



**employeedemoaddress**



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

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

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



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