

## Web Change for Employee Work Address Changes

**TO:** Business Services listserv and IMS listserv

**FROM:** Ken McCollum, Senior Director of the Budget Division, Finance & Administration  
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**Subject:** Reminder-Web Change for Employee Work Address Changes

As a reminder, the process to submit employee work address changes will change, effective December 9, 2016.

This process allows authorized users with HR Payroll access to submit physical work address changes for employees in their units.

Currently, these requests are submitted via the UGA RUSS website ([russhelp.uga.edu](http://russhelp.uga.edu)).

Effective Friday, December 9, after 5 p.m., these requests will be submitted via the WebDFS website (<https://webdfs.uga.edu/WebDFS>).

The functional steps will be the same in WebDFS, but will have a new look. Instructions are posted on WebDFS.

WebDFS also requires users to have ArchPass access, the university's two-factor authentication service.

Most current users of this service already have ArchPass access, but those without ArchPass access will need to request access. Instructions are available at [archpass.uga.edu](http://archpass.uga.edu).

Users who are authorized to submit physical work address changes will receive notifications about this change.

If you have questions about this change, please email [budgets@uga.edu](mailto:budgets@uga.edu) or call 706-542-2763.