The PI logs in to the Campus Information System (CIS) at [www.cis.utah.edu](http://www.cis.utah.edu).

In CIS select “Click here” to update your email address, home phone and mailing address.”

Check your email address to make sure that it is current and working. If it is not, Select “Change email address”

Enter your current working email address, and click “Save.”
OR - - -

PI’s Payroll Reporter Enters PI Email Address in ePAF.

PAYROLL REPORTER INSTRUCTIONS
Access to D-JOBS:

1. Sign on to the Campus Information System (CIS)
2. Go to the Human Resource Management Pagelet and choose Department Job Summary (D-JOBS)
3. Choose the Dept ID to display the employees in either the Home or Reporting ORG/Department.
4. Find the employee for which you want to change directory information.
5. In the left column select “U.” (Update). The current employee directory information will then display. You can use this screen to correct the email address, the Work Phone Number and change Business title, the physical address that you want displayed in the directory.

6. Go to the Campus Directory Information at the bottom of the screen and select a value from the drop down list for the Department that should be displayed for the employee.
7. Select a location from the drop down list for the address that should be displayed for the employee.
8. Press the “Update Info” button to complete the change.

Please note that this will not change the mail delivery which is based on Home Department Address.