



employeedemoaddress

Table of Contents

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



It is recommended that you 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	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 Commute Distance Change link on the Travel Reimbursement Requests page in EmployeePortal.



Back Cover