

4.1 ADDRESS CHANGE

Overview

The procedures described in this section are for changing an employee's home address.

Before Starting

1. Department receives written notification of address change from the employee.
2. Prepare information for data entry.

Notes and Tips

- If the new address does not continue to Line 2, but the old address does, be sure to enter an asterisk (*) on Line 2 to delete the old information.
- Human Resources and Payroll do not know which countries require a Province (Prov) or foreign postal code. Please consult the employee for this information.

Data Entry

Completing the EADD Function

Enter data for the address change via the Employee Address (EADD) function.

Accessing the EADD Function

1. Log on to the Payroll/Personnel System.
2. At the **Next Func** field, type **EEDB** and press **Enter**.
3. Type **EADD**, **employee ID number**, and then press **Enter**.

The Employee Address function (**EADD**) is displayed.

EADD (Employee Address)

EADD FUNCTION

```

uccmsb.ucop.edu - TN3270/TNS250 Connection
Session Edit View Commands Script Help
PPEADD0-E1302      SCT EDB Entry/Update      06/20/03 13:15:50
05/28/03 16:27:10      Employee Address Data      Userid: SCTRN61
ID: 040000100 Name: NAVIGATION, JOE B      SSN: 040-00-0100 Pri Pay: NA

Permanent Address Line 1: 1019 CAMPAGNA WY
                    Line 2:
                    City: LAS LOMAS      State: CA Zip: 95076
Foreign Addr Ind:   _ Prov:      Country:
Postal Code:
Home Phone: 7283190      Spouse Name:
Campus Release Codes - Perm Address: _ Home Phone: _ Spouse Name: _
Employee Organization Disclosures - Perm Address: _ Home Phone: _

Campus Address Line 1:
                    Line 2:
                    City:      State:   Zip:
Campus Phone 1:      Phone 2:
Campus Room: 000415 Building:

Next Func:   ID:      Name:      SSN:

====>
F: 1-Help      3-PrevMenu 4-Print 5-Update
F:      9-Jump      12-Exit
    
```

Overview

This function allows entry and update of personal information for an employee. Information such as home address is entered at this function.

Key Fields

- Permanent Address
- Line 1
- Line 2
- City
- State
- Zip
- Foreign Address Ind
- Prov
- Cntry

EADD Procedure

Enter data in the following fields, as applicable:

Permanent Address	<p>Line 1: First line of the address to which off-campus university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.</p> <p>Line 2: Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.) Maximum 30 characters.</p>
City:	City portion of the address. United States and foreign addresses. Maximum 21 characters.
State:	State portion of the address. United States addresses only.
Zip:	Zip code associated with the address. United States addresses only.
Foreign Address Ind	Enter F if this is a foreign address.
Prov	Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.
Cntry	Foreign addresses only. Country code associated with the address, if applicable. (2 characters)
Postal Code	Foreign addresses only. Postal code associated with the address, if applicable (9 characters)

Updating the Employee Database

Press **F5 Update**.

Review

1. Make sure you have completed all the required data elements.
2. Review all entered data for accuracy and consistency.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) function is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON function you may:

- Correct errors directly on the ECON function.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
 - Press **F5 Update**.
 - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) for more information and instructions.

If There are no Errors

If there are no consistency errors you will receive the message:

U0007 UPDATE PROCESS COMPLETE

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.