Address Information

1.	Click the **Administer Workforce** link.
2.	Click the **Administer Workforce (USF)** link.
3.	Click the **Use** link.
4.	Click the **HR Processing** 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 **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**MONROE**".
7.	Click the **Search** button.
8.	Select the desired employee.
9.	Click the **Add a new row at row 1** button.
10.	Use the same effective date as the Hire action. Click in the ***Action** field.
11.	Select the Action "DTA" (Data Change). Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**DTA**".
12.	Click in the ***Reason Code** field.
13.	Select the Reason Code "PRA" (Payroll Related Action). Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**PRA**".
14.	Click in the **NOA Code** field.
15.	Select the NOA Code 999, extension 5. Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**999**".
16.	Click in the **NOA Ext** field.
17.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**5**".

18.	Click the **Save** button.
19.	The address information is saved. **End of Procedure.**