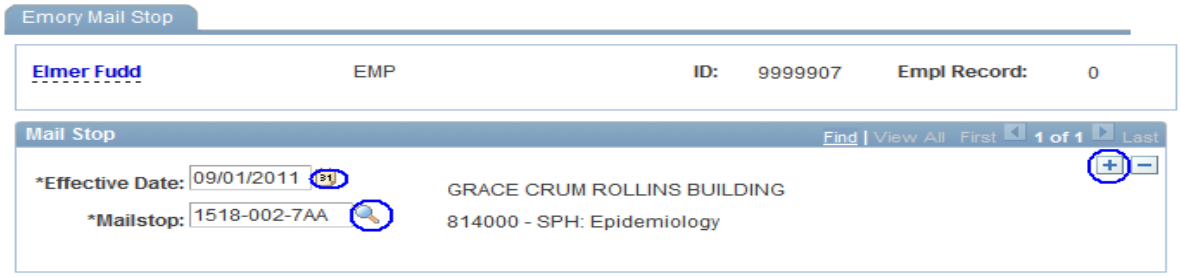
Updating Mail Stops

To update an employee's Mail Stop information you will look under Emory HR Web>General Update>Employee Mail Stop.

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button.

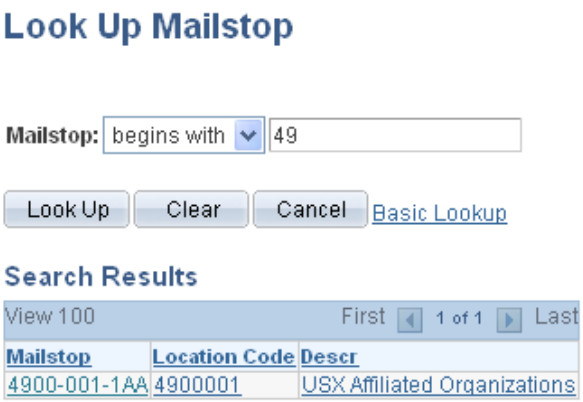


1. Click the + button to the right to update the data.

2. Select the desired effective date using the calendar button or you can just enter the effective date.

3. To search for the mail stop number, click the magnifying glass next to the mail stop field to get the lookup page.

4. Enter the beginning numbers of the mail stop number, click the Lookup button, and retrieve a list.



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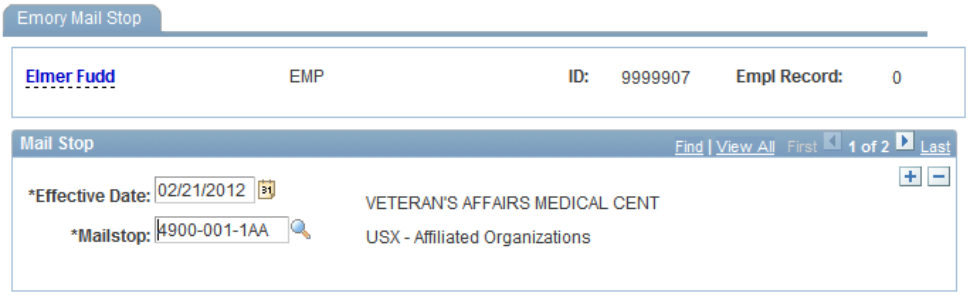
5. To select a mail stop for an employee, click the row of the desired mailstop in the search results view.
6. If you know the mail stop, you may type in the mail stop number in this format: ####-###-#letter, letter.



7. Be sure to click the "Save" button when done!

Understanding Mail Stops

EMPLOYEES MAY HAVE A SEPARATE MAIL STOP FOR EACH EMPLOYEE RECORD WITHOUT AFFECTING PRIMARY DEPARTMENT OR PAY LOCATION.

A mail stop is simply a ten-digit code signifying the location where Emory University Mail Services delivers the mail for a campus building.

Example: Emory College Physics Dept Mail Stop

1131 = building code for the Math & Science Center Building

002 = second level of the building (*this number should signify the level where Emory University Mail Services drops of the mail for a department in a building, NOT where the employee sits).*

1AB = bin number for where Emory University Mail Services staff place the mail bundles, plus a two-character unique identifier for each department with deliveries to that bin, in this case, the Emory College Physics department.