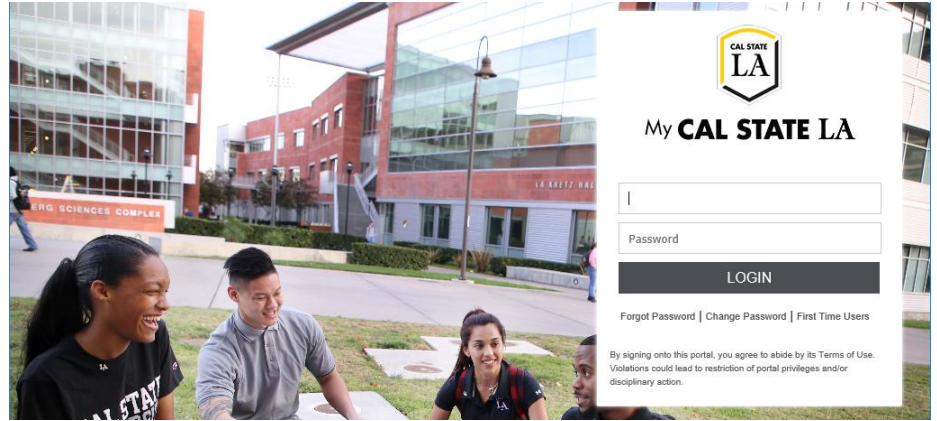


How To: Pay Warrant Mailing Request

My.CalStateLA.edu

1) Log-in to [My.CalStateLA.edu](https://my.calstatela.edu).

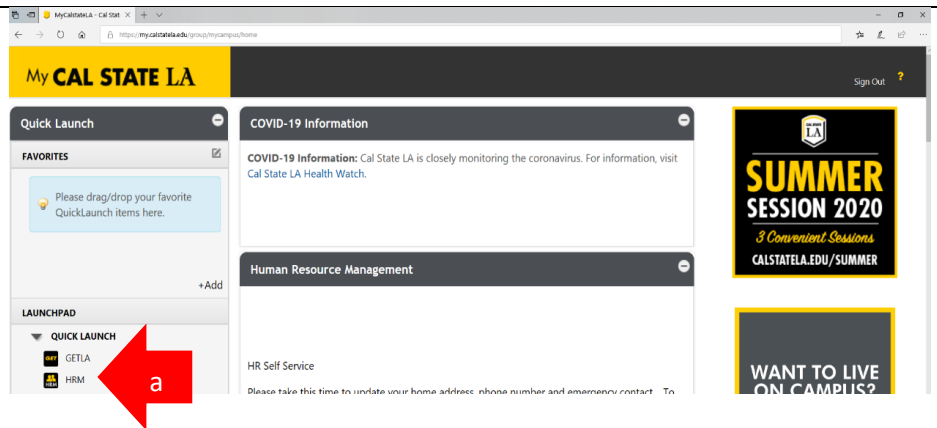


2) MyCalStateLA

a. Click on HRM icon



NOTE: Do not use the “GETLA” quick launch link. Due to authentication issues, either use a different browser or clear your browser cache and restart all your browsers. Please contact the ITS help desk at 323-343-6170 or helpdesk@calstatela.edu if you need technical assistance.

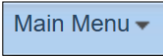


How To: Pay Warrant Mailing Request

PeopleSoft HRM: Review & Update Address

3) PeopleSoft HRM

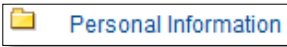
- a. Click on the "Main Menu" drop menu.



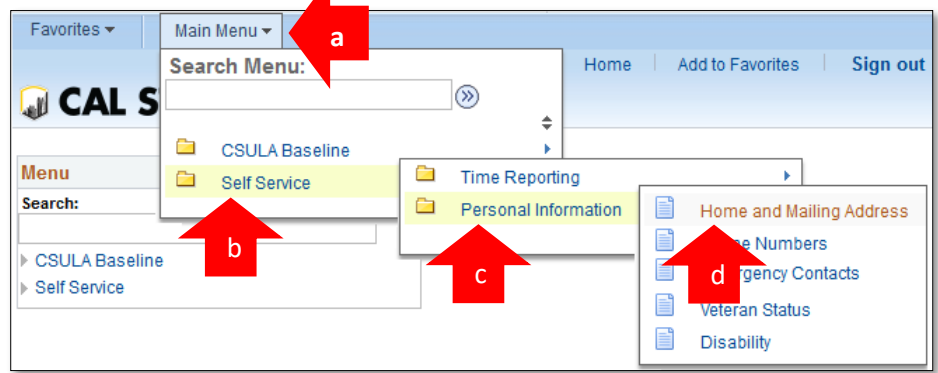
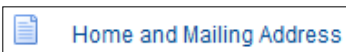
- b. Click on "Self Service" in the drop-down menu options



- c. Click on "Personal Information"



- d. Click on "Home and Mailing Address"



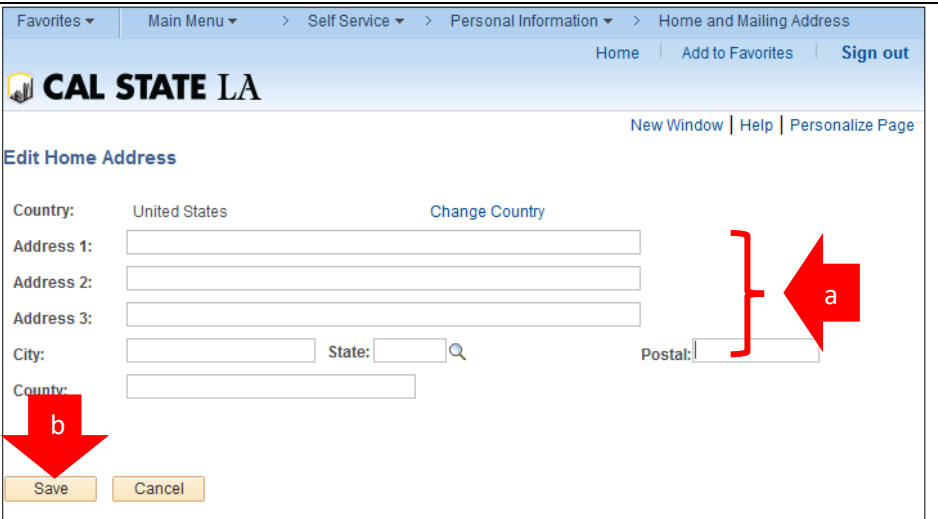
4) PeopleSoft HRM

- a. Review Addresses
- b. Press the "Edit" button to update an address



5) PeopleSoft HRM

- a. Update address information
- b. Press the "Save" button to finalize address

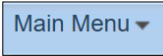


How To: Pay Warrant Mailing Request

PeopleSoft HRM: Payroll Warrant Mailing Request

6) PeopleSoft HRM

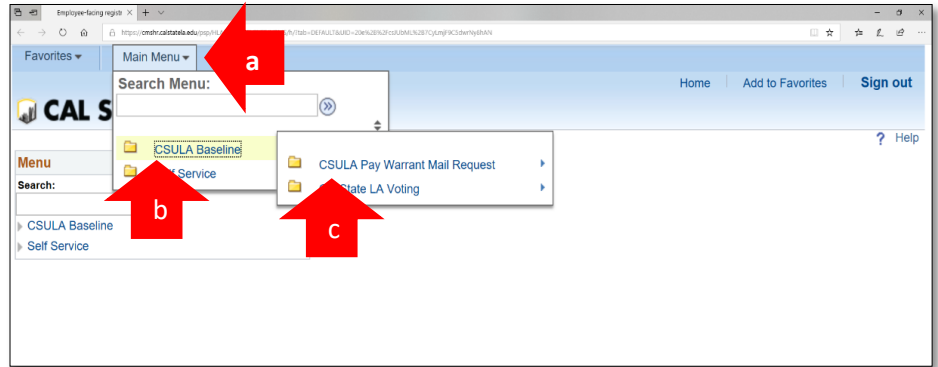
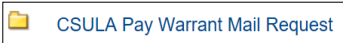
- a. Click on the "Main Menu" drop menu.



- b. Click on "CSULA Baseline" in the drop down menu options



- c. Click on "CSULA Pay Warrant Mail Request"



7) PeopleSoft HRM

- a. Verify Profile

- b. Read Content

- c. Verify Addresses

- i. Return to steps 3 to 5 if you need to update your addresses.

- d. Select radio button of choice

- e. Press the "Save" Button

