

**DEPARTMENT OF EMPLOYEE RELATIONS PROCEDURES
ENTERING AND MAINTAINING EMPLOYEE’S ADDRESS**

Prepared: 9/13/22 Supersedes: 9/28/17 version
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Overview: As an employer, the City of Milwaukee is obligated by the Fair Labor Standards Act to utilize an employee’s current address in our payroll reporting systems.

Information: When entering or updating an employee’s home or mailing (when applicable) address in PeopleSoft HRMS, the address entered should EXACTLY match the address given on the employee’s signed Residence Statement Form (RSF).




EVERY department should have a copy of each of their employee’s RSF in their confidential departmental personnel file. If this isn’t already part of your payroll procedures, ALL City of Milwaukee departments should now begin following this process with ALL newly hired and re-hired employees. This includes ALL temporary employees’ as well including ALL of those that work for the Election Commission.

Completion of the RSF is required upon hire, rehire/reinstatement, or within 72 hours of moving to a new residence (for current employees). A COPY of the RSF must be submitted to the Department of Employee Relations – Pay Services if an employee moves to any address outside of the City of Milwaukee, or moves into the City of Milwaukee from outside of it.

New Hire:

Procedure:

I. New employee addresses are entered into HCM under “**Contact Information**”



Biographical Details		Contact Information		Regional		Organizational Relationships	
Empl ID NEW							
Current Addresses				Personalize Find View All   First 1 of 1 Last			
Address Type	As Of Date	Status	Address				
Home	09/28/2017	A		Add Address Detail			


II. Select "Add Address Detail"


Address History

Address Type Home

Address History Find First 1 of 1 Last

*Effective Date 09/28/2017  Address 

Country USA 

*Status A 

Add Address

III. Select "Add Address"


Edit Address

Country United States

Address 1

Address 2

Address 3

City State 

Postal

County

OK Cancel

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- IV. Using all capital letters, enter the employee's address in proper US Postal Service Format:
- a. Address 1 Box:
 - i. **Address data in any address 1, or 2 box cannot exceed 28 characters as HCM cannot print this on a check if it exceeds this length. Only use Address 2 if you need to, however use it if you must.**
 - ii. Enter the street number
 - iii. Enter the directional as E, W, N, & S
 - 1. Do NOT spell out as East, West, etc.
 - iv. Enter numbered streets just as a number (Ex. 88, 103, etc.)
 - 1. Do NOT add a suffix at the end of the number (i.e. ST, ND, RD, TH, etc.)
 - v. Enter the address suffix as ST, CT, PL, LN, AVE, etc.
 - 1. Do NOT spell out as Street, Lane, Place, etc.
 - vi. 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 the address 1 box and then type APT 3 or UNIT 3
 - 1. Example: 3131 E HUFFINTON CIRCLE CT APT 3
 - b. City Box: Enter appropriate city as indicated on the employee's RSF
 - c. State Box: Enter appropriate state as indicated on the employee's RSF
 - d. Postal Box: Enter appropriate 5 digit zip code as indicated on the employee's RSF

Edit Address

Country United States

Address 1 3131 E HUFFINGTON CIRCLE CT

Address 2

Address 3

City MILWAUKEE State WI Wisconsin

Postal 53210

County MILWAUKEE

OK Cancel

- V. Select "OK" to continue with entering the new employee's other information.

Current Employee – Address change/update:

Procedure:

- I. Current employee addresses are entered into HCM under “**Contact Information**”
- II. Be sure the “**Correct History**” button has been selected and then select “**Edit/View Address Detail**”

Address Type	As Of Date	Status	Address	
Home	06/30/2013	A	3131 E HUFFINGTON CIRCLE CT MILWAUKEE, WI 53210	Edit/View Address Detail +

- III. Select the plus sign in the upper right corner of the Address History box to add a new address.

Address Type: Home

Address History Find First 1-3 of 3 Last

*Effective Date: 06/30/2013 +

Country: USA +

*Status: A +

Address: 3131 E HUFFINGTON CIRCLE CT
MILWAUKEE, WI 53210 +

Update/View Address

- a. Adding a new address keeps an accurate history of employee name changes
- IV. Adjust the Effective Date, if needed, to reflect box number 1 on the employee's RSF indicating the exact date that they established residency at their new address
- V. Select “**Add Address**”
 - a. The employee's current address will auto-fill

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Edit Address

Country United States

Address 1 3131 E HUFFINGTON CIRCLE CT

Address 2

Address 3

City MILWAUKEE State WI Wisconsin

Postal 53210

County MILWAUKEE

OK Cancel

- VI. Using all capital letters, enter the employee's address in proper US Postal Service Format:
- a. Address 1 Box:
 - i. **Address data in any address 1, or 2 box cannot exceed 28 characters as HCM cannot print this on a check if it exceeds this length. Only use Address 2 if you need to, however use it if you must.**
 - ii. Enter the street number
 - iii. Enter the directional as E, W, N, & S
 1. Do NOT spell out as East, West, etc.
 - iv. Enter numbered streets just as a number (Ex. 88, 103, etc.)
 1. Do NOT add a suffix at the end of the number (i.e. ST, ND, RD, TH, etc.)
 - v. Enter the address suffix as ST, CT, PL, LN, AVE, etc.
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 1. Example: 3131 E HUFFINTON CIRCLE CT APT 3
 - b. City Box: Enter appropriate city as indicated on the employee's RSF
 - c. State Box: Enter appropriate state as indicated on the employee's RSF
 - d. Postal Box: Enter appropriate 5 digit zip code as indicated on the employee's RSF
- VII. Select **"OK"**
- a. HCM will display the employee's "Contact Information" tab.
 - i. Verify that the employee's new address is displayed.
- VIII. Save record