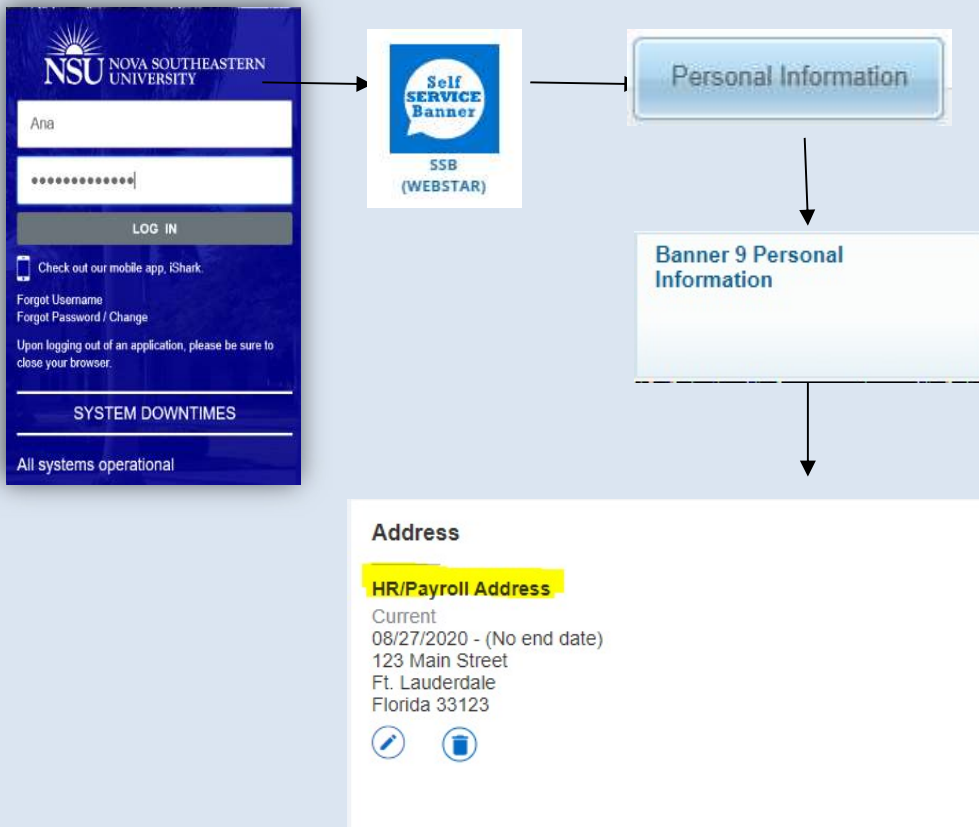



Employee Self-Service: HR/Payroll Address Updates

Quick Reference Guide

1. Log into SharkLink

Employees can report HR/Payroll Address updates* via Self-Service Banner in the SharkLink portal. Self-service is available 24/7 and replaces paper forms and email requests for more quick and timely record updates.



1. Go to <http://Sharklink.nova.edu>
2. Type Username, Password and click the Log In button
3. Click on **Self SERVICE Banner**
4. Click on the **Personal Information** button → **Banner 9 Personal Information**
5. Scroll down to find the **Address Section**
6. Click on the **Pencil edit icon** 

2. Edit Your Current HR/Payroll Address

IMPORTANT: Please ensure that your **HR/Payroll Address** is flagged as **Current** with **“No end date”**.

Edit Address

Type of Address	Valid From	Valid Until
HR/Payroll Address	08/27/2020	MM/dd/yyyy
Address Line 1	Address Line 2	Address Line 3
123 Main Street	Enter Address Line 2	Enter Address Line 3
Address Line 4	City	State/Province
Enter Address Line 4	Ft. Lauderdale	Florida
County	Zip/Postal Code	Country
Select County	33123	Select Country

Cancel

Update

CLEAN_Address (Ext. Ver. 9.4.1)

Warning:

You may want to use one of the suggestions below

W 4th Ave
1-99(Odd) W 4th St
2-98(Even) SE 4th Ave
2-98(Even) E 4th St
2-98(Even) W 4th St
5-77(Odd) E 4th St

OK

1. Carefully review your current **HR/Payroll Address** on file
2. As you enter your new address a **CLEAN_Address** pop-up may appear with address suggestions – review and update accordingly
3. Click on the **Update** button – the system should display a

 Saved Successfully

message in the upper-right hand corner of your screen

In addition:

- To update your **W-4 Employee's Withholding Allowance Certificate** navigate to *Employee menu button*, the *Employee Self Service button*, scroll down to the *Taxes* section
- To update your **legal name**: email a copy of your *Social Security Card* to hr4u@nova.edu along with your *NSU ID number*