HOW TO CHECK PERSONAL DETAILS (INCLUDING WORK BASE ADDRESS) IN E-PAY EMPLOYEE ONLINE

1. Login to E-pay Employee Online
   Please see the guide 'How to Login to E-pay EOL' for more information

2. Select the Skills, iCalendar & HR Tab

3. Select the Contacts & Addresses tab

The Skills screen will automatically be displayed. Select the Contacts & Addresses tab on the left hand side of the screen,

4. The Contacts page will be displayed showing the current home and base address recorded for you.

5. If any of the displayed details are incorrect please contact the **ESR Work structures & System Administrator**.

6. NOTE

Incorrect Home and/or Work base addresses can impact on your claimable mileage. Please refer to the 'Claiming Expenses in E-pay EOL' for more information