




employeedemoaddress

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

| | |
|------------------------|--|
| 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 | Type the commute distance (the number of miles between the employee's home and assigned work location). Value cannot be greater than 999.9. This field can also be updated by the employee via the Commute Distance Change link on the Travel Reimbursement Requests page in EmployeePortal. |