
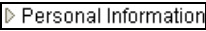
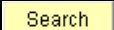




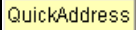
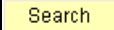
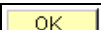
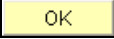



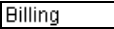


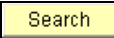
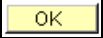
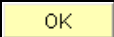



Address Change

1.	<p>Click the Workforce Administration link.</p> 
2.	<p>Click the Personal Information link.</p> 
3.	<p>Click the Modify a Person link.</p>
4.	<p>Enter EmplID, Name or Last Name. Drop down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.</p>
5.	<p>Click the Search button.</p> <p>If multiple employee records are listed, click on the appropriate employee record to continue.</p> 
6.	<p>Click the Contact Information tab.</p> 
7.	
8.	<p>Click the Plus (+) key to add a new row.</p> 
9.	<p>Enter the effective date of the change into the Effective Date field.</p>
10.	<p>Click the Add Address link to add a new address.</p> <p>NOTE: Country defaults to USA and Status A (Active). Change if applicable.</p> 
11.	<p>Click the QuickAddress button.</p> 
12.	<p>Enter the first line of the address (street or PO Box) into the Address Line 1 field.</p>
13.	<p>Enter the Zip Code for the address into the Postal Code field.</p>
14.	<p>Click the Search button.</p> <p><i>QuickAddress</i> software will search the USPS database for the correct address.</p> 
15.	<p>Verify that this is the correct address information.</p> <p>Click the OK button.</p> 

16.	Click the OK button. 
17.	Click the Save button. 
18.	<u>TO ADD A NEW ADDRESS TYPE:</u> Click the Plus (+) Key to add a new row. 
19.	Click the drop down arrow to select from the Address Type list. 
20.	Click the appropriate list item in the Address Type list. 
21.	Click the Add Address Detail link. 
22.	Enter the effective date into the Effective Date field.
23.	Enter country code into the Country field.
24.	Click the Add Address link. 
25.	Enter the first line of the address (Street or PO Box) into the Address Line 1 field.
26.	Enter the Zip Code into the Postal Code field.
27.	Click the Search button. <i>QuickAddress</i> software will search the USPS database for the correct address. 
28.	Verify that the address information is correct. Click the OK button. 
29.	Click the OK button. 
30.	Click the Save button. 
31.	End of Procedure.