





ED20 Demographic

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| | |
|------------------------|---|
| Street/P.O. Box | Type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters. |
| Apt | Type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters. |
| City | Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters. |
| State | Click  to select a state for the mailing address of the employee. |
| Zip | Type the five-digit zip code for the mailing address of the employee. |
| +4 | Type the additional four digits of the zip code. |
| Province | Type the province of the employee's address. This field is only necessary for foreign addresses. |
| Country | <p>Click  to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>In the Search field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the Country field is populated with the selected code. Otherwise, click Cancel to close the lookup without selecting a country code.</p> <p>This field is only necessary for foreign addresses.</p> |
| Postal Code | Type the postal code for the employee's address. This field is only necessary for foreign addresses. |

Under **Contact Info**:

| | |
|--------------------|--|
| Phone Nbr | Type the employee's ten-digit phone number. |
| Work E-mail | Type the employee's work e-mail address. The field can be a maximum of 100 characters. |



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