How to update your mailing address in the employee dashboard

1. Log into the Employee Dashboard
2. Click My Profile
3. Under personal information use the pencil to edit your mailing address
4. Delete the existing address by clicking on the trashcan, confirm the deletion
5. Click add new
6. Enter updated address and click Add
7. W2 **email addresses** may **only** be updated in the Kansas Employee Self Service. See instructions on how to update your email address for W2 distribution.

Address Change

- A mailing address is **REQUIRED**.
- When changing your address: **delete** the existing mailing address then **add** a new address.
  - Two mailing address cannot be active at the same time, the existing mailing address must be deleted before adding a new address.
- *Employees **cannot** change or delete their **campus** (WSU) address on Employee Dashboard. Instead, use Demographic Verification/Address Change in myWSU.*

To delete an address:
1. Click the **delete icon** under the address

2. Select **Delete** on the message in the upper right of the window
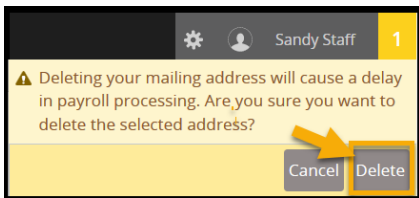
To add an address:
1. Click **Add New** in the Address field

2. **Complete** the Add Address information
   - Following information is **required**:
     - Type of Address, Valid From, Address Line 1, City, State, Zip

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See instructions on how to update your email address for W2 distribution.