

Job Aid

Manage Home and Mailing Address in GUS HR and MAP – ALL EMPLOYEES



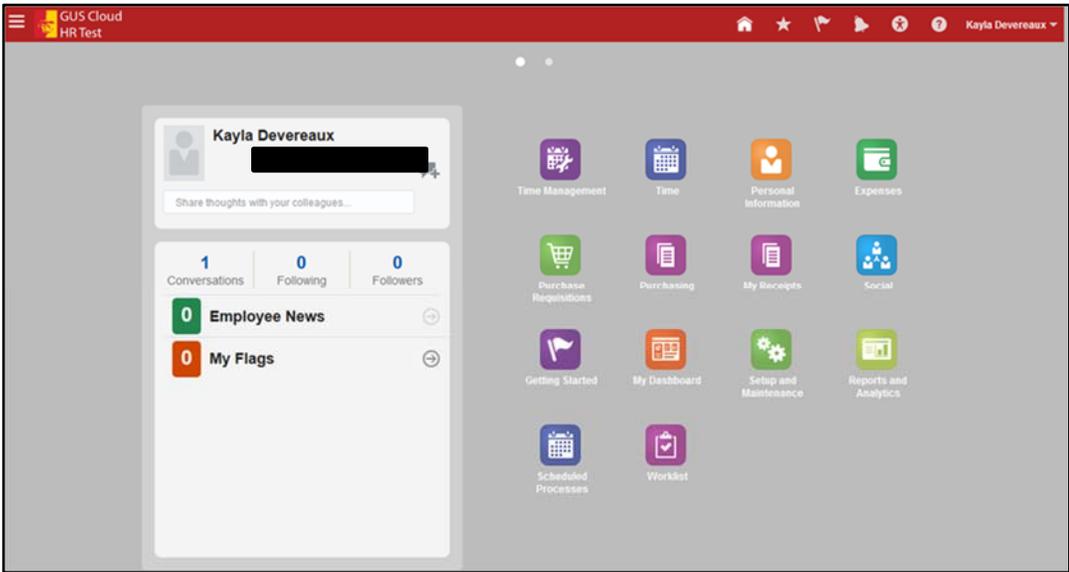
This Job Aid walks employees through the process to manage home and mailing addresses in GUS HR and the State of Kansas Membership Administration Portal (MAP) if needed.

Audience: All Employees

Examples:

- ✓ Update home and mailing address in GUS HR using Employee Self Service (ESS). See Step 1.
- ✓ Update home address in MAP (employees with State of Kansas Health Insurance only). See Step 2.

Important: Employees who are also enrolled as PSU students will need to update their address in GUS Classic.

Step	Action
1a.	<p>To update home and/or mailing address in GUS HR using Employee Self Service (ESS):</p> <p>NOTE: Employees can add the following types of addresses in GUS HR:</p> <ul style="list-style-type: none">• Personal home Address (must be a US residence)• Mailing Address (can be an address outside of the US) <p>Log on to GUS Cloud.</p> 

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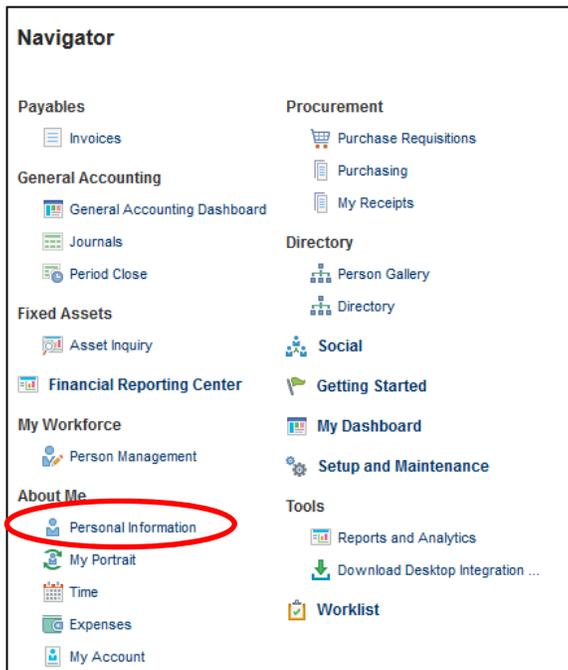
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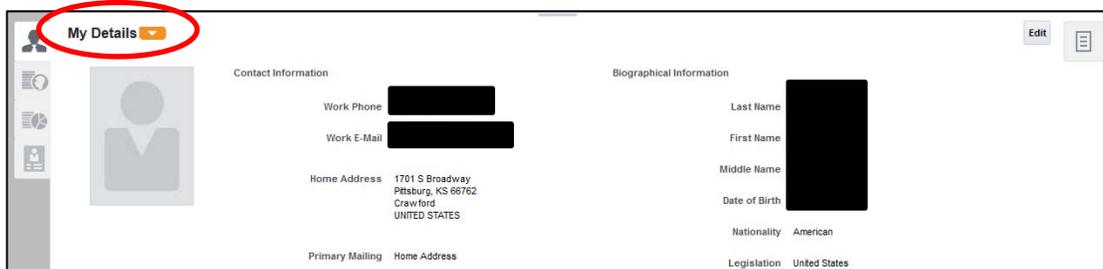
1b. On the GUS Cloud springboard, select the Navigator icon.



1c. Select “Personal Information” under “About Me.”



1d. Your “My Details” page will open.



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1e. You can change an existing address and/or add a mailing address, if needed.

Note that every employee must have a “Home” address, and the “Home” address must be a residence in the United States.

Click on the “Edit” button in the upper right.

My Details

Contact Information

Work Phone [REDACTED]
Work E-Mail [REDACTED]
Home Address 1701 S Broadway
Pittsburg, KS 66762
Crawford
UNITED STATES
Primary Mailing Home Address

Biographical Information

Last Name [REDACTED]
First Name [REDACTED]
Middle Name [REDACTED]
Date of Birth [REDACTED]
Nationality American
Legislation United States

Edit

1f. The “Edit My Details: Contact Information” page will open.

Edit My Details: Contact Information

Contacts + ▾

Primary	Type	Details
<input checked="" type="checkbox"/>	Work Phone	United States 1 620
<input checked="" type="checkbox"/>	Work E-Mail	[REDACTED]

Address +

Primary Mailing Home Address: 1701 S Broadway, Pittsburg, KS 66762, Crawford, UNITED STATES

Type Home Address

Effective Start Date 1/15/17

Country United States

* Address Line 1 1701 S Broadway

City Pittsburg

State KS

ZIP Code 66762

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1g. Click on the pencil icon below the Primary address.

Edit My Details: Contact Information

Contacts + ▾

Primary	Type	Details
<input checked="" type="checkbox"/>	Work Phone	United States 1 ▾ 620
<input checked="" type="checkbox"/>	Work E-Mail	[REDACTED]

Address +

Primary Mailing Home Address: 1701 S Broadway, Pittsburg, KS 66762, Crawford, UNITED STATES

Type Home Address

Effective Start Date 1/15/17

Country United States

* Address Line 1 1701 S Broadway

City Pittsburg

State KS

ZIP Code 66762



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- 1h. Enter an Effective Start Date (mm/dd/yy) or use the calendar icon to select the Effective Start Date.

Address +

Primary Mailing Home Address: 1701 S Broadway, Pittsburg, KS 66762, Crawford, UNITED STATES

Type Home Address

* Effective Start Date 5/13/17

Country United States

* Address Line 1 1701 S Broadway

Address Line 2

Address Line 3

* City Pittsburg

* State KS

* ZIP Code 66762

Tax District

* County Crawford

- 1i. Enter the new Address. Use Address Line 2, if needed to enter apartment number.

Type Home Address

* Effective Start Date 5/13/17

Country United States

* Address Line 1 400 S Main

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1j. Enter the new Zip Code and hit Enter. (You do not need to delete the old City and State.)

See step 14 below, if the Zip Code is not changing BUT you now live in a different county.

Address

Primary Mailing Home Address: 1701 S Broadway, Pittsburg, KS 66762, Crawford, UNITED STATES

Type Home Address

* Effective Start Date 5/13/17

Country United States

* Address Line 1 400 S Main

Address Line 2

Address Line 3

* City Pittsburg

* State KS

* ZIP Code 64801

Tax District

* County Crawford

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1k A dialog will pop up. You will need to click on the row with the correct “Parent Geography” (City & County) to highlight it. Click Ok.

Search and Select: ZIP Code

Search

Geography 64801

Advanced

Search Reset

Geography	Parent Geography
64801	Duquesne, Jasper, MO
64801	Shoal Creek Drive, Newton, MO
64801	Prosperity, Jasper, MO
64801	Gateway Drive, Newton, MO
64801	Airport Drive, Jasper, MO
64801	Cliff Village, Newton, MO
64801	Joplin, Jasper, MO
64801	Redings Mill, Newton, MO
64801	Dennis Acres, Newton, MO
64801	Leawood, Newton, MO

OK Cancel

1L. The new City and State will now show on the page.

Address +

Primary Mailing Home Address: 1701 S Broadway, Pittsburg, KS 66762, Crawford, UNITED STATES

Type Home Address

* Effective Start Date 5/13/17

Country United States

* Address Line 1 400 S Main

Address Line 2

Address Line 3

* City Joplin

State MO

* ZIP Code 64801

Tax District

* County Jasper

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1m. Click “Save and Close” in the upper right of the Edit My Details: Contact Information page.

Edit My Details: Contact Information

Contacts + ▾

Primary Type Details

Work Phone United States 1 620 235-4988

1n. If your new address is in the same Zip Code as before but it is in a different County, use the drop down box for Zip Code to open the Zip Code Search.

Address +

Primary Mailing Home Address: 1701 S Broadway, Pittsburg, KS 66762, Crawford, UNITED STATES

Type Home Address

* Effective Start Date 5/14/17

Country United States

* Address Line 1 100 S 250th Street

Address Line 2

Address Line 3

* City Pittsburg

* State KS

* ZIP Code 66762

Tax District

* County Crawford

1o. Click on the word “Search

* City Pittsburg

* State KS

* ZIP Code 66762

Tax District

* County

Search...

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1p. The Search and Select: ZIP Code page will open. Type the zip code in the “Geography” box.

Then Click “Search”

Search and Select: ZIP Code

Search

Geography 66762

Advanced

Search Reset

Geography	Parent Geography
No rows to display	

OK Cancel

1q. A dialog will pop up. You will need to click on the row with the correct “Parent Geography” (City & County). Click Ok.

Search and Select: ZIP Code

Search

Geography 66762

Advanced

Search Reset

Geography	Parent Geography
66762	University, Crawford, KS
66762	Frontenac, Crawford, KS
66762	Pittsburg, Cherokee, KS
66762	Pittsburg, Crawford, KS

OK Cancel

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1r.	<p>You will now see the new County.</p> <p>Type Home Address</p> <p>* Effective Start Date 5/14/17 </p> <p>Country United States</p> <p>* Address Line 1 600 S 250th Street</p> <p>Address Line 2</p> <p>Address Line 3</p> <p>* City Pittsburg </p> <p>* State KS </p> <p>* ZIP Code 66762 </p> <p>Tax District </p> <p>* County Cherokee </p>
1s.	<p>Click “Save and Close” in the upper right of the Edit My Details: Contact Information page.</p>  <p>The screenshot shows a form titled "Edit My Details: Contact Information". At the top right, there are two buttons: "Save and Close" and "Cancel". The "Save and Close" button is circled in red. Below the buttons, there is a "Contacts" section with a plus sign and a dropdown arrow. Underneath, there is a table with columns for "Primary", "Type", and "Details". The "Primary" column has a checked checkbox. The "Type" column has a dropdown menu set to "Work Phone". The "Details" column contains a dropdown for "United States 1", a text input for "620", and another text input for "235-4986".</p>

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- 1t. To add a Mailing Address, follow steps 1 – 19 above to get to the “Edit My Details: contact Information” page. Click on the “+” next to the word “Address.”

Primary	Type	Details
<input checked="" type="checkbox"/>	Work Phone	United States 1 620
<input checked="" type="checkbox"/>	Work E-Mail	[redacted]@pittstate.edu
Address +		

Primary Mailing Home Address: 1701 S Broadway, Pittsburg, KS 66762, Crawford, UNITED STATES

- 1u. Use the drop down box for “Type” and select “Mailing Address.” Follow step 1t, above. Note that you can select a country other than the United States for your Mailing Address. After you are complete, click Save and Close.

Address +

Primary Mailing Home Address: 1701 S Broadway, Pittsburg, KS 66762, Crawford, UNITED STATES

* Type Mailing Address Type Home Address

* Effective Start Date 5/14/17 Effective Start Date 1/15/17

* Country France Enter between 0 and 240 characters. ed States

* Address Line 1 1 S Broadway

Address Line 2 City Pittsburg

Address Line 3 State KS

* Postal Code ZIP Code 66762

* City or Town Tax District

County Crawford

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1v.	<p>You can then select which address you want to set as your primary address. The drop down menu will show which addresses have been entered.</p> <p>Address +</p> <p>Primary Mailing Home Address: [REDACTED], Crawford, UNITED STATES ▾</p> <p>Once you have selected the appropriate address, click Save and Close in the upper right.</p>
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To update your address within the Health Insurance Membership Administration Portal (MAP)

2a.	<p>To update your address within MAP you will first need to access the site. The link is http://www.pittstate.edu/office/hr/map.dot. Once there click the highlighted Health Insurance Membership Administration Portal (MAP).</p> <p><u>How to Log Into MAP using Single Sign-On</u></p> <ul style="list-style-type: none">• Click on Health Insurance Membership Administration Portal (MAP). Select Pittsburg State University from the drop down menu and click "Select". DO NOT BOOKMARK the Health Insurance Membership Administration Portal (MAP) link. Always access from this page (the HRS MAP landing page).
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2b.	<p>This will then bring up the landing page for MAP. It will ask you to select your Regent University.</p> <div data-bbox="305 1346 1409 1759"><p>Please select your Regent University:</p><p>Pittsburg State University ▾</p><p><input type="checkbox"/> Remember my choice</p><p>Select</p></div>
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2c. Your personal and contact information should now be displayed.

Member & Family Information

Add and Edit Family Members

Family Member (click to view)	Relationship	On Benefits	Eligible
[REDACTED]	Employee	No	Yes

[Add Family Member](#)

Employee ID	[REDACTED]
Gender	Male
Marital Status	Single

[Edit Your Information](#)

Contact Information

Manage Your Contact Information

Contact	Label	Information	Actions
Address	Home	[REDACTED] Preferred	✎

[Add Contact](#)

Contact Preferences

ON eMail

[Save Contact Preferences](#)

2d. Click on the green pencil and paper under the “Actions” column in the Contact Information section.

Actions
✎

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2e. Update your information with the required details.

Form fields for updating contact information:

- Contact Label:** Home (dropdown menu)
- Preferred:** Yes (selected), No (button)
- [What is a Preferred Contact?](#) (link)
- Address Line 1:** [Redacted]
- Address Line 2:** [Redacted]
- Address Line 3:** [Empty]
- City:** [Redacted]
- State:** Kansas
- Zipcode:** [Redacted]
- County (or Municipality):** Cherokee
- Country:** USA - United States (dropdown menu)
- Save Changes** (button)

2f. Once you have updated your information then click “Save Changes”

