

## Employee Self Service: Home / Primary Office Address

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### Key points

This page describes the key points to bear in mind when using the Home / Primary Office Address form on PeopleSoft's Employee Self Service page.

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### Student employees

If the employee is a registered Harvard student and attempts to change his/her home address, the following message will appear:

*You are currently registered as a Harvard Student. Please contact your local Registrar's Office or the Student Receivables Office (556 Holyoke Center, 5-2739) to update your personal information.*

Changes made in the Student Information System will automatically update PeopleSoft.

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### Impact on benefits

If the zip code (postal code) changes employees' eligibility and makes them ineligible for their existing health plan, their coverage will **terminate** on the effective date of the home address change. Employees will receive an enrollment packet with the newly eligible health plans and will have sixty days from the effective date of the home address change to make new elections. Employees must complete the forms and return them to the Benefit Services Group. Generally, this affects employees who are moving in or out of Massachusetts.

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### If your home address changes

Remember to inform your local HR office when your home address changes.

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