

Address Change

Quick Reference Guide

For assistance, please create a ticket.



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Overview

Former employees and Retirees have the ability to update their address within the SAP ePayroll site. If you need to change your address, use this guide for assistance.

1. Begin the address change process by logging into the SAP ePayroll site. If this is your first time logging in, your user ID will be your seven digit employee ID. The default password is UPRR + the last four of your social security number with no spaces (Ex: UPRR1234). If you have any issues logging in, contact OSS at 800-621-8953.

Qualified Pension Login (ID starts with #9 on paystub)

If your plan identifier is the #9 plus your 7-digit Employee ID, use this link to access Union Pacific pension payments and 1099Rs from 2009 to present. To log in to SAP ePayroll, enter your seven-digit Employee ID and your SAP ePayroll password. Your default SAP ePayroll password will be "UPRR" plus the last four digits of your Social Security Number (e.g. UPRR1234). After logging in for the first time, you will be prompted to change your password.

2. After logging in to the SAP ePayroll site, click on the "My Profile" tab.

The screenshot shows the SAP ePayroll interface. The left sidebar has a blue background with white text. The 'My Profile' tab is highlighted with a red box. The main content area has a white background with a blue header. The 'Overview' section is highlighted with a yellow box and contains several links and text.

3. Click on the pencil icon under the Permanent Address heading to update your physical address.

The screenshot shows the SAP ePayroll interface. The left sidebar has a blue background with white text. The main content area has a white background with a blue header. The 'Permanent Address' section is highlighted with a red box and contains a pencil icon.

4. Enter your new address information into the appropriate fields

The screenshot shows the SAP ePayroll interface. The left sidebar has a blue background with white text. The main content area has a white background with a blue header. The 'Edit Permanent residence' section is highlighted with a grey background and contains several input fields and a 'Copy to Mailing Address' button.

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5. If your permanent address and mailing address are the same, you may click the Copy to Mailing Address button to update the mailing address at the same time.

The screenshot shows the 'Edit Permanent residence' form in the SAP ePayroll system. The form includes a navigation menu on the left with options like Overview, My Paystubs, My Profile, My Benefits, My W-4P, My 1099Rs, and Unlock Personnel Number. The main content area has a breadcrumb trail 'Retiree > ePayroll > My Profile' and a title 'Edit Permanent residence' with 'Save' and 'Back' buttons. Below this, there is a 'Country' dropdown set to 'USA' and an 'Address' section with fields for 'Care of:', '* Address:' (1400 Douglas St.), '* City:' (Omaha), '* State:' (Nebraska), and '* Zip Code:' (68179). A red box highlights the 'Copy to Mailing Address' button at the bottom of the form.

6. To save the address change, click the Save button

This screenshot is similar to the previous one, showing the 'Edit Permanent residence' form. The 'Save' button is now highlighted with a red box, indicating the next step in the process. The address information remains the same: 1400 Douglas St., Omaha, Nebraska, 68179.

7. After clicking the Save button, click the Back button.

The screenshot shows the 'Edit Permanent residence' form after the 'Save' button has been clicked. The 'Back' button is now highlighted with a red box. The address information is still visible: 1400 Douglas St., Omaha, Nebraska, 68179.

8. The updated address will appear under the address heading(s).

9. If your mailing address is different than the permanent address, the process can be repeated by clicking the pencil icon under the Mailing Address heading.

10. Addresses changed in the SAP ePayroll site will be sent to Union Pacific's vendors (medical insurance providers, Vanguard for the 401(k), etc.). It can take up to week after the address is changed for the vendor to receive the update. The address will not be sent to the Railroad Retirement Board (RRB). To update the address with the RRB, call 877-772-5772.