

Date: August 1, 2021

Subject: **EMPLOYEE ADDRESS UPDATES AND CORRECTIONS**

The Personnel Department utilizes your address in the PaySR payroll system to notify you about employee benefits, including notification of Open Enrollment and benefit plan changes. It is important that employee address, phone number, and emergency contact information be updated timely in PaySR. **If you have had a change of address, please contact your department's Human Resources office for a change of address form, or update your address in D-Time.**

D-Time Self-Update

To update your address in D-Time, log-in to your D-Time account and select the "My PaySR Profile" icon from the D-Time menu on the left side of the window. Update your address in the "Employee Address" section and click "Save" at the bottom of the window once you have completed the update (as shown in the image on the right).

Open Enrollment

Open Enrollment will take place October 1-31, 2021 for coverage effective January 1, 2022. To ensure you receive Open Enrollment materials and other important information regarding employee benefits, address updates and corrections should be made in PaySR no later than **August 17, 2021**.

If you have other questions regarding address changes, please contact your department's Human Resources office. Thank you for your attention to this matter.

The screenshot shows the 'My PaySR Profile' window in the D-Time system. On the left sidebar, the 'My PaySR Profile' icon is highlighted with a green box and an arrow. The main window has two tabs: 'My Info' and 'Emergency Contacts'. The 'Employee Name' section contains fields for Last Name (WORKER), First Name (CITY), and Middle Name. The 'Employee Address' section is highlighted with a green border and contains a warning: 'Please do not use special characters in the address fields below. Changes to your Employee Address information will update your PaySR payroll records only.' Below this are fields for Address (1234 MAIN ST), Apt./Unit/Suite, City (LOS ANGELES), State (CA), ZIP (90028-), and Home Phone ((213) 978-1655). The 'Employee Email and Communication Preference' section shows the LA City Email (city.worker@lacity.org) and a field for a Secondary Email. A red note states: 'To update your LA City email address, please go to My W-2 Go GREEN, click the Electronic W-2 Go Green button and then click Edit.' Another red note says: '*NOTE: To change your name, please follow your department's procedures.' At the bottom right, the 'Save' button is circled in red, and the 'Cancel' button is next to it. The footer indicates 'Last Updated by PAYSR@08/25/2015 03:21'.