Mailing Address

Student Employees that do not have direct deposit will have printed paychecks mailed to them.

By default, if you have not selected a mailing address in the system, paychecks will be sent to your Permanent Address. To ensure that your Mailing Address is correct, go to your Personal Information worklet:

1. Click Contact Information under Change
2. Click Edit
3. Click ✔ next to Primary Address
   - Verify address fields
   - Click Done
4. Click ☑ to select Usage and choose Mailing
5. Click Submit

To add a Mailing Address that is different from your Permanent Address:

1. Under Additional Address, click Add
   - Complete address fields: Address Line 1, City, State, Postal Code
   - Click Done
   - Click ☑ to select Usage and choose Mailing
2. Click Submit

Note: An Alternate Work Location can also be designated as a Mailing Address

Notes

- Contact information, particularly addresses and street names CANNOT include any special characters (i.e. ‘, ^, etc.)
- Home Address Visibility is always set to Private
- Different countries have different Area Code and Phone Number specifications, please follow the prompts on screen to enter the information correctly

Related Links & Policies

- Students: CaneLink Guide to Updating Emergency & Contact Information

Related Tip Sheets

- View Your Employee Profile
- Change Contact Information Including Mailing Address

Quick Tips

- Other ways to access Change Contact Information:
  - Search: Change My Contact Information
  - View Profile ➔ View profile ➔ Personal Data ➔ Change Contact Information