

The Information in this document will help determine if the Address Change you requested has been approved or rejected.

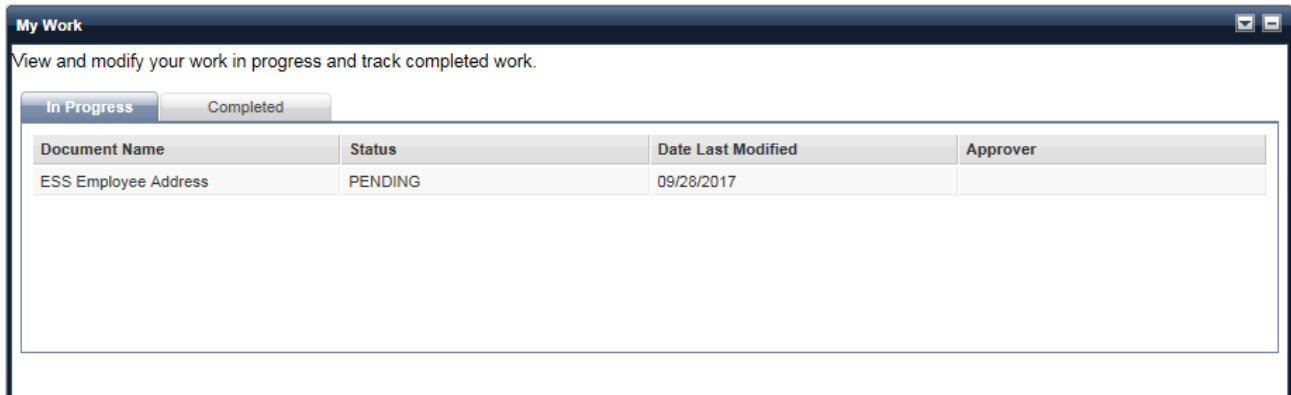
You'll learn about:

- My Work in Progress
- Document Comments
- My Completed Work

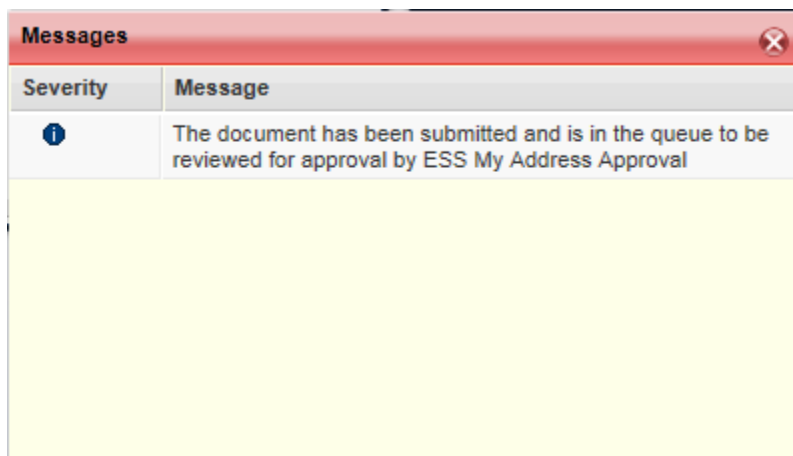
### **My Work - In Progress Tab**

Once you've submitted an Employee Address Change request, an ESS Employee Address document is created. This document must be approved by Human Resources before your address change actually occurs.

You can view your submitted documents on the **My Work / In Progress** page of the **Home** tab.



You should see the message below when your address change is submitted correctly: (if you have errors it will tell you it was rejected and why)



Your ESS Employee Address document will be displayed on the In Progress tab with a **Status** of 'Pending'. This means that the document is pending Human Resources approval.

The screenshot shows a window titled "My Work" with a subtitle "View and modify your work in progress and track completed work." There are two tabs: "In Progress" (selected) and "Completed". Below the tabs is a table with the following data:

Document Name	Status	Date Last Modified	Approver
ESS Employee Address	PENDING	09/28/2017	

Human Resources can either **Approve** or **Reject** your ESS Employee Address document.

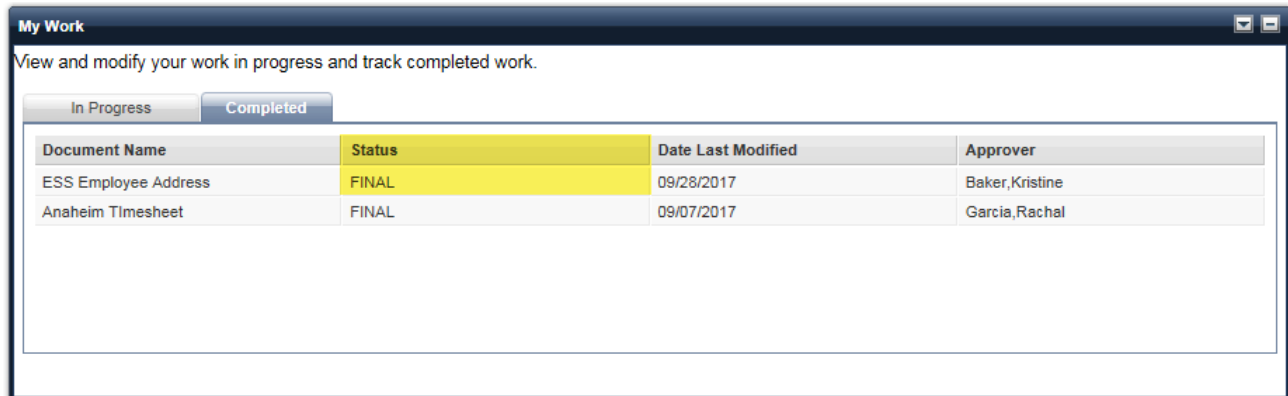
If Human Resources rejects your ESS Employee Address document, the document will be displayed on the In Progress tab with a **Status** of 'Draft'. You will need to resubmit your address change.

The screenshot shows a window titled "My Work" with a subtitle "View and modify your work in progress and track completed work." There are two tabs: "In Progress" (selected) and "Completed". Below the tabs is a table with the following data:

Document Name	Status	Date Last Modified	Approver
ESS Employee Address	DRAFT	09/28/2017	DIZON,DANIEL

## My Work - Completed Tab

If Human Resources approves your ESS Employee Address document, the document will be displayed on the **My Work / Completed** page with a **Status** of 'Final'.



The screenshot shows a web application window titled "My Work". Below the title bar, there is a subtitle "View and modify your work in progress and track completed work." Two tabs are visible: "In Progress" and "Completed", with "Completed" being the active tab. Below the tabs is a table with the following data:

Document Name	Status	Date Last Modified	Approver
ESS Employee Address	FINAL	09/28/2017	Baker, Kristine
Anaheim Timesheet	FINAL	09/07/2017	Garcia, Rachal

**Please Note:** Human Resources will review your Employee Address change document within two business days. You will be contacted by email or phone if there is a problem with your document.

Once the document is approved, **Status** of FINAL, your address has been changed with Human Resources. Any rejected document will sit in 'DRAFT' status until the next completed pay period, and any resubmitted address change requests will be viewable on the In Progress tab with a Status of 'PENDING' or on the Completed tab with a Status of 'FINAL'

**Verify Changes**

Once your ESS Employee Address document has a Status of 'FINAL', you can click the View Profile link and verify the address changes on the Contact tab.

The screenshot shows the Employee Self Service interface. On the left, there is a 'Welcome!' message with a 'View Profile' button and an 'Update Address' link. Below this is a 'Notifications' table with two rows of alerts dated 09/28/2017. On the right, the 'Employee Profile' window is open, showing the 'Contact' tab. The 'Contact' tab displays the following information:

Employee Contact Information	Emergency Contact Information
<b>Home Address:</b> 123 MAIN STREET ANAHEIM CA 12345 USA <b>Email Address:</b> RESTADILLA@ANAHEIM.NET <b>Home Phone:</b> 714-765-5111 <b>Mobile Phone:</b> <b>Work Phone:</b> <b>Work Phone Extension:</b> <b>Primary Phone Number:</b>	<b>First Emergency Contact:</b> JANE DOE <b>Relationship:</b> SPOUSE <b>Primary Phone Number:</b> 714-765-5111 <b>Contact Home Address:</b> 1234 MAIN STREET ANAHEIM CA 12345 USA <b>Second Emergency Contact:</b> <b>Relationship:</b> <b>Contact Home Address:</b>