

HARVARD

CAMPUS SERVICES



Dear Colleague,

To assist you in your upcoming office move, please see the information below regarding changing of mailing address:

- Your human resource department will change your address in PeopleSoft, however it may take some time as your job location change navigates the system and this potentially could delay your mail delivery. You can easily make this change yourself by using the following instructions:
 - The navigation to do this in PeopleSoft is: Self Service > Personal Information>Home& University Mail Address. When the addresses display, select “Edit” at the end of the University mailing address. You can then select the appropriate location; the advanced lookup function will let you search by description, which is generally the street address. (If your location is not in the lookup, please contact your HR administrator for assistance.) Your change will then be reflected in the online directory.
- Please note that you cannot submit a US Mail change of address for your University address as the post office will not forward mail within the Harvard campus. Harvard University Mail Services (HUMS) will handle this forwarding. We do recommend contacting important mailers (i.e. Magazine and journal subscriptions) to alert them of your new address.
- If an entire department is moving, in many cases a department administrator will contact HUMS with address changes. HUMS will then be able to immediately forward mail.
- If you would like further information about changing your address or mail delivery, please contact us at: hums@harvard.edu

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