



## Mailing Address Change Requests

HR Web Site: [http://www.umanitoba.ca/admin/human\\_resources/](http://www.umanitoba.ca/admin/human_resources/)

All requests can be sent to [hريس@umanitoba.ca](mailto:hريس@umanitoba.ca)  
Current staff and students please use your University email address.  
For any questions/concerns please contact the HR Help Desk at 204-474-9400.

### **1. Home Address (Your home address is required by Canada Revenue Agency)**

Home address changes can now be made through your Employee Self-Service (ESS) module located in your JUMP account. You can follow this link to get there: <http://jump.portal.umanitoba.ca>

Finding Employee Self-Service and changing your address:

1. Click the 'Staff' tab
2. Here you will see a link for Employee Self-Service under 'Quick Links'
3. Once logged onto Employee Self-Service you will see your file and personal information. Where you see your home address, click the word 'Address' this will bring you to a page where you can make changes
4. Once you've entered your new information click the 'save' button
5. Double check on your "My File" page that the change saved properly.

**Note: If you cannot access Employee Self-Service** please email your address change to Human Resources (including your employee or student number). Please let us know in the email that you were unable to access your ESS account.

If you do not use email, please write us a letter (including your full legal name, employee number [if known] and new mailing address including postal code) and mail or drop off to:

Human Resources  
309 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2

**Note to Students:** Please note that changing your address with HR does not change your student information. Please log onto Aurora Student, or contact the Registrar's Office (204-474-9420), to update your student records.

**Note to Employees:** If you are using REACH-UM to apply for jobs, please update your address in your profile. *When you are hired through REACH-UM your address feeds into your employee records, so if your address in REACH-UM is incorrect, our records would be incorrect if you get hired in a new position.*

### **2. Internal Mailing Address**

To updated your Internal mailing addresses please email your request to [hريس@umanitoba.ca](mailto:hريس@umanitoba.ca) (including your employee or student number). Please also include the department name, room number, address or building name.

### **3. Department Default Mailing Address**

If your department has moved, and your area's default mailing address needs to be updated, have your area's manager email us with this information. Please include the department name, main office room number, building, street address.