

# DEPARTMENT OF EMPLOYEE RELATIONS



## Procedure for entering and maintaining Employee's Addresses

### — Summary —

This procedure details how to enter and maintain employee's home and mailing addresses (when they have one) in the City of Milwaukee's (COM) PeopleSoft HRMS database.

**This updated version dated 2/08/13** contains a change in how to enter apartment & unit numbers. Special characters, punctuation, & symbols can NO LONGER be entered in an address.

Mailing Address Maintenance is located on the second page of this document and provides detailed information on how to handle and maintain employee's mailing addresses when they have one.

Description

Revised 02/08/13

### ENTERING ADDRESSES – REQUIRED FIELDS

The required address fields are as shown just below. Important notes are at the bottom of this page explaining the proper formatting and requirements of how to enter an address in HRMS.

- **Address 1** – *DO NOT* use the field "Address Line 2" unless absolutely necessary; Apartment & Unit references should be entered at the end of address line 1.
- **City**
- **State**
- **Postal.**

### ENTERING ADDRESSES – REQUIRED FORMAT

When entering Home & Mailing addresses into HRMS, they must always be entered using proper US Postal Service Format. Important things to know and formatting requirements:

- Enter Addresses using ALL Capital Letters, in proper US Postal Service Format.
- **DO NOT use the field Address line 2 unless absolutely necessary.** Apartment & Unit references MUST be entered on Address line 1.
- **Special Characters, Punctuation, & Symbols can NO LONGER be entered in an address.**
  - The new procedure for entering apartment or unit #'s will be to type 3 spaces after the end of the street address in address line 1 and then type APT 3 or UNIT 3 for example.
- **Address 1**
  - Enter the directional as E, W, N, & S
    - **NOT** as East, West, etc..
  - Enter numbered streets just as a # (Ex. 88, 103, etc..), do NOT add a "TH" at the end of the #
  - Enter the address suffix as ST, CT, PL, LN, AVE, etc ..
    - **NOT** as Street, Lane, Place, etc
  - If the address contains an apartment or unit number it should be entered after the address in the Address 1 line.
    - Type 3 spaces after the end of the street address in address line 1 and then type APT 3 or UNIT 3 for example
      - Example: 3131 E HUFFINTON CIRCLE CT APT 3

Here is a good example of how to enter an address properly and shows that there is *no need to use the field for address line 2.*

Address Type	As Of Date	Status	Address			
Home	07/11/2011	A	3131 E HUFFINTON CIRCLE CT APT 3 MILWAUKEE, WI 53202	<a href="#">Edit/View Address Detail</a>	+	-

## MAILING ADDRESS MAINTENANCE

This statement is new as of January 2012, and is effective immediately. If an employee has an ACTIVE mailing address it MUST be DIFFERENT than the home address. The employee's benefits **MAY TERMINATE** if they have home & mailing addresses that are both Active and the same.

- If the employee's mailing address is no longer active then you should inactivate it.
- If the employee enters a mailing address in Self Service that is the same as their home address you should deny the transaction.

**If an employee has a MAILING address that is NO LONGER ACTIVE, you must INACTIVATE that mailing address in HRMS by inserting a row with the appropriate effective date that it became inactive.**

To Inactivate a Mailing Address in HRMS:

1. Navigate to the employee's Contact Information Section in HRMS:
  - Main Menu – Workforce Administration – Personal Information – Modify a Person – Search for your Employee – Click on the Contact Information Tab
2. Click on the [Edit/View Address Detail](#) hyperlink to the right of the mailing address (as shown below) and you'll be taken to the Address History page for the Mailing Address.

Mailing	03/17/2009	A	PO BOX 99551 MILWAUKEE, WI 53295 MILWAUKEE	<a href="#">Edit/View Address Detail</a>	<input type="button" value="+"/>	<input type="button" value="-"/>
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3. Click on the  symbol on the top address to insert a row.

Address Type: Mailing

Address History Find First 1-3 of 3 Last

Effective Date:	03/17/2009	Address:	PO BOX 76575 MILWAUKEE, WI 53216 MILWAUKEE	<input type="button" value="+"/>	<input type="button" value="-"/>
Country:	USA				
Status:	A				

4. On the new row that you inserted Inactivate the Mailing Address by:
  - Changing the **effective date** to the date that the mailing address became Inactive.
  - Change the Status to **I** (Inactive).
    - **DO NOT change the Mailing address to match the home address.**

Address Type: Mailing

Address History Find First 1-4 of 4 Last

*Effective Date:	<input type="text" value="12/29/2011"/>	Address:	PO BOX 76575 MILWAUKEE, WI 53216 MILWAUKEE	<input type="button" value="+"/>	<input type="button" value="-"/>
Country:	<input type="text" value="USA"/>				
*Status:	<input type="text" value="I"/>				

[Add Address](#)

5. Once you've finished updating the Inactivation row **click OK** at the bottom of the address History page and then **click Save** at the bottom of the contact information page to save the change.