

University of Massachusetts Amherst HR Direct Address Changes

In a web browser, navigate to www.umass.edu/humres and click on “HR Direct Login”

http://www.umass.edu/humres/

Human Resources | UMass ...

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UMassAmherst Search UMass Amherst Go

HR Direct Resources For Work Life Events HR Library

Human Resources

Home Employment Benefits Compensation Payroll HR Personnel Processing Labor Relations Training and Support Contact

Job Applicants




- All Job Applicant Resources
- Search Jobs
- Jobs for Undergraduates
- Jobs for Graduates

Department HR Managers



- All HR Dept. Manager Resources
- Employment Search Policy and Procedure
- Manager - Supervisor Workshops
- Administering Work Life Events

Employees



- Current Employees
- International Employees (students - scholars)
- New Employee Orientation
- Work Life Events

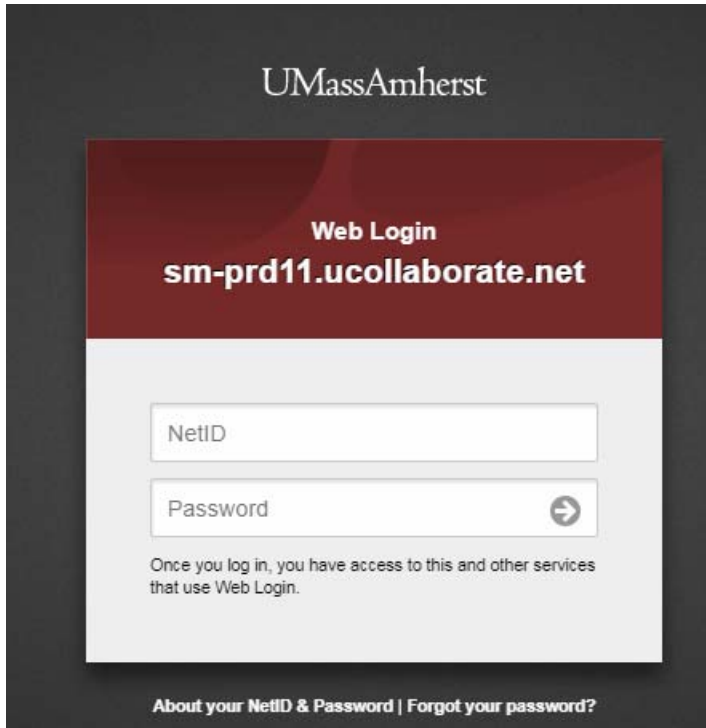
Whether you are a [job applicant](#), [HR department manager](#) or [employee](#), Human Resources is here to help. Contact the [Employee Service Center](#), or browse our [staff directory](#) to contact one of our professionals. **Employees** will find their pay statement, accrued vacation and sick time and more in HR Direct. [How to see your paycheck in HR Direct.](#)

HR Direct
UMASS
Login

search this site Go

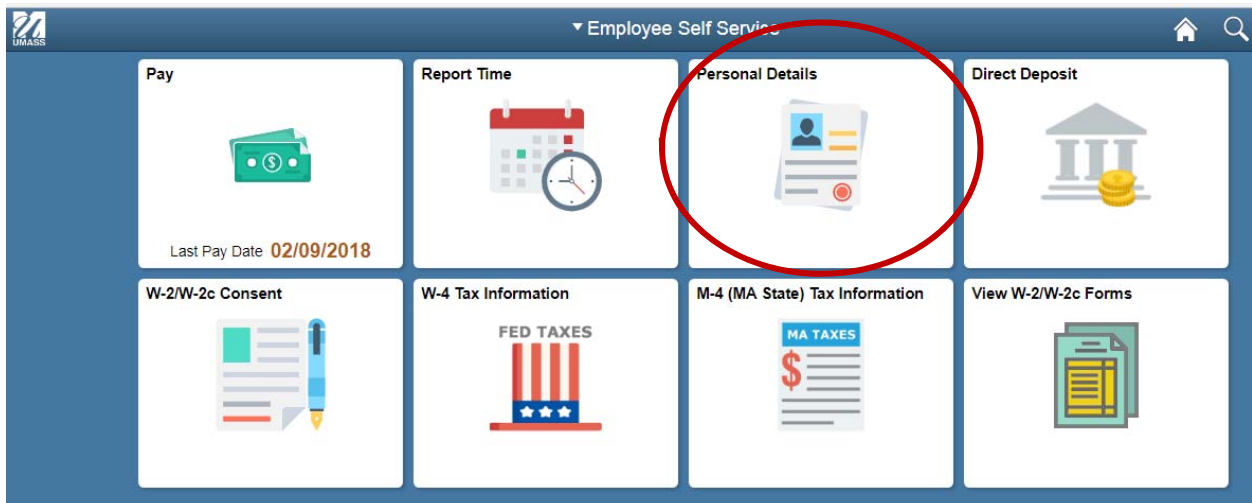
University of Massachusetts Amherst HR Direct Address Changes

Login using your University NetID & password (your SPIRE ID & password). Please consult the University's Information Technology helpdesk (A109 Lederle Graduate Research Center/ telephone: 545-9400) if you do not know your NetID and/or password.



The image shows the UMassAmherst Web Login page. At the top, it says "UMassAmherst". Below that, in a dark red banner, it says "Web Login" and "sm-prd11.ucollaborate.net". There are two input fields: "NetID" and "Password". The "Password" field has a right-pointing arrow icon. Below the fields, it says "Once you log in, you have access to this and other services that use Web Login." At the bottom, there are links: "About your NetID & Password" and "Forgot your password?"

From the Employee Self Service Homepage select Personal Details to change your address for payroll and insurance purposes:



The image shows the Employee Self Service Homepage. The page has a blue header with the UMass logo on the left and "Employee Self Service" in the center. On the right of the header are home and search icons. The main content area is a grid of eight white tiles with blue borders. The tiles are: "Pay" (with a green wallet icon and "Last Pay Date 02/09/2018"), "Report Time" (with a calendar and clock icon), "Personal Details" (with a person icon and a red circle around it), "Direct Deposit" (with a bank building icon), "W-2/W-2c Consent" (with a document and pen icon), "W-4 Tax Information" (with a "FED TAXES" icon), "M-4 (MA State) Tax Information" (with a "MA TAXES" icon), and "View W-2/W-2c Forms" (with a document icon).

University of Massachusetts Amherst HR Direct Address Changes

Your current address information will appear on screen. Click on the arrow to the right of the address you wish to change:

Thuy Nguyen

Addresses

If you need to add or update an address where the country is not "USA", contact your campus HR/Payroll office.

Home Address

12 Main Street
Amherst, MA 01002

Current

Mailing

No data exists.

Add Mailing Address

You can then choose “Override” to manually type your new address into HR Direct OR use QuickAddress to have the address you type in validated for formatting before saving it:

Cancel **Address** Save

QuickAddress

Change As Of 02/12/2018

Address Type Home

Country United States

Address 1 12 Main Street

Address 2


City Amherst

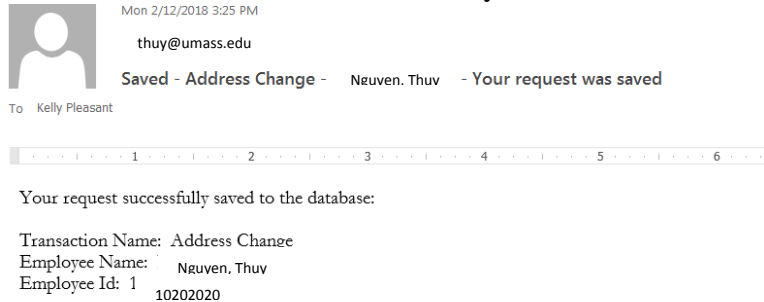
State Massachusetts

Postal 01002

County

Override

After updating your address please remember to click on the “” button.
A confirmation e-mail will be sent to your e-mail address on file in HR Direct:



This communication was sent via Oracle Workflow Technology. Please do not reply to this email.