


**Address Information - Concurrent Hire with NO History in EHRP**

1.	Click the <b>Administer Workforce</b> link. 
2.	Click the <b>Administer Workforce (USF)</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>HR Processing</b> link. 
5.	Access the employee record for the person you just hired. NOTE: If you do this immediately after saving the Hire action, the same employee record will be available. Click in the <b>Last Name</b> field. 
6.	Enter the desired information into the <b>Last Name</b> field. Enter a valid value, e.g. " <b>ROMANO</b> ".
7.	Click the <b>Search</b> button. 
8.	Click the <b>Add a new row at row 1</b> button. 
9.	Use the same effective date as the Hire action. Triple-click the <b>Actual Effective Date</b> object.
10.	Enter the desired information into the <b>Actual Effective Date</b> field. Enter a valid value, e.g. " <b>12/08/2003</b> ".
11.	Click in the <b>*Action</b> field. 
12.	Select the Action "DTA" (Data Change). Enter the desired information into the <b>*Action</b> field. Enter a valid value, e.g. " <b>DTA</b> ".
13.	Click in the <b>*Reason Code</b> field. 
14.	Select the Reason Code "PRA" (Payroll Related Action). Enter the desired information into the <b>*Reason Code</b> field. Enter a valid value, e.g. " <b>PRA</b> ".
15.	Click in the <b>NOA Code</b> field. 
16.	Select the NOA Code 999, extension 5. Enter the desired information into the <b>NOA Code</b> field. Enter a valid value, e.g. " <b>999</b> ".
17.	Click in the <b>NOA Ext</b> field. 

---

18.	Enter the desired information into the <b>NOA Ext</b> field. Enter a valid value, e.g. "5".
19.	Click the <b>Save</b> button. 
20.	The address information is saved. <b>End of Procedure.</b>