

Updating Your Duke Mailbox Information (Faculty and Staff)

Sign in to your **Duke@WORK** account <https://hr.duke.edu/selfservice/>




Go to the **MyInfo** tab.

Go to the **MyProfile** subtab.

Click on the link **Maintain your Addresses & Phone Numbers**.

The screenshot shows the Duke@WORK self-service portal. At the top, the 'Duke@WORK' logo is displayed. Below the logo is a navigation bar with tabs for Home, iForms, Finance, ECRT, MyInfo, Universal Worklist, Buy@Duke, and Candidate Selection. The 'MyInfo' tab is selected. Below this is a sub-navigation bar with tabs for Home, MyProfile, MyBenefits, MyTime, MyPay, MyExpenses, MyTeam, MyCareer, and Personalization. The 'MyProfile' subtab is selected. The main content area shows a profile icon and the 'MyProfile' section. The link 'Maintain your Addresses & Phone Numbers' is highlighted with a red box. Below this link are several other links: 'Review, add or change your personal information.', 'Maintain Cell Phones for Emergency Text Messaging', 'Update Family Members & Dependents', 'Profile Summary', and 'Contact My Payroll Representative'.

Edit your address information for each section as needed:

- PERMANENT US (HOME) – Your Home Address..... 
House Number & Street, City, State, ZIP Code, Phone Number
- DUKE EXTERNAL MAILING ADDRESS – Your Physical Work Address..... 
House Number & Street, City, State, *ZIP Code, Phone Number
**Use ZIP Code designated by U.S. Post Office*
- DUKE INTEROFFICE ADDRESS – Your Duke Campus Box Number & Address..... 
House Number & Street (Duke Box Number), City, State, *Campus ZIP Code
**Include Duke Box Number and Campus ZIP Code for mail deliveries (27708 University) or (27710 DUHS)*

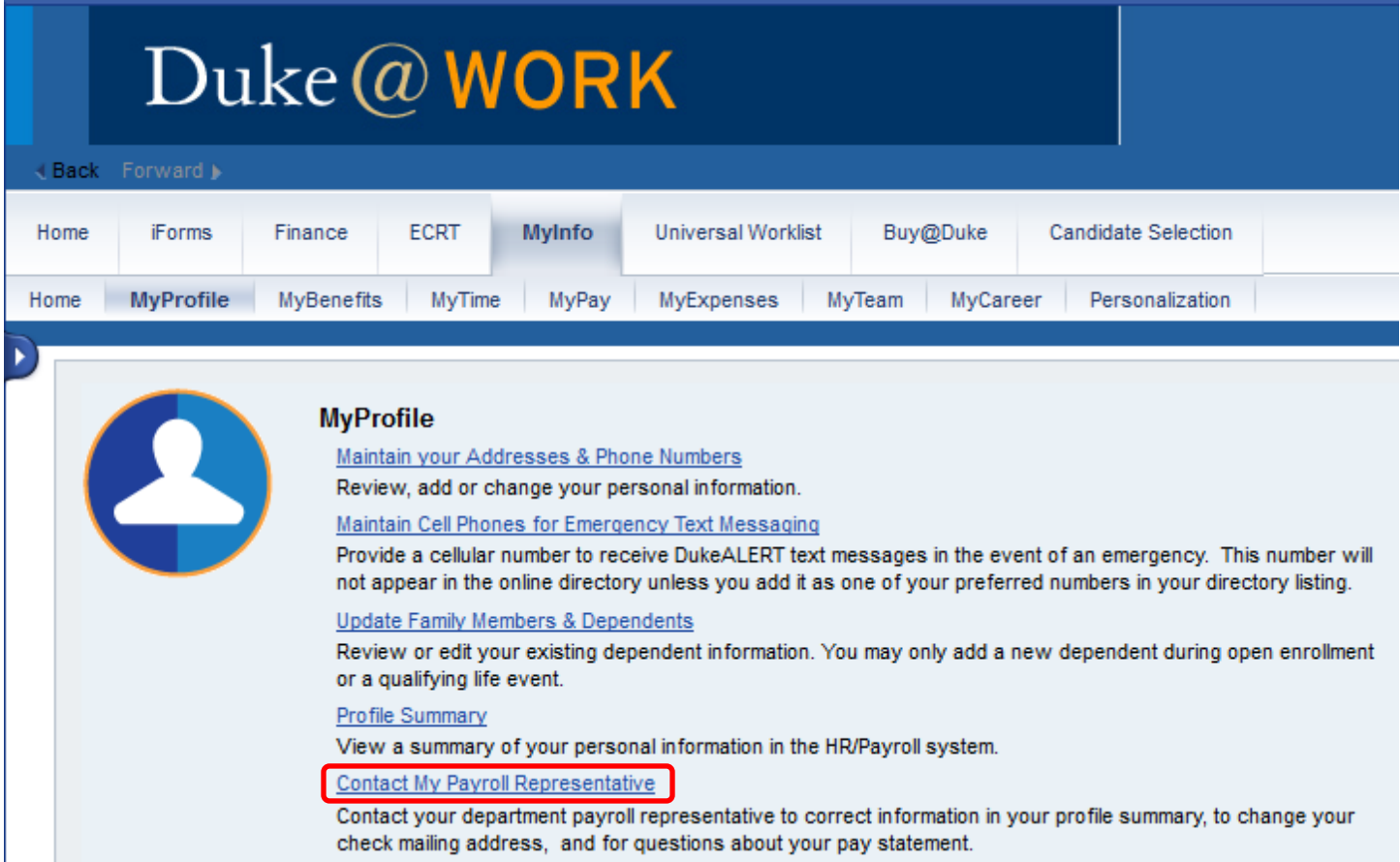
Updating Your Duke Mailbox Information (Faculty and Staff)

From your **Duke@WORK** account at <https://hr.duke.edu/selfservice/>

Go to the **MyInfo** tab.

Go to the **MyProfile** subtab.

Click on the link **Contact My Payroll Representative**.



The screenshot shows the Duke@WORK self-service portal. The top navigation bar includes tabs for Home, iForms, Finance, ECRT, MyInfo, Universal Worklist, Buy@Duke, and Candidate Selection. Below this, a secondary navigation bar includes Home, MyProfile, MyBenefits, MyTime, MyPay, MyExpenses, MyTeam, MyCareer, and Personalization. The MyProfile section is active, displaying a user profile icon and several links: [Maintain your Addresses & Phone Numbers](#), [Maintain Cell Phones for Emergency Text Messaging](#), [Update Family Members & Dependents](#), [Profile Summary](#), and [Contact My Payroll Representative](#). The [Contact My Payroll Representative](#) link is highlighted with a red box. Below the links, there is a brief description of the contact process: "Contact your department payroll representative to correct information in your profile summary, to change your check mailing address, and for questions about your pay statement."

Contact your Payroll Representative and provide your correct address for each section below:

- **US/Home** – House Number & Street, City, State, ZIP Code, Phone Number
- **Foreign Address** - House Number & Street or P.O. Box Number, City, Principal Subdivision, Postal Code, Country
- **Campus Address** – House Number & Street, Duke Box Number, City, State, *Campus ZIP Code, Phone Number
**Include Duke Box Number and Campus ZIP Code for mail deliveries (27708 University) or (27710 DUHS)*
- **External Mailing (Physical) Address** – House Number & Street, City, State, *ZIP Code, Country, Phone Number
**Use ZIP Code designated by U.S. Post Office*
- **Interoffice Address** – Duke Box Number, City, State, Campus ZIP Code

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Notify Your Correspondents

Whether you are new to Duke, or simply moving to a new location or department box, please keep in mind that it is important to notify your correspondents of your new address as soon as possible. Maintaining your mailing address information will help to ensure that you continue to receive your mail in a timely manner. If you receive professional journals or periodicals, you can often submit an address update through address change forms provided within the publications.

Additionally, please note that if your position is funded by grants, you will need to update the c/o field in your Duke@Work personal profile to include the name of the responsible person and box number. This is located on the first line in the external mailing address and interoffice mailing address sections when changing your data in your personal profile.

When mailing or receiving correspondence, please utilize and follow the address formats below:

CAMPUS ADDRESS
<i>For U.S. Mail (U.S. Postal Service)</i>
First Name, Last Name
Box Number
Durham, NC *Campus ZIP Code



**Campus ZIP Code (27708 University) or (27710 DUHS)*

INTEROFFICE ADDRESS
<i>For inter-campus mail (Blue Devil Mail)</i>
First Name, Last Name
Box Number



PHYSICAL ADDRESS
<i>For packages from private carriers (FedEx, UPS, etc.)</i>
First Name, Last Name / Box Number
Department / Building, Room
Name of Organization
Street Address
Durham, NC **Physical Address ZIP Code



***Physical Address ZIP Code designated by U.S. Post Office*