Welcome to workday@UCHICAGO!

Quick Reference Guide: **Indicate Work From Home Address**

**Keep in mind**
- You can also update your Primary Phone, Additional Phone, and Primary Address using the contact change process.
- Remember to specify your Work From Home Usage Type and Number of Days Working Remotely.

**Steps:**

1. Click on the **Personal Information** Application on the home screen.

**Information Needed**
- Primary Remote Work Location (Work From Home) Address
2. Under **Personal Information**, select on **Addresses**
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3. Select the **Edit Icon** at the top of the screen that lists your Home Contact Information.

4. Under Home Contact Information, take a moment to make sure the address(es) listed are accurate.

   1. If your Work From Home address is the same as your primary address click on the **Edit Icon** in the Home Contact Information **Primary Address** section. In the **Usage** field select **Work From Home** and add the Number of Days Per Week you work remotely.

   ![Usage](image)

   **Number of Days Per Week**

   ![Number of Days Per Week](image)

   2. If your Work From Home Address is different than your primary address click on the **Add Icon** in the Home Contact Information **Additional Address** section and enter your new Address Line 1, Address Line 2, City, State, Postal Code, and Country, and be sure to select **Work From Home** in the **Usage** field [add picture] and add the Number of Days Per Week you work remotely.
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Usage

- Mailing
- Work From Home

Number of Days Per Week

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5. Click on the **Submit Icon** to submit this task.

6. You will receive a message indicating you have successfully submitted the task.

You have submitted Contact Change:

7. Click the **Done Icon** to complete this task.