

Add Address Information

1. [Search for an Employee.](#)
2. From the *Employee-Appointment Menu* screen, select **Address/Phone**.
3. From the *Address/Phone Selection List* screen, select **Add New Address**.
4. From the *Address/Phone Information* screen, enter the appropriate address information. Select **Insert**.
 - For Business/Office Addresses that are on-campus, use **Building**, **Room** and **Phone** fields.

Note: The Official Payroll Address is not entered via the on-line screens; it is populated based on information provided to CPB via the W4.