

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.

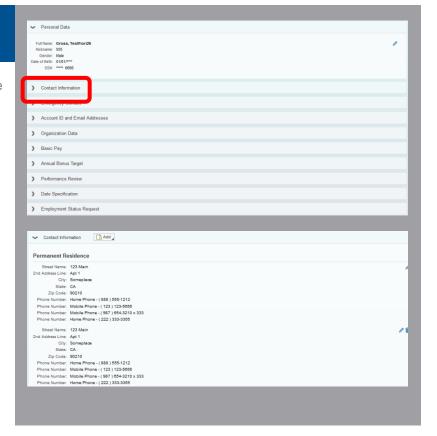
In the self-service menu, select My Data.

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.







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.

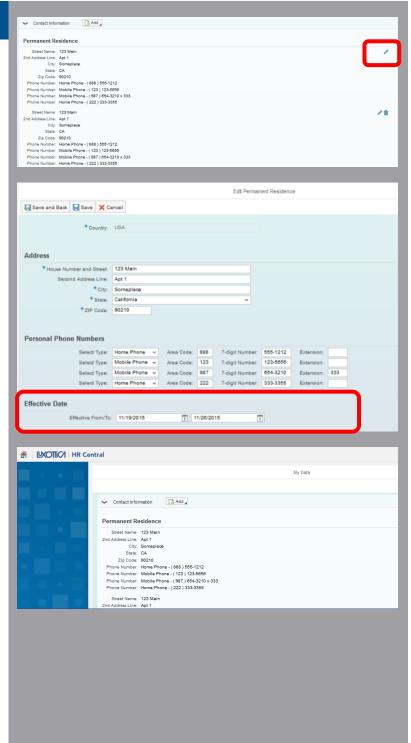
If the city and/or zip code are changing, in the **City** or **Zip Code** field, highlight the existing detail and type in the new city and/or zip code or postal code. To change the state or province, select the box to the right of the **State** detail and choose the new state or province from the drop-down 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.







Adding or Changing Personal Email Address EMPLOYEE

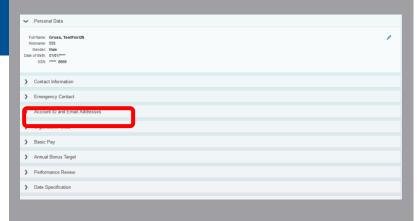
You may add a personal email address or change your current one. Follow these steps:

Reminder(s):

• You may add more than one personal email address.

Access Account ID and Email Addresses

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



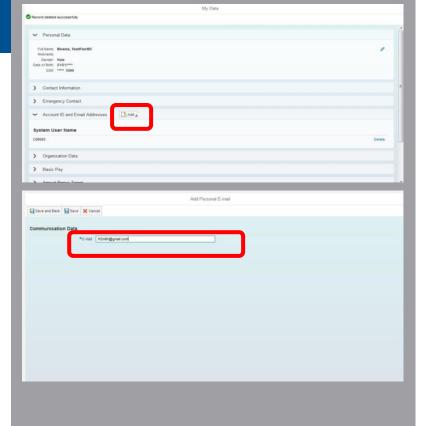
Add or Change Personal Email Address

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.





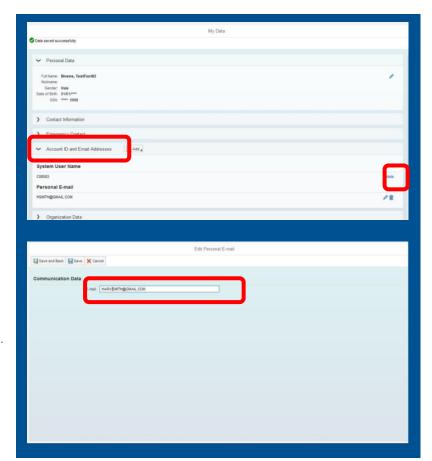


Change Personal Email Address:

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.







Adding or Changing Mailing Address EMPLOYEE

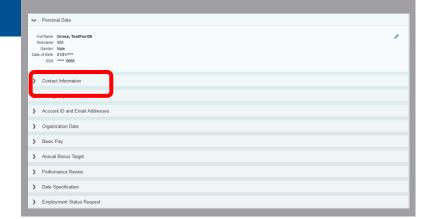
Have a mailing address that's different from your personal address? Follow these steps to find out how to add/change it. Be sure to double-check the accuracy of all info you enter.

Reminder(s):

• You may have more than one mailing address.

1 Access Address Detail

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



2 Add or Change Mailing Address

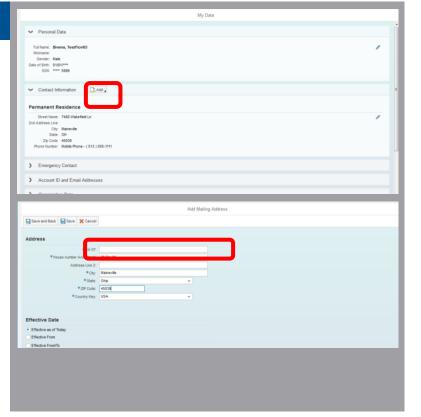
Add Mailing Address:

From the Add drop-down, select Mailing Address.

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 dropdown 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.







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

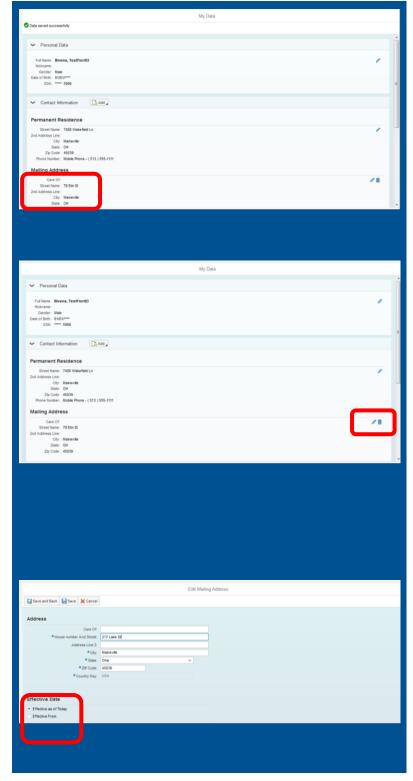
Review your entries, then select **Save and Back** to save your entries and return to your **My Data** screen. On the **My Data** screen, you will see the new mailing address.

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.

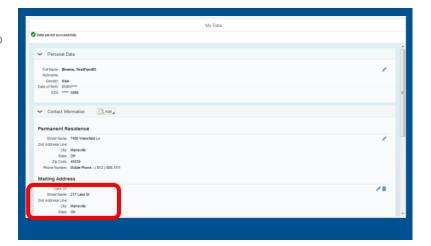
Select the effective date for the change. It can be effective today or effective from a future date by using the calendar. You may also choose to make it effective for a specific date range.







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.







Adding or Changing Emergency Contact EMPLOYEE

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

Reminder(s):

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

Access Current Emergency Contact Detail

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







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.

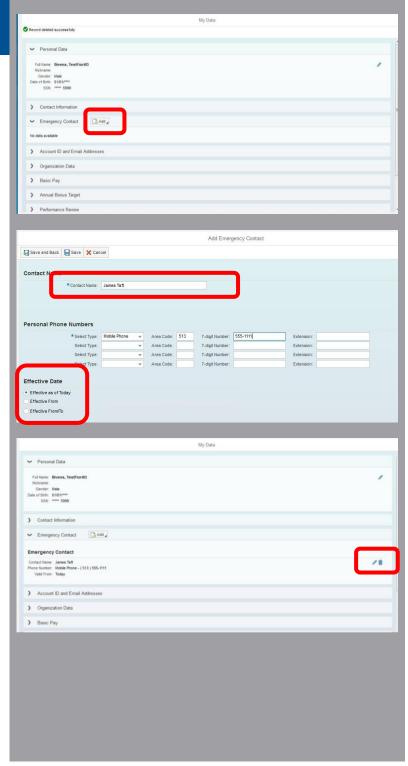
Both the **Contact Name** and **Personal Phone Number** fields are required to be able to save the Emergency Contact.

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).







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.

