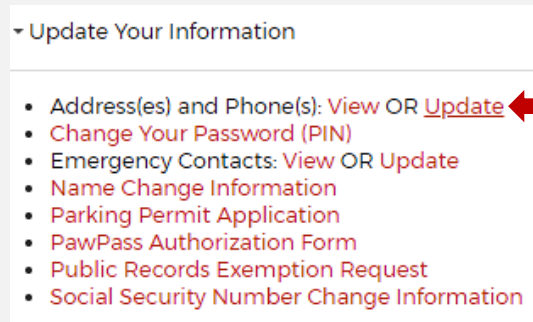


Updating your Employee Campus/Mail Location

1. After selecting to *update* your Addresses and Phones via Atlas (Employees Tab>My Human Resources>Update Your Information)



Update Your Information

- Address(es) and Phone(s): [View](#) OR [Update](#) ←
- Change Your Password (PIN)
- Emergency Contacts: [View](#) OR [Update](#)
- Name Change Information
- Parking Permit Application
- PawPass Authorization Form
- Public Records Exemption Request
- Social Security Number Change Information

2. Under Employee Campus/Mail Location click the [blue text](#) that says 'Current'



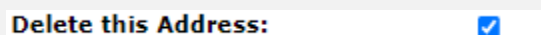
Addresses and Phones

Employee Campus/Mail Location

[Current](#): Aug 25, 2022 to (No end date)

District Office
DO-21
Orlando, Florida 32835
Orange
United States of America

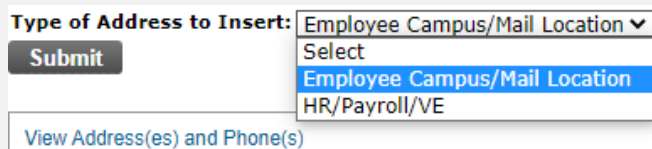
3. Check the 'Delete this Address' box



Delete this Address:

4. Click 'Submit'

5. Under 'Type of Address to Insert' select 'Employee Campus/Mail Location,' then click 'Submit'

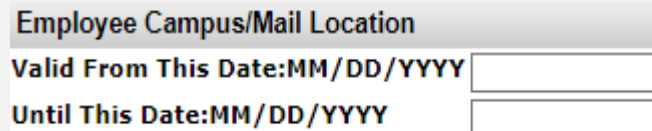


Type of Address to Insert:

Employee Campus/Mail Location ▼
Select
Employee Campus/Mail Location
HR/Payroll/VE

[View Address\(es\) and Phone\(s\)](#)

6. Enter the **Current Date** in the 'Valid From This Date' box in a MM/DD/YYYY format



Employee Campus/Mail Location

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

7. **Leave the 'Until This Date' box blank**

8. Type in your address following the guidelines below:
 - Address Line 1 = Campus (District Office, West Campus, etc.)
 - Address Line 2 = Mail Code
 - *Optional*: Address Line 3 = Building Number - Room Number
 - **Punctuation (.,-!,etc.) cannot be used in lines 1-3**

9. When you have finished typing in your information, click 'Submit'

10. You should see your new Employee Campus/Mail Location listed under 'Addresses and Phones'

11. If you have any questions about the process, please reach out to our HR Records Team at HRrecords@valenciacollege.edu.

Updating your HR/Payroll/VE

1. After selecting to *update* your Addresses and Phones via Atlas (Employees Tab>My Human Resources>Update Your Information)

Update Your Information

- Address(es) and Phone(s): View OR **Update** ←
- Change Your Password (PIN)
- Emergency Contacts: View OR Update
- Name Change Information
- Parking Permit Application
- PawPass Authorization Form
- Public Records Exemption Request
- Social Security Number Change Information

2. Under HR/Payroll/VE click the blue text that says 'Current'

HR/Payroll/VE

Current: Aug 13, 2021 to (No end date)

Baker Street
Apt. 221B
Orlando, Florida 32835
Orange

3. Check the 'Delete this Address' box

Delete this Address:



4. Click 'Submit'

Submit

5. Under 'Type of Address to Insert' select 'HR/Payroll/VE,' then click 'Submit'

Type of Address to Insert:

Select
Select
Employee Campus/Mail Location
HR/Payroll/VE

Submit

View Address(es) and Phone(s)

6. Enter the **Current Date** in the 'Valid From This Date' box in a MM/DD/YYYY format

Employee Campus/Mail Location

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

7. **Leave the 'Until This Date' box blank**

8. Type in your address following the guidelines below:

- Address Line 1 = Campus (District Office, West Campus, etc.)
- Address Line 2 = Mail Code
- *Optional:* Address Line 3 = Building Number - Room Number
- **Punctuation (.,-!,etc.) cannot be used in lines 1-3**

9. When you have finished typing in your information, click 'Submit'

Submit

10. You should see your new Employee Campus/Mail Code listed under 'Addresses and Phones'

11. If you have any questions about the process, please reach out to our HR Records Team at HRrecords@valenciacollege.edu.