


















## Making Changes to an Employee's Address

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.	Click in the desired field in which you want to search. 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>"Winter"</b> .
7.	Click the <b>Search</b> button. 
8.	Scroll as necessary and click the desired entry in the <b>Search Results</b> table. 
9.	NOTE: The <b>Data Control</b> page will be populated with the most recent personnel action performed for the selected employee. Click the <b>Add a new row at row 1</b> button to add another row into the employee's record. 
10.	Click the <b>Choose a date</b> button. 
11.	Click on the <b>Actual Effective Date</b> of the address change. 
12.	Click in the <b>*Action</b> field. 
13.	Enter the desired information into the <b>*Action</b> field. Enter a valid value, e.g. <b>"DTA"</b> .
14.	Click in the <b>*Reason Code</b> field. 
15.	Enter the desired information into the <b>*Reason Code</b> field. Enter a valid value, e.g. <b>"CWS"</b> .
16.	Press <b>[Tab]</b> .
17.	Enter the desired information into the <b>NOA Code</b> field. Enter <b>"999"</b> (Home Address Change).
18.	Press <b>[Tab]</b> .
19.	Enter the desired information into the <b>NOA Ext</b> field. Enter a valid value, e.g. <b>"5"</b> .

20.	Click the <b>Tracking Data</b> link. <a href="#">Tracking Data</a>
21.	The <b>Job Tracking Info</b> page is to be used only for entering and reviewing comments. Only the Comment field should be used. Notes made by your colleagues in relation to this particular action may be read and entered on this page. Click in the <b>Comment</b> field.
22.	Enter the desired information into the <b>Comment</b> field. Enter a valid value, e.g. " <b>Moving near DC office</b> ".
23.	Click the <b>Ok</b> button. 
24.	Click the <b>Personal Data</b> tab. 
25.	Scroll as necessary to view the <b>Address Information</b> link at the bottom of the page.
26.	Click the <b>Address Information</b> link. <a href="#">Address Information</a>
27.	Press <b>[Delete]</b> . Continue to delete the old address data ( <b>City, State, Postal</b> , etc) as necessary. To save time, these steps will be completed for you.
28.	Click in the <b>Address 1</b> field. 
29.	NOTE: You are restricted to 25 characters in the <b>Address 1</b> field. Enter the desired information into the <b>Address 1</b> field. Enter a valid value, e.g. " <b>77 Maple Avenue</b> ".
30.	Click in the <b>City</b> field. 
31.	Enter the desired information into the <b>City</b> field. Enter a valid value, e.g. " <b>Falls Church</b> ".
32.	Click in the <b>State</b> field. 
33.	Enter the desired information into the <b>State</b> field. Enter a valid value, e.g. " <b>VA</b> ".
34.	Click in the <b>Postal</b> field. 
35.	Enter the desired information into the <b>Postal</b> field. Enter a valid value, e.g. " <b>75757</b> ".
36.	Scroll as necessary to view the <b>OK</b> button at the bottom of the page. 
37.	Click the <b>Ok</b> button. 
38.	Scroll as necessary to view the <b>Save</b> button at the bottom of the page.

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39.	NOTE: The mailing address is for informational purposes only. It is not used for payroll. Click the <b>Save</b> button. 
40.	The modifications to the employee's address in EHRP are completed. <b>End of Procedure.</b>