

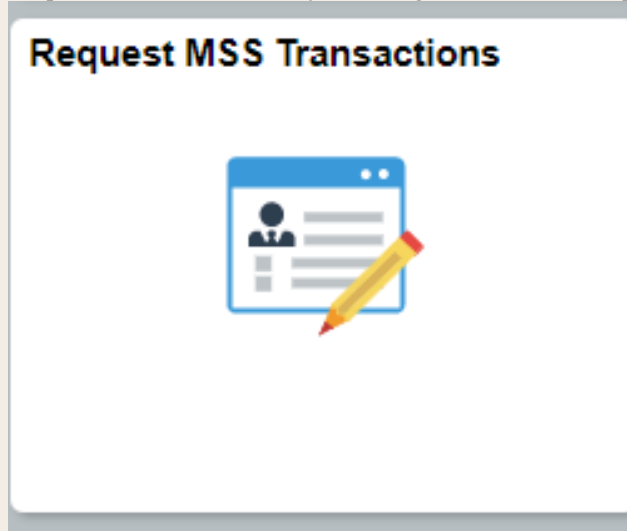
Out of State Business Address Quick Reference

MSS Personal Information Request

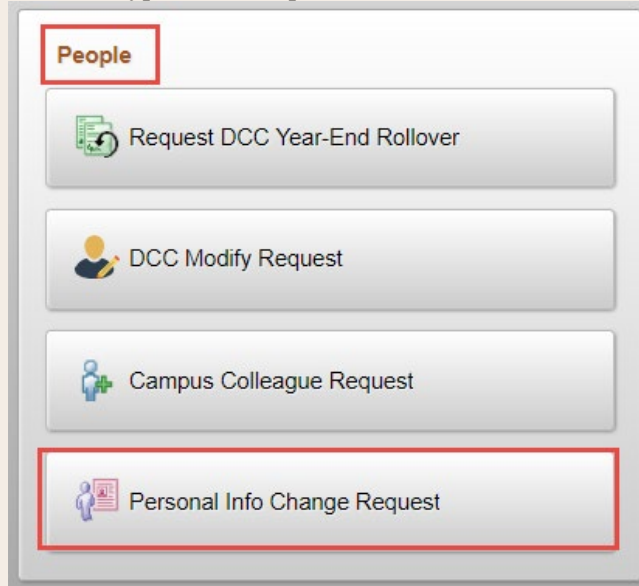


Create a New Request

Select Request MSS Transactions on your Manager Self Service homepage.



For the Transaction Type, select People and then Personal Info Change Request.



For the employee's EmplID or lookup by name and click on Search.

A search form titled "Request Personal Info Changes" with a blue border. It contains a search criteria section with three input fields: "Empl ID:" with a dropdown menu set to "begins with" and a text box containing "12345678" (highlighted with a red box); "Last Name:" with a dropdown menu set to "begins with" and an empty text box; and "First Name:" with a dropdown menu set to "begins with" and an empty text box. At the bottom, there is a "Search" button (highlighted with a red box), a "Clear" button, and links for "Basic Search" and "Save Search Criteria".

Select Create a New Request.

Request Personal Information Changes

Name Wildcat, Wilbur

Create a New Request

Return to Search

To Add an Out of State Business Address

Create a new Request Personal Information Change. Click on the magnifying glass symbol (next to Add Address Type).

Address Type **Add Address Type**

On the Look Up Address Type pop up window, select BUSN.

Look Up Address Type

Search by: Address Type begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 1 Last

Address Type	Address Type
BUSN	Out of State Business Address

Select Add Address Type.

Address Type **BUSN** **Add Address Type**

Complete Address Information fields and click OK.

Address

Country USA

Address 1

Address 2

Address 3

City State Postal

County

OK Cancel

Make additional changes to other fields if needed.

Comments Text – Remote employment verified (include state).

Comments Text

I

Select Submit.

Save for Later Submit Cancel

The Personal Information Request Transaction will route for approval.

To Remove an Out of State Business Address

Create a new Request Personal Information Change.

Select Return to AZ in the row containing the Out of State Business Address you wish to remove.

Addresses		Personalize	Find	First	1-2 of 2	Last
Address Type	As Of Date	Address	Return To AZ	Edit		
1 Out of State Business Address	12/27/2010	123 Main St. Orlando, FL 12345	Return To AZ	Edit		
2 Personal Residence Address	04/01/2006	123 Main St. Orlando, FL 12345		Edit		

Complete the Address Information fields and select OK.

Address

Country USA

Address 1

Address 2

Address 3

City State Postal

County

OK Cancel

Make any changes to the other address(es) or Personal Information fields as needed.

Select Submit.

Save for Later Submit Cancel

Transaction will route for approval.

If you have technical difficulties with this request type, please reach out to Workforce Systems at WorkforceSystems@arizona.edu