



Changing Address or Other Personal Information

Changing Personal Address EMPLOYEE

Use this job aid to keep your personal information up to date. Don't forget to change your address after a move and double-check all information you enter. An inaccurate address could lead to lost mail or inaccuracies in tax withholding.

1 Access Current Address (Contact Information)

Log in to HR Central using your Luxottica employee ID and password.

In the self-service menu, select **My Data**.

At your personal your **My Data** screen, click **Contact Information**.

Your current residence address appears.

Reminder(s):

- You can make your personal data changes effective **today** or for a **future date** using the calendar.
- Are you a college student working near where you attend school? Enter your residence address at school so that your tax withholdings are correct.

The screenshot displays the 'My Data' interface. The 'Personal Data' section is expanded, showing fields for Full Name (Gross, TestFlori26), Nickname (555), Gender (Male), Date of Birth (01/01/1990), and SSN (**** 6666). Below this, the 'Contact Information' section is highlighted with a red box. It contains a list of categories: Contact Information, Account ID and Email Addresses, Organization Data, Basic Pay, Annual Bonus Target, Performance Review, Date Specification, and Employment Status Request. The 'Contact Information' category is selected, showing a list of 'Permanent Residence' entries. Each entry includes fields for Street Name, 2nd Address Line, City, State, Zip Code, and Phone Number (Home, Mobile, and Fax).



Changing Address or Other Personal Information

2 Change Address

To change your permanent residence address, select edit (the pencil icon to the right).

Note, Fields with an * beside them are required fields.

In the **House Number and Street** field, highlight the current street address and enter the new address.

If the city and/or zip code are changing, in the **City** or **Zip Code** field, highlight the existing detail and type in the new city and/or zip code or postal code. To change the state or province, select the box to the right of the **State** detail and choose the new state or province from the drop-down list. If the State/Province field does not display the values you need, please contact the HR Central Service Center. The Country field is not editable. (The system will validate that the Zip Code or Postal Code is valid for the State or Province.)

You can make additions and /or changes to your personal phone numbers. This is optional. Under **Personal Phone Numbers**, in the Select Type field, choose either **Mobile** or **Home**. Enter the area code and phone number.

Indicate whether the change is effective today or select **Effective From** to enter a different date.

Review all changes for accuracy. When you are ready, select **Save and Back** to save your changes and return to your **My Data** screen.

If the change will occur at a future date, you will see your previous address and the new one. If the address change is effective today, you will only see the new address listed.

The screenshot displays the 'Edit Permanent Residence' form in the Luxotica HR Central system. The form is divided into several sections: 'Contact Information', 'Permanent Residence', 'Address', 'Personal Phone Numbers', and 'Effective Date'. The 'Permanent Residence' section at the top shows the current address: Street Name: 123 Main, 2nd Address Line: Apt 1, City: Someplace, State: CA, Zip Code: 90210. It also lists three phone numbers: Home Phone (888) 555-1212, Mobile Phone (123) 123-5555, and Mobile Phone (987) 654-3210 x 333. A red box highlights a pencil icon in the top right corner of this section, indicating the edit function. Below this, the 'Address' section contains fields for 'House Number and Street' (123 Main), 'Second Address Line' (Apt 1), 'City' (Someplace), 'State' (California), and 'ZIP Code' (90210). The 'Personal Phone Numbers' section allows adding or editing phone numbers with fields for 'Select Type' (Home Phone, Mobile Phone), 'Area Code', '7-digit Number', and 'Extension'. The 'Effective Date' section at the bottom is highlighted with a red box and contains 'Effective From/To' date pickers, currently showing 11/19/2015 and 11/26/2015. The form also includes 'Save and Back', 'Save', and 'Cancel' buttons at the top left of the edit section.



Changing Address or Other Personal Information

Adding or Changing Personal Email Address EMPLOYEE

You may add a personal email address or change your current one. Follow these steps:

1 Access Account ID and Email Addresses

At your My Data screen, click **Account ID and Email Addresses**.

Reminder(s):

- You may add more than one personal email address.

The screenshot shows the 'My Data' screen with a sidebar on the left containing various sections: Personal Data, Contact Information, Emergency Contact, Account ID and Email Addresses, Basic Pay, Annual Bonus Target, Performance Review, and Date Specification. The 'Account ID and Email Addresses' section is highlighted with a red rectangular box.

2 Add or Change Personal Email Address

Add Personal Email Address:

If you are adding a personal email address, you will see an **Add** box. Click it, and then select **Personal E-mail** from the drop-down box.

Enter your personal email address. Review for accuracy. Once you are finished, select **Save and Back** to return to the My Data screen.

You will see your new email address. It is stored in uppercase.

The screenshot shows the 'My Data' screen with a sidebar on the left. The 'Account ID and Email Addresses' section is expanded, and an 'Add' button is highlighted with a red rectangular box.

The screenshot shows the 'Add Personal E-mail' screen. The 'E-mail' field is highlighted with a red rectangular box. The field contains the text 'test123@gmail.com'.



Changing Address or Other Personal Information

Change Personal Email Address:

If you are changing a personal email address, In **Account ID and Email Addresses**, find the email address and select edit (the pencil icon).

In the **E-mail** field, highlight the current email address and type in the new email address. Then choose **Save and Back** to save your changes and return to your My Data screen. The My Data screen will display your new personal email address.

The top screenshot shows the 'My Data' screen. A red box highlights the 'Account ID and Email Addresses' section. A red box highlights the 'Edit' (pencil icon) button next to the 'Personal E-mail' field.

The bottom screenshot shows the 'Edit Personal E-mail' screen. A red box highlights the 'E-mail' field, which contains the text 'HARRY@SMITH@GMAIL.COM'.



Changing Address or Other Personal Information

Adding or Changing Mailing Address EMPLOYEE

Have a mailing address that's different from your personal address? Follow these steps to find out how to add/change it. Be sure to double-check the accuracy of all info you enter.

1 Access Address Detail

On your My Data screen, click **Contact Information**.

Reminder(s):

- You may have more than one mailing address.

The screenshot shows the 'My Data' interface. Under the 'Personal Data' section, there is a list of links: 'Contact Information', 'Account ID and Email Addresses', 'Organization Data', 'Basic Pay', 'Annual Bonus Target', 'Performance Review', 'Date Specification', and 'Employment Status Request'. The 'Contact Information' link is highlighted with a red rectangular box.

2 Add or Change Mailing Address

Add Mailing Address:

From the **Add** drop-down, select **Mailing Address**.

The screenshot shows the 'My Data' interface. Under the 'Contact Information' section, there is a red box around the 'Add' button. Below this, the 'Permanent Residence' section is visible, showing fields for Street Name, City, State, Zip Code, and Phone Number.

Use the **Care Of** field to add a name if appropriate. If not, leave that blank.

Enter the **House Number** and **Street** name. Choose the correct state or province from the drop-down list. Enter the zip or postal code. If the State/Province field does not display the values you need, please contact the HR Central Service Center. The Country field is not editable. (The system will validate that the Zip Code or Postal Code is valid for the State or Province.)

Select the effective date. It can be effective today or effective from a future date by using the calendar.

The screenshot shows the 'Add Mailing Address' form. The 'Address' field is highlighted with a red rectangular box. Below this, there are fields for 'City', 'State', 'Zip Code', and 'Country Key'. The 'Effective Date' section is also visible, with options for 'Effective as of Today', 'Effective From', and 'Effective From/To'.



Changing Address or Other Personal Information

You may also choose to make it effective for a specific date range.

Review your entries, then select **Save and Back** to save your entries and return to your **My Data** screen. On the **My Data** screen, you will see the new mailing address.

Change Mailing Address:

After clicking **Contact Information**, find your current mailing address and select edit (the pencil icon) to change it.

In the **House Number and Street** field, highlight your current mailing address and type the new one.

Select the effective date for the change. It can be effective today or effective from a future date by using the calendar. You may also choose to make it effective for a specific date range.

The first screenshot shows the 'My Data' screen with the 'Mailing Address' section highlighted by a red box. The address is: Care Of: Street Name: 79 Elm St, 2nd Address Line: City: Mansville, State: OH, Zip Code: 45039.

The second screenshot shows the same 'My Data' screen, but the pencil icon next to the 'Mailing Address' section is highlighted by a red box, indicating it should be clicked to edit.

The third screenshot shows the 'Edit Mailing Address' form. The 'House number And Street' field is highlighted by a red box, showing the current address '217 Lake St' being edited. Below the address fields, the 'Effective Date' section is highlighted by a red box, showing options for 'Effective as of Today' and 'Effective From'.



Changing Address or Other Personal Information

Review your entries, then select **Save and Back** to save your entries and return to your **My Data** screen. The new mailing address will appear on your **My Data** screen.

The screenshot shows the 'My Data' screen with a success message 'Data saved successfully'. The screen is divided into sections: Personal Data, Contact Information, Permanent Residence, and Mailing Address. The Mailing Address section is highlighted with a red box.

Section	Field	Value
Personal Data	Full Name	Bivens, TestFlor03
	Nickname	
	Gender	Male
	Date of Birth	01/01/1999
	SSN	**** 5999
Contact Information	Address	
	Phone Number	
Permanent Residence	Street Name	7450 Wakefield Ln
	2nd Address Line	
	City	Maneville
	State	OH
	Zip Code	43039
Mailing Address	Street Name	217 Lane St
	City	Maneville



Changing Address or Other Personal Information

Adding or Changing Emergency Contact EMPLOYEE

Emergency contact information may be added or changed. Use these steps:

1 Access Current Emergency Contact Detail

On your **My Data** screen, click **Emergency Contact**.

Reminder(s):

- **Emergency Contact** information will be blank when first viewing your **My Data** information.
- You may enter more than one emergency contact.

The screenshot shows the 'My Data' interface. At the top, there's a 'Personal Data' section with fields for Full Name (Bivens, TestFlur05), Nickname, Gender (Male), Date of Birth (01/01/1999), and SSN (1234 5678 9010). Below this is a list of expandable sections: Emergency Contact, Account ID and Email Addresses, Organization Data, Basic Pay, Annual Bonus Target, Performance Review, and Date Specification. The 'Emergency Contact' section is highlighted with a red rectangular box.



Changing Address or Other Personal Information

2 Add or Change Emergency Contact Detail

Add Emergency Contact:

To add new emergency contact detail, from the **Add** drop-down, select **Emergency Contact**.

In the **Contact Name** field, enter the name of the emergency contact.

In the **Personal Phone Numbers** area, use the drop-down menus to choose the type of phone number and enter it.

Both the **Contact Name** and **Personal Phone Number** fields are required to be able to save the Emergency Contact.

Select the **Effective Date** (as of today, from a future date or for a specific date range).

Review your entries, then select **Save and Back** to save your entries and return to your **My Data** screen.

Change Emergency Contact:

To change existing emergency contact information, click **Emergency Contact**, and then select edit (the pencil icon).

The first screenshot shows the 'My Data' page with a 'Record deleted successfully' message. The 'Emergency Contact' section has an 'Add' button highlighted with a red box.

The second screenshot shows the 'Add Emergency Contact' form. The 'Contact Name' field is highlighted with a red box. Below it, the 'Personal Phone Numbers' section has three rows of input fields for 'Select Type', 'Area Code', '7-digit Number', and 'Extension'. The 'Effective Date' section has three radio buttons: 'Effective as of Today' (selected), 'Effective From', and 'Effective From/To'. The 'Effective Date' section is highlighted with a red box.

The third screenshot shows the 'My Data' page with the 'Emergency Contact' section expanded. The 'Emergency Contact' section shows the contact name 'James Taft' and the phone number 'Mobile Phone - (513) 555-1111'. A pencil icon in the top right corner of the 'Emergency Contact' section is highlighted with a red box.



Changing Address or Other Personal Information

In the **Contact Name** field, highlight the current emergency contact name and type in the new one. Change the personal phone number detail as needed by using the drop-down menu and typing the new numbers.

Select the **Effective Date** for the new emergency contact detail (as of today, from a future date or for a specific date range).

Review your entries, then select **Save and Back** to save your entries and return to your **My Data** screen. The new emergency contact detail will appear on your **My Data** screen.

The screenshot shows the 'Edit Emergency Contact' form. At the top, there are buttons for 'Save and Back', 'Save', and 'Cancel'. The 'Contact Name' section has a text input field containing 'Lis James', which is highlighted with a red box. Below this is the 'Personal Phone Numbers' section, which includes three rows of fields for 'Select Type', 'Area Code', '7-digit Number', and 'Extension'. The first row is pre-filled with 'Mobile Phone', '513', and '555-2222'. At the bottom, the 'Effective Date' section is highlighted with a red box, showing two radio button options: 'Effective From' (selected) and 'Effective From/To'.