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**From:** HR Representatives <HRREPS@LISTSERV.UGA.EDU> on behalf of Becky Lane <blane@UGA.EDU>  
**Sent:** Wednesday, August 14, 2013 1:03 PM  
**To:** HRREPS@LISTSERV.UGA.EDU  
**Subject:** New (easy!) process to change work addresses/phone numbers

To: HR partners/business managers  
From: Human Resources and Departmental Financial Systems  
Subject: New process to change work addresses/phone numbers

As a continuing effort to streamline processes, a new system has been created so that departments can change employees' **work addresses and phone numbers** without involving the personnel report (WebDFS) system.

Effective immediately, the UGARUSS system allows departmental staff (with employee data access) to change or correct the **work** addresses and phone numbers of employees in their units. The changes made through UGARUSS are reflected in the IMS personnel database immediately and in query tables the next business day.

- Departmental representatives can log in to UGARUSS through a link at: <http://russhelp.uga.edu>
- Instructions to change work addresses and phone numbers can be found at: <http://raven.busfin.uga.edu/russhelp/reference/address.pdf>

Questions about UGARUSS and the new work address/phone change process can be directed to [russhelp@uga.edu](mailto:russhelp@uga.edu) or by calling the DFS Help desk at 706-542-6763.