ON|DEMAND
PERSONAL NAVIGATOR

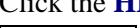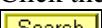## Address Information (EHRP to EHRP)

1.	Click the **Administer Workforce** link. ⊕ Administer Workforce
2.	Click the **Administer Workforce (USF)** link. ⊕ Administer Workforce (USF)
3.	Click the **Use** link. ⊕ Use
4.	Click the **HR Processing** link. HR Processing
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 **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**HILL**".
7.	Click the **Search** button. Search
8.	Select the desired employee. 00083395 0 HILL,TOBY M HILL
9.	Click on the **Add a new row** button to add a row. Click the **Add a new row at row 1** button. +
10.	Use the same effective date as the Hire action. Triple-click the **Actual Effective Date** object.
11.	Enter the desired information into the **Actual Effective Date** field. Enter a valid value, e.g. "**12/04/2003**".
12.	Click in the ***Action** field.
13.	Select the Action "DTA" (Data Change). Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**DTA**".
14.	Click in the ***Reason Code** field.
15.	Select the Reason Code "PRA" (Payroll Related Action). Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**PRA**".
16.	Click in the **NOA Code** field.

17.	Select the NOA Code 999, extension 5. Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**999**".
18.	Click in the **NOA Ext** field.
19.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**5**".
20.	Click the **Save** button.
21.	The address information is saved. **End of Procedure.**