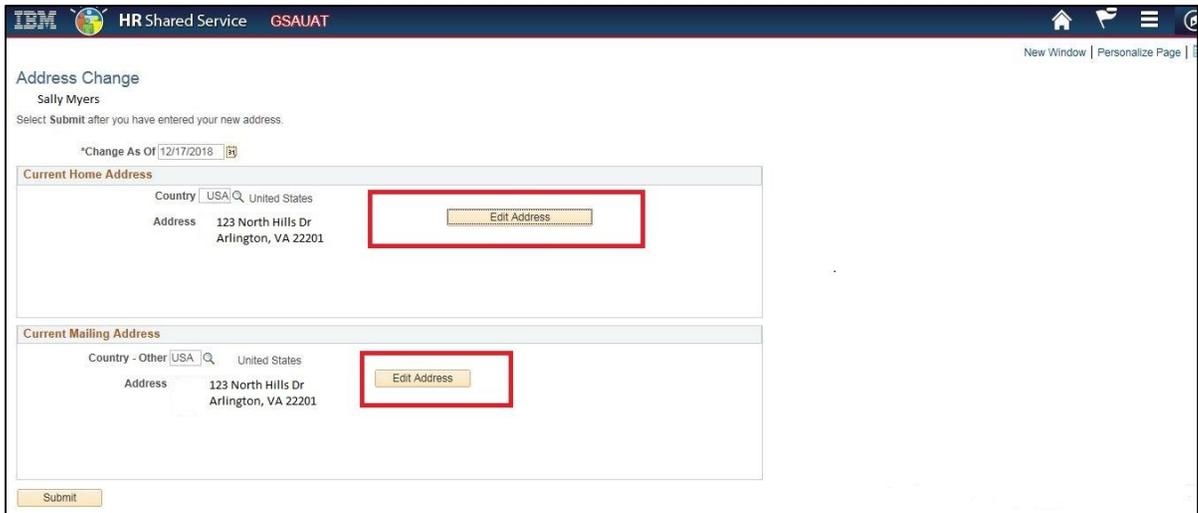


2. From the **View/Update My Personal Info** page, select **Address Change (USF)**

3. From the **Address Change (USF)** page, select the **Edit Address** to update your address.

All GSA correspondence is mailed to your **home** address. **While you can enter a mailing address, it is not currently used for any purpose.**

Address Type	What to Enter	How it is Used
Home Address	Your street address, city, state, and zip code. Do not enter a P.O. Box for your home address.	To mail all correspondence to you, including: <ul style="list-style-type: none"> ● W2 ● Thrift Savings Plan (TSP) correspondence
Mailing Address	A street address or P.O. box.	This is not currently used for any purpose.



1. Make any necessary changes and select **OK**. Review the changes made to Current Home Address or Current Mailing Address and select **Submit** to save.



Note: Address change requests are routed to your HR Office for processing. Follow the instructions below to check the status of your request. If your request has not been processed within 5 business days, please contact your [HR Office](#) for assistance.

Review Your Home Address Request

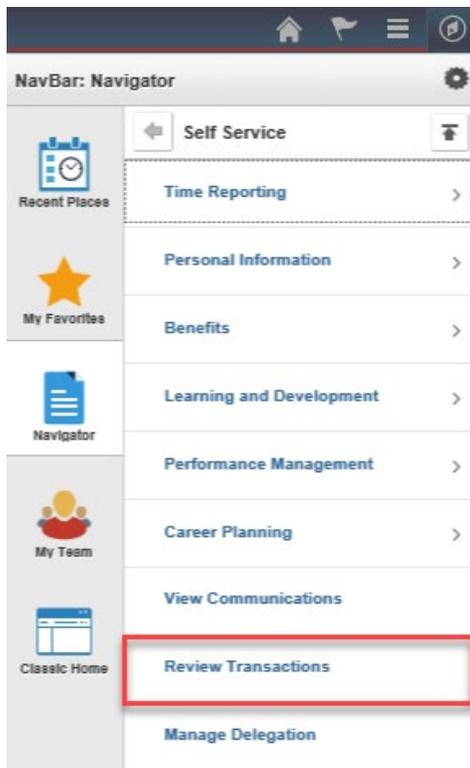
This section demonstrates how to review the status of your address change request.

1. Log into [HR Links](#).

2. Navigate to Self Service by selecting the **NavBar** icon, then **Navigator**, then **Self Service**.



3. Select **Review Transactions**.



4. From the *Approval Status* drop-down menu, select **I have submitted**.

Review Transactions

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Approval Status: I have submitted ▾ Refresh

Approval Process: 

- Click the magnifying glass next to *Approval Process*, then select **FederalAddrChg**.

Look Up Approval Process ✕

Search by: Process ID ▾ begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-17 of 17 Last

Process ID	Description	Object Owner ID
Delegation	Delegation	Shared Com
DelegationRevoke	Revoke Accepted Request	Shared Com
FederalAddrChg	Federal Addr Chg Transaction	Fed HCM
FederalMarChg	Federal Mar Chg Transaction	Fed HCM
FederalNameChg	Federal Name Chg Transaction	Fed HCM
FormApproval	Form Approval	Entr Comp
GSA01_FederalPARApproval	GSA Federal PAR Approval	IBM SSC
GSA01_PositionRequest	GSA01 Position Request	IBM SSC
GSA02_FederalPARApproval	GSA DIG Federal PAR Approval	IBM SSC
GSA02_PositionRequest	GSA02 Position Request	IBM SSC
GSA03_FederalPARApproval	CAB's Federal PAR Approval	IBM SSC
JPMPersonProfiles	Person profile	JPM
LeaveRequest	VA Self-Service Leave Request	VA Custom
NCU01_FederalPARApproval	NCUA Federal PAR Approval	IBM SSC
OPM01_FederalPARApproval	OPM Federal PAR Approval	IBM SSC
OPM02_FederalPARApproval	OPM Voters' Rights Fed PAR App	IBM SSC
eBenefitsDocFiling	eBenefits Document Filing	eBenefits

- Click **Refresh**.



Review Transactions

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Approval Status: I have submitted
Approval Process: FederalAddrChg

7. The status of your address change will display. The screenshot below shows that this request was submitted on 5/7/2019, and the request is pending approval.

Review Transactions

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Approval Status: I have submitted
Approval Process: FederalAddrChg

Approval Transactions				Find	First	1 of 1	Last
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status			
Federal Addr Chg Transact			5/7/2019 - 7:12 AM	Pending	View Details		
Transaction Details							
*Effective Date	Empl ID	Employment Record Nbr	Effective Sequence				
2019-05-07	00003610	0	1				

8. To view the address you requested and a detailed status of your request, click **View Details**.



Address Change

Effective Date 05/07/2019

Home Address

Country	United States
Address	100 Main Street Anywhere, KS 10001

Mailing Address

Country	United States
Address	

Fed Addr Change Approval Chain

Address Change: Pending [View/Hide Comments](#)

GSA 88 Address Change

- Self Approved**
Lori Vorhies
Initiator
05/07/19 - 10:12 AM
- Skipped**
Lori Vorhies
GSA HR Specialist
05/07/19 - 10:12 AM
- Pending**
Multiple Approvers
GSA HR Specialist

Comments