College of Osteopathic Medicine
Business Office

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Address, Phone and Name Changes

Instructions for updating Business Address, Phone Numbers & Name Changes

Business Addresses, Work Location and Work Phone Numbers:

All changes to business address, work location, or work phone numbers for employees can be updated by individuals with the role of Unit Administrator in the EBS Portal.

Business address information is maintained for all employees except student employees, graduate assistants, undergraduate assistants and professorial assistants, and appears in PeopleSearch. If you select an employee for whom an address is not maintained, an error message appears indicating that the address change is not allowed.

Business addresses and phone numbers are maintained by assignment, since an employee with multiple assignments may have different addresses or phone numbers for each assignment. Make sure you select the correct assignment when changing information.

Two types of addresses are maintained:

Administrative Address: This is the most direct MSU mailing address for the employee; the address where mail is sent.

Work Location: Up to four optional work locations can be maintained if the employee’s physical work location is different from the administrative address.

Selecting and Viewing Business Address & Phone # Information

The first step in updating an address is to locate and select the employee and assignment.

1. Click the Unit Administrator tab > Administrative Services > Display and Update Business Address Information link.

2. Enter the employee’s name.

3. Click the Start button. A list of employee assignments matching the information appears, with the first assignment highlighted.

4. Select an employee’s correct assignment by clicking the box to the left of the row.

5. If updating the building, click the search button to the right of the Location ID field. A location box will open. To filter the building, click the Show Filter Criteria.
button. In the Location ID Desc box, type the building name information, using wildcards (*) as needed. Example: *Fee* Then click the Start Search button. By using the * all the buildings containing the word Fee will appear.

6. Highlight the correct building and click OK. The screen populates with the building address information.

7. You can enter a Room/Suite # using any combination of letters and numbers for more efficient mail delivery.

8. Enter the 10-digit Telephone No. (numbers only, no punctuation).

9. In Ext, enter an extension of up to five digits if applicable.

10. Enter a 10-digit Fax Number if needed (numbers only, no punctuation).

11. To add or change a “Work Location” address or phone number, follow the same directions as for changing the MSU mailing address.

12. To delete a Work Location click the Delete button below the address. The next time you view the address, the address information no longer appears.

Home Addresses and Home and/or Cell Phone Numbers

A faculty/staff/retiree with an activated MSU NetID can change their home address directory information through the EBS self-service portal. Home information can be restricted from publication via the portal as well.

Employee home address and home phone information is included in electronic directories such as MSU PeopleSearch unless the employee chooses to restrict it. In order to restrict this information, the employee must make the appropriate changes to their address record in the Employee Self Service tab of the EBS Portal.

Commonly Asked Questions

Can employees change their own business address or phone number information? No, a Unit Administrator must make the change. Employees can change their own personal (home) addresses and phone number through ESS but can only view their business address information.

Can administrative addresses be completely deleted? Only for certain types of employees, such as no pay employees.

Can an employee’s business address or phone number be restricted? Yes, employee business addresses and phone numbers can be restricted if the employee has a PPO (personal protection order). In these cases central HR must maintain the business address information; the Unit Administrator receives an error if they try to update the address. Central HR prefers that the employee contact HR records directly to have their business address information updated; the employee should indicate that their address is restricted when they contact HR.

Is international address information recognized? No, at this time international address and phone number information cannot be entered. Contact HR Records at (517) 353-4330 or via email at records@hr.msu if you need to record an international business address.

Name Changes:

Legal names can be changed only by the MSU Human Resources Records department.

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