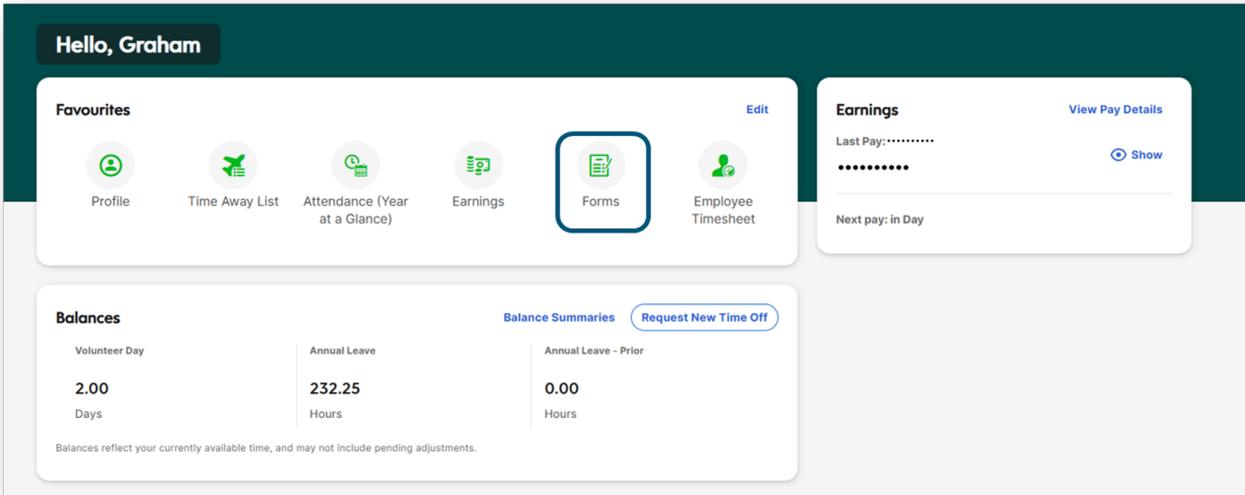


How to Guide

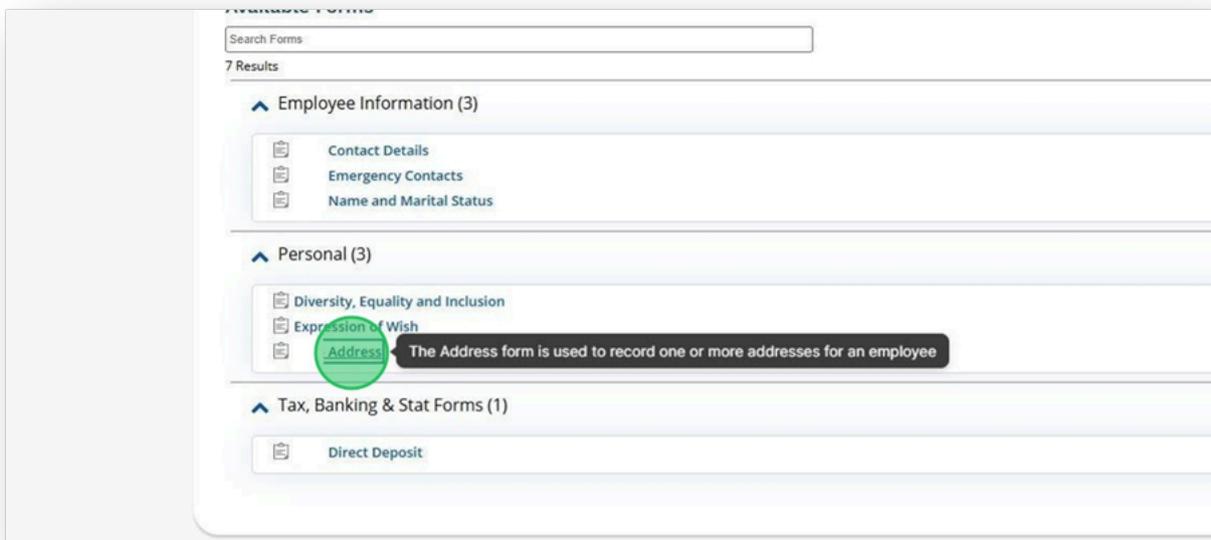
Updating Your Address in



1 From your Dayforce "Hub" you can change your home address. Simply click on the "Forms" icon to start.



2 Click "Address" to open a new window.



3 Click "+ Add" to add a new line.

Address

Employee, Graham 000002
Status: Active Employee Number: 000002

Address Information

+ Add X Delete

Indi...	Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4	City*	County
	Primary Residen...	United Kingdom	5 Ballygowan Road				Hillsboro...	



Note:

All fields marked with a red asterisk are required

4 Click into the blue box under "**Type**" and select "**Primary Residence**", and continue by adding in your country of residence by using the "**Country Code**" drop down menu and fill in all other required fields.

Employee, Graham 000002
Status: Active Employee Number: 000002

Address Information

+ Add X Delete

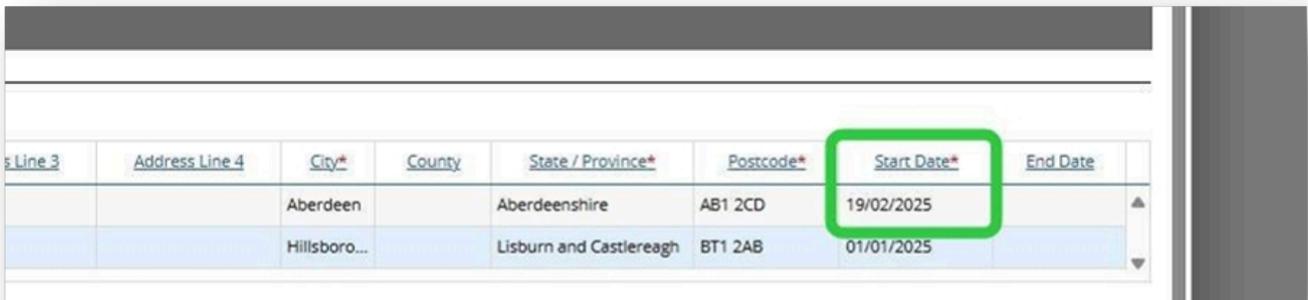
Indi...	Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4	City*	County	State / Province*	Postcode*	Start Date*	End Date
	Primary Residen...										19/02/2025	
	Primary Residen...						Hillsboro...	Lisburn and Castlereagh		BT1 2AB	01/01/2025	

Supporting Documents

Please attach additional documents

- Turks and Caicos Islands (The)
- Tuvalu
- UAE
- Uganda
- Ukraine
- United Kingdom
- United States Minor Outlying Islands (The)
- United States of America
- Uruguay
- Uzbekistan

- 5 The **"Start Date"** will default to today's date. If you need to change this date, click in the box and select the correct date.



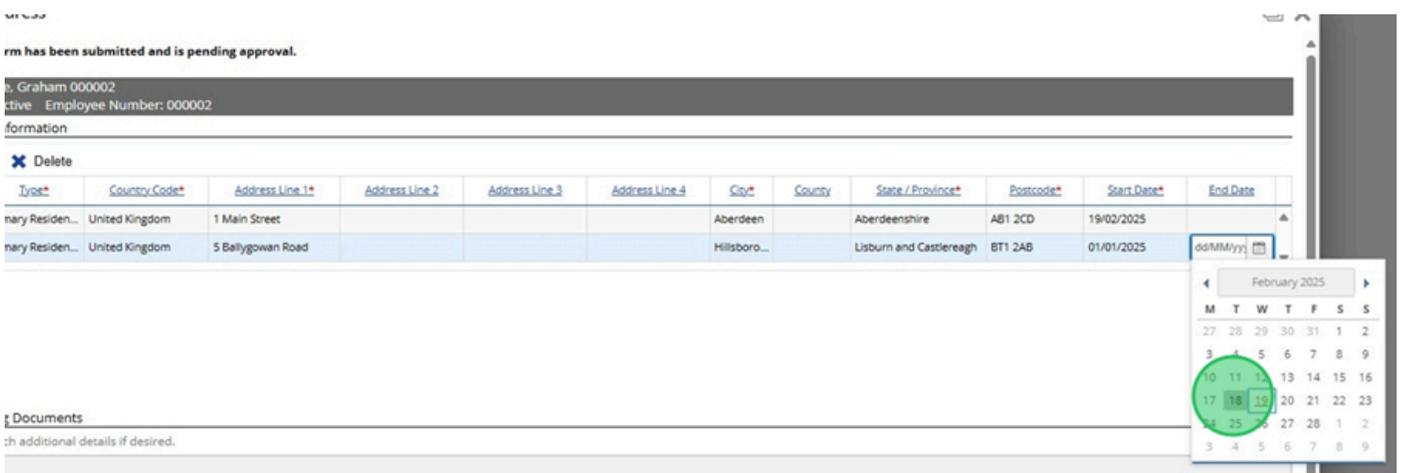
A screenshot of a table with columns: Address Line 3, Address Line 4, City*, County, State / Province*, Postcode*, Start Date*, and End Date. The first row has City: Aberdeen, County: Aberdeenshire, Postcode: AB1 2CD, and Start Date: 19/02/2025. The second row has City: Hillsboro..., County: Lisburn and Castlereagh, Postcode: BT1 2AB, and Start Date: 01/01/2025. The 'Start Date' column for the first row is highlighted with a green box.

Address Line 3	Address Line 4	City*	County	State / Province*	Postcode*	Start Date*	End Date
		Aberdeen		Aberdeenshire	AB1 2CD	19/02/2025	
		Hillsboro...		Lisburn and Castlereagh	BT1 2AB	01/01/2025	



Important:
Do not delete your old Address.

- 6 To mark that this is now not in use, amend the **"End Date"** of your old address to the day before the **"Start Date"** of your new address.



A screenshot of a web interface showing address management. At the top, it says 'Form has been submitted and is pending approval.' Below that, there's a table with columns: Type*, Country Code*, Address Line 1*, Address Line 2, Address Line 3, Address Line 4, City*, County, State / Province*, Postcode*, Start Date*, and End Date. The first row is 'Primary Resid...' with Country Code: United Kingdom, Address Line 1: 1 Main Street, City: Aberdeen, County: Aberdeenshire, Postcode: AB1 2CD, Start Date: 19/02/2025. The second row is 'Primary Resid...' with Country Code: United Kingdom, Address Line 1: 5 Ballygowan Road, City: Hillsboro..., County: Lisburn and Castlereagh, Postcode: BT1 2AB, Start Date: 01/01/2025. A calendar for February 2025 is open, showing the date 18/02/2025 selected with a green circle.

Form has been submitted and is pending approval.

Mr. Graham 000002
Active Employee Number: 000002

Information

Delete

Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4	City*	County	State / Province*	Postcode*	Start Date*	End Date
Primary Resid...	United Kingdom	1 Main Street				Aberdeen		Aberdeenshire	AB1 2CD	19/02/2025	
Primary Resid...	United Kingdom	5 Ballygowan Road				Hillsboro...		Lisburn and Castlereagh	BT1 2AB	01/01/2025	dd/MM/yyyy

Documents

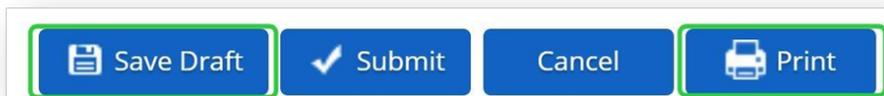
Additional details if desired.

7 In this example the "**Start Date**" for the new address was 19th February, so we have selected an "**End Date**" of 18th February for the old address.

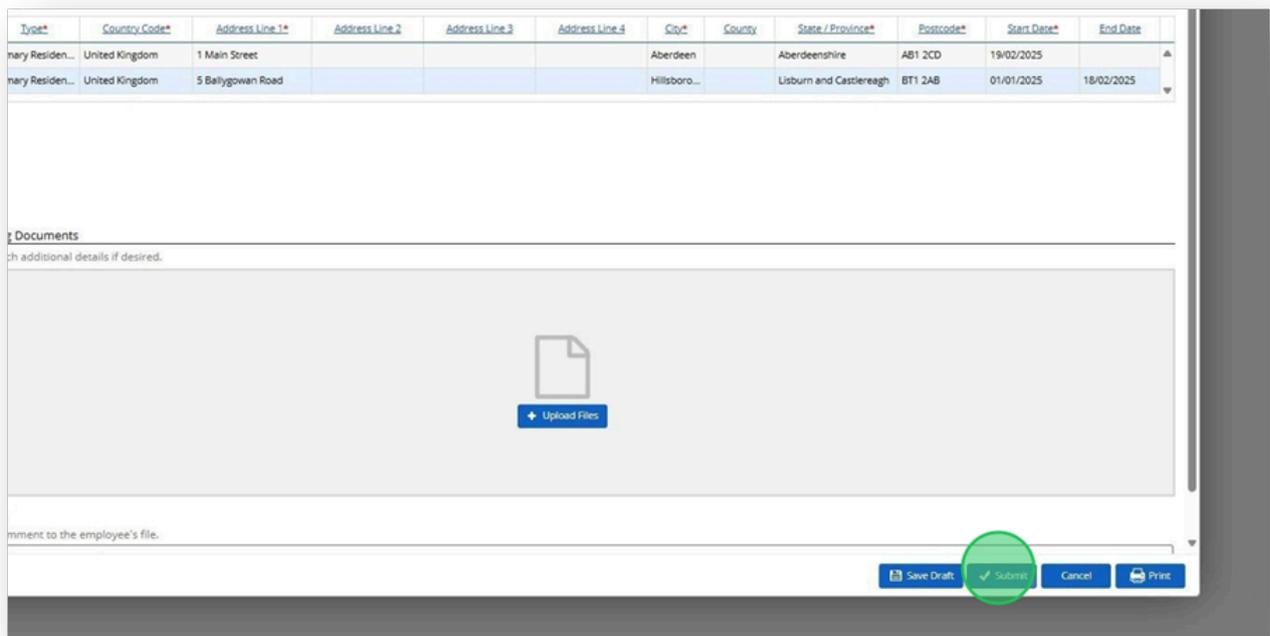


Address Line 4	City*	County	State / Province*	Postcode	Start Date*	End Date
	Aberdeen		Aberdeenshire	AB1 2CD	19/02/2025	
	Hillsboro...		Lisburn and Castlereagh	BT1 2AB	01/01/2025	18/02/2025

8 You can now save as a draft or print from the options at the bottom of the window.



9 Or, click "**Submit**".



Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4	City*	County	State / Province*	Postcode*	Start Date*	End Date
Primary Residen...	United Kingdom	1 Main Street				Aberdeen		Aberdeenshire	AB1 2CD	19/02/2025	
Primary Residen...	United Kingdom	5 Ballygowan Road				Hillsboro...		Lisburn and Castlereagh	BT1 2AB	01/01/2025	18/02/2025

Documents

Upload additional details if desired.

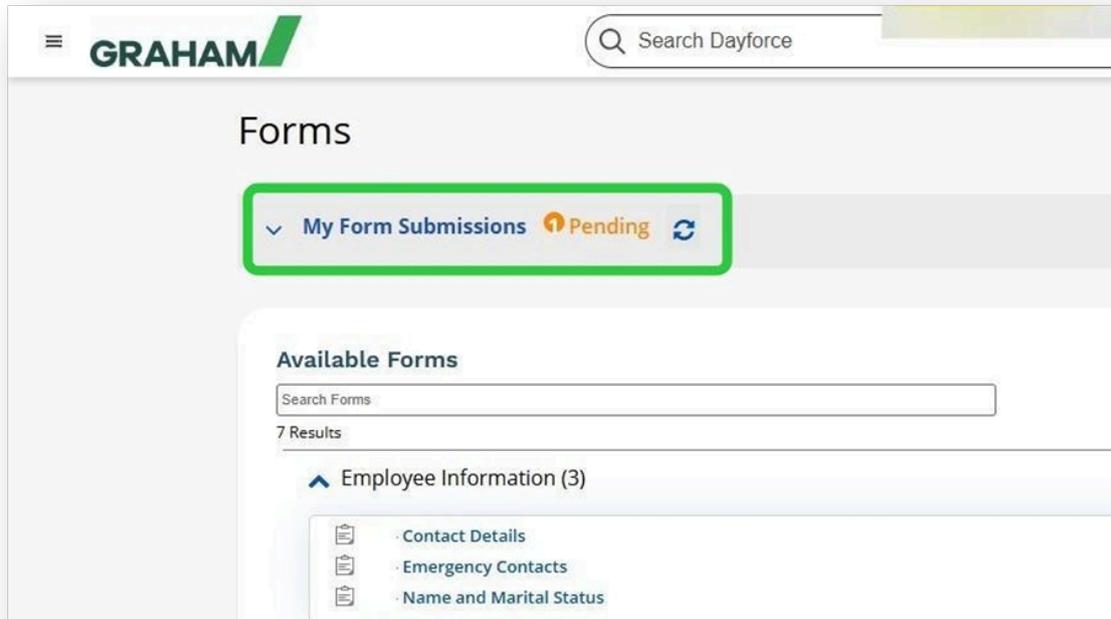
Upload Files

Comment to the employee's file.

Save Draft Submit Cancel Print

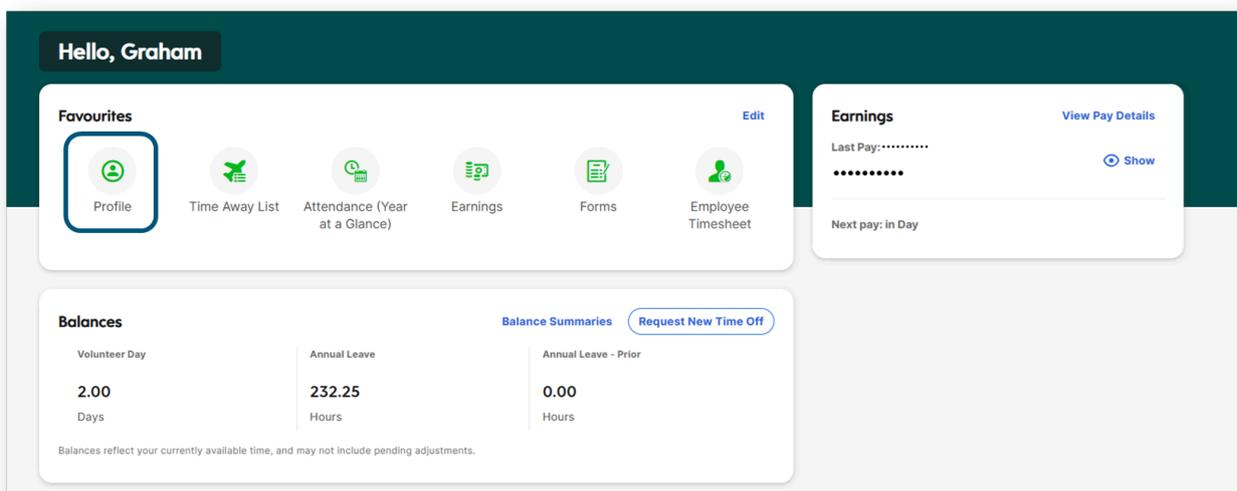
10 You will return to your **"Forms"** page where you may see a **"Pending"** notification.

It may take a while for amendment to update, so you can check the status by clicking on the down arrow beside **"My Form Submission"**.

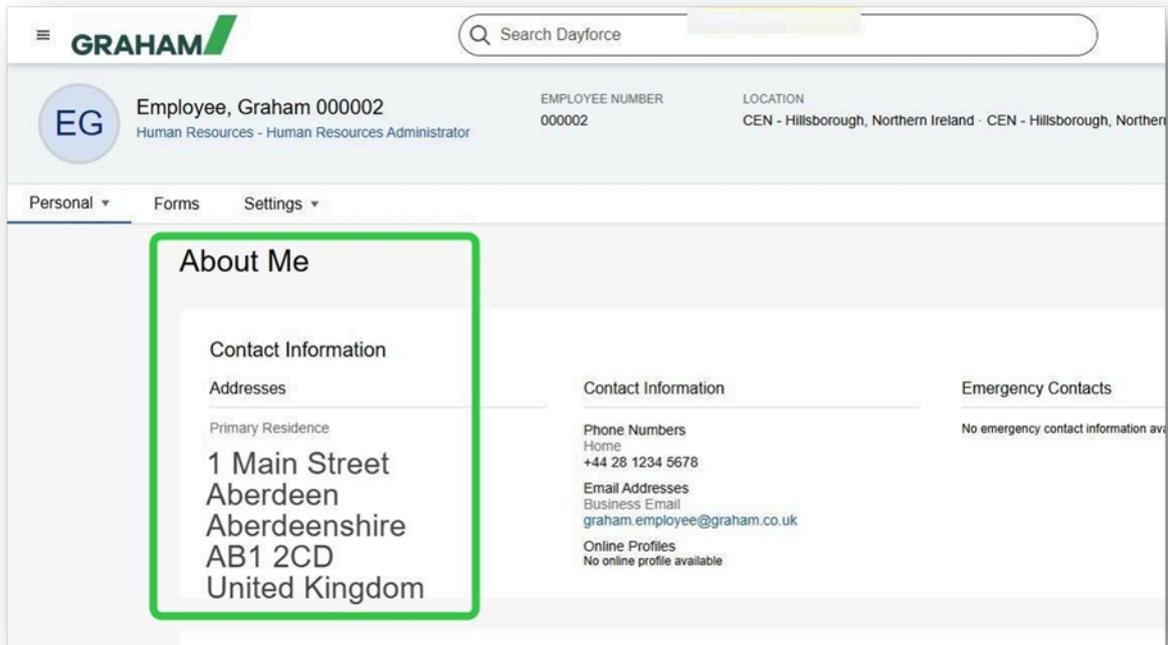


Important: If you require your address to be updated in time for your Payslip, P60 or other important documentation please ensure that you submit a form at least two weeks before the pay day of that month.

11 Click on the GRAHAM logo to view your Dayforce **"Hub"** and select **"Profile"**.



12 When updated, your new Address will show in your **"About Me"** section in **"Addresses"**.



You have now successfully updated your address in Dayforce

If you have any questions please contact your HR team