



employeedemoaddress

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☐ Under **Addresses**, complete the **Mailing** address fields for the employee.



It is recommended to avoid special characters including periods in the address fields to eliminate the possibility of errors when uploading PEIMS or UID data.

| | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Number | Type the street number of the mailing address. The field can be a maximum of eight characters. |
| Street/P.O. Box | Type the street name or post office box number for the mailing address. The field can be a maximum of 20 characters. |
| Apt | Type the apartment number for the mailing address. The field can be a maximum of seven characters. |
| City | Type the city name for the mailing address. The field can be a maximum of 25 characters. |
| State | Click ▼ to select a state for the mailing address. |
| Zip | Type the five-digit zip code for the mailing address. In the second Zip field, type the additional four digits of the zip code. |
| Country | Type the new or changed country of delivery. |

If applicable, complete the following **Alternate** address fields. This information can be used to mail checks to employees at an address other than the mailing address. This address is used when the **Print Alternate Address** field is selected on the Pay Dates table.

☐ Under **Supplemental**, complete the following fields as needed:

| | |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address | Type the new or changed supplemental street address or post office box number. |
| Country | Type the new or changed country of delivery. |
| Delivery Name | Type the name of the individual to whom mail is delivered if different than the employee. |
| Travel Commute Distance | <p>Type the commute distance (the number of miles between the employee's home and assigned work location). Valid values are 0-999.9.</p> <p>This field can also be updated by the employee via the Commute Distance Change link on the Travel Reimbursement Requests page in EmployeePortal.</p> |