

HOME ADDRESS / HOME PHONE CHANGE

P-1 Type 219 Home Address/Home Phone Number Change

Requires Approvals by: PA

This P-1 will change the home address or home phone number on the active employee HRIS record and/or retiree SLIP Screen.

Note: You will use P-1 type 279 to change Work address or Work phone information.

You will want to enter P-1 Remarks as to why you are changing the fields. Example: 'EE moved', or 'per EE notification rec'd xx/xx/xx', or 'per USPS notification/bad address', etc. Type the updated address or phone number on the **TO** side of the P-1 entry. You only need to type in the fields you are changing, plus 2-digit County Number (required). For example, if only the street address is changing, and the phone number stays the same, you only need to enter the new street address and County Number. Existing home phone number on the **FROM** side of P-1 will remain on HRIS Employee Information (EI) record if no new information is entered on that line.

Important: You should always follow USPS guidelines when entering a home address. You should refer to the usps.com website link to verify/validate all home addresses.

Reason: Although HRIS does not have an address validation system in place, this task is necessary in order for DAS to complete many behind the scenes processes, where wage & demographic information is required to be reported from HRIS to other benefit systems who do utilize an address validation process. For example, DAS regularly reports employee wage & demographic information to IPERS, IRS, and SSA. Furthermore, Reed Group may use home address information from HRIS system to mail forms or correspondence to State employees.

When an employee changes their home address on the HRIS payroll system, your agency will also want to advise the employee to communicate this information to other related systems as well. None of these systems are 'integrated', which means they don't talk to each other. The employee should be advised to update their vendor address on I/3 Financial, Iowa Benefits, IPERS, IRS, SSA, with applicable deferred comp providers, union contacts, misc insurance vendors (AFLAC, NY Life, Avesis, etc) and other related parties.

General USPS standard address guidelines for street address are:

- 1) No punctuation. Don't use #, &, periods or commas. Use APT, BLDG or UNIT if spacing allows. P.O. Box is incorrect. Instead use 'PO Box'.
- 2) Use proper directions: N, S, E, W, NE, SW, if they are part of street address (not spelled out: i.e. North, South, East, West).
- 3) Specific standardized abbreviations are to be used for street names. For example, use RD, ST, AVE, LN, CIR, PKWY.
- 4) Street address should contain RD, ST, AVE, etc. Only entering '123 Main' on address line is insufficient. Address should be 123 Main St
- 5) Don't abbreviate city name. 'WDM' or 'W Des Moines' is incorrect. Instead use West Des Moines.
- 6) Examples of valid usage of address codes are: 123 W GRANGER AVE, 1305 E WALNUT ST, 2314 HOLMES PKWY, 1834 HWY 48 S

Requiring your employees to provide a fully complete and valid street address to you on ALL new hire or reemployment paperwork or address change notification forms will facilitate this process.

If in doubt on entering a home address, the US Postal Service website has a tool for validating address information. Refer to https://tools.usps.com/go/ZipLookupAction_input to enter address. Then hit Enter or click on 'Find'. A valid address will appear in results section, called 'Here's the full address, using standard abbreviations and formatting...'

There may be times when, due to space limitations on the HRIS system, you will have to abbreviate an address. The 20 digit space limitation issue is something that DAS cannot resolve at this time. If you do have to abbreviate an address to max 20 spaces, DAS recommends you enter the full 5 digit + 4 digit ZIP code, and use Remarks screen to document the full official home address.

Enter **Y** on the action line to approve P-1 at PA level. P-1 will be processed on next scheduled HRIS update.