FIO-08 My Addresses

View My Addresses Tutorial Video

Purpose

Keeping your address up to date is important for employees of the State of North Carolina. The purpose of this Business Process Procedure is to explain how to set up or change your address in the Integrated HR-Payroll System using the Fiori interface.

Overview

The My Addresses tile is located on the Employee tab in Fiori. You can use this application to set up (or change) the following address types:

- **Permanent Residence** - An employee's main address. You must have a Permanent Residence for payroll purposes and can only have one active record at a time. Note: If an employee has an in/out of state change for this record, they must also update their Tax Withholding Information.
- **Emergency Contact** - An employee's contact person, address, and telephone number in case of emergency. You may have more than one record.
- **Mailing Address** - An employee can set their mail to be delivered to an address other than their Permanent Residence. If used, employees may have only one active record at a time.
- **Deleting an Address** – Employees can remove Emergency/Mailing addresses.

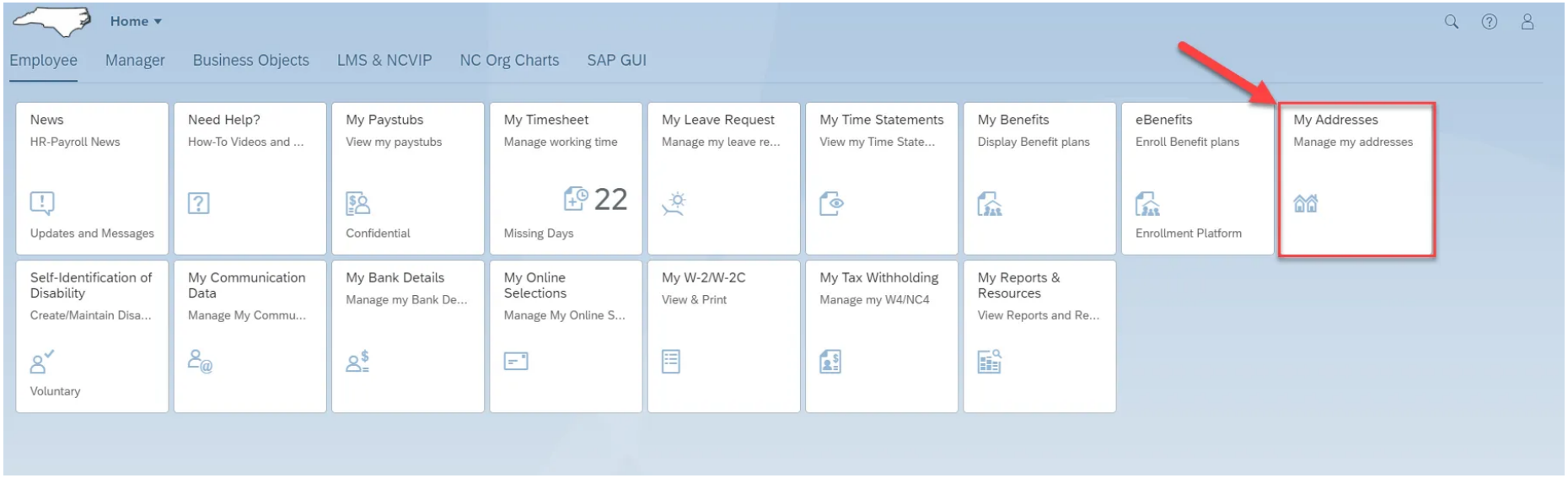
Critical:

- Each address must be updated separately.
- A Mailing Address is needed only if it is different from the Permanent Residence.
- Addresses cannot be changed until the Agency HR has entered the original Permanent residence into the system. If the Address screen is blank, contact your Agency HR.
- If making an in-state or out-of-state change to the permanent residence, please ensure the tax withholding information is also updated.

There are 9 steps to complete this process.

Step 1. From the Fiori Home page, click the **My Addresses** tile located under the **Employee** tab.

Image

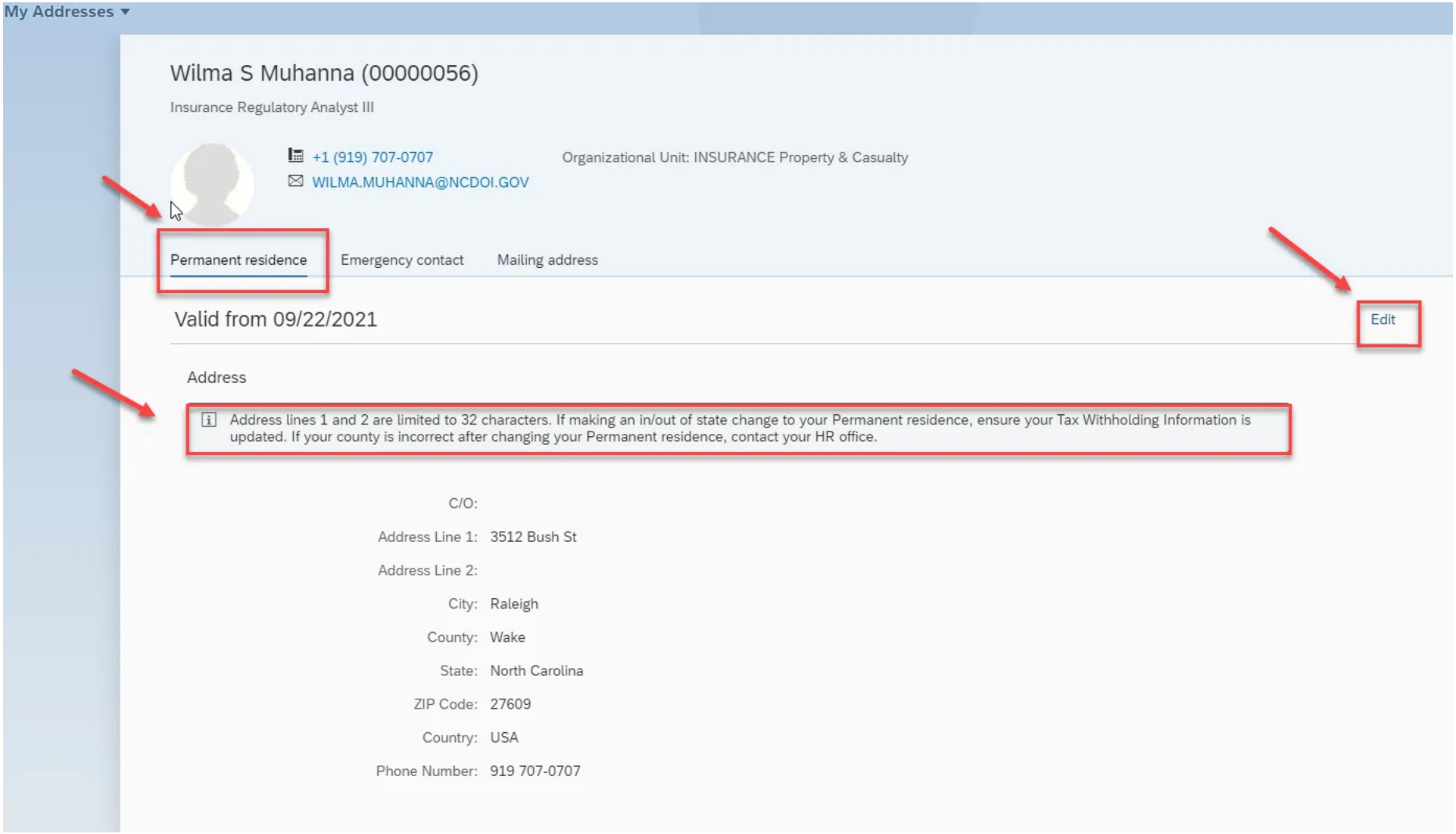


Step 2. To edit your **Permanent Residence** please click on **Edit**.

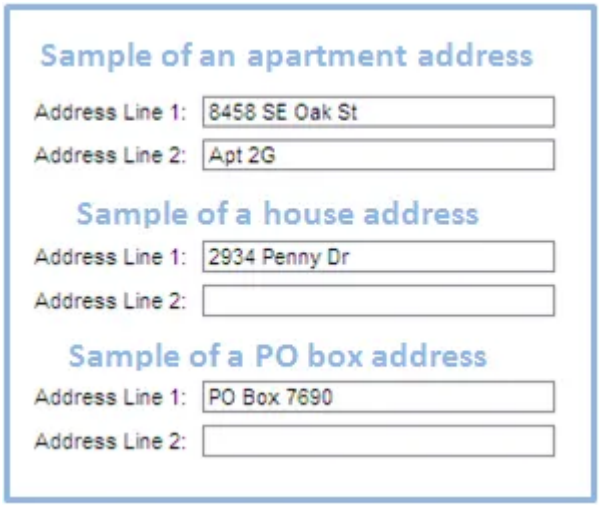
Note: Address lines 1 and 2 are limited to 32 characters. If making an in/out of state change to your Permanent residence, ensure your Tax Withholding Information is updated. Please advise your HR/PY office of the change to ensure all applicable tax data types are validated. If your county is incorrect after changing your Permanent

residence, contact your HR office.

Image

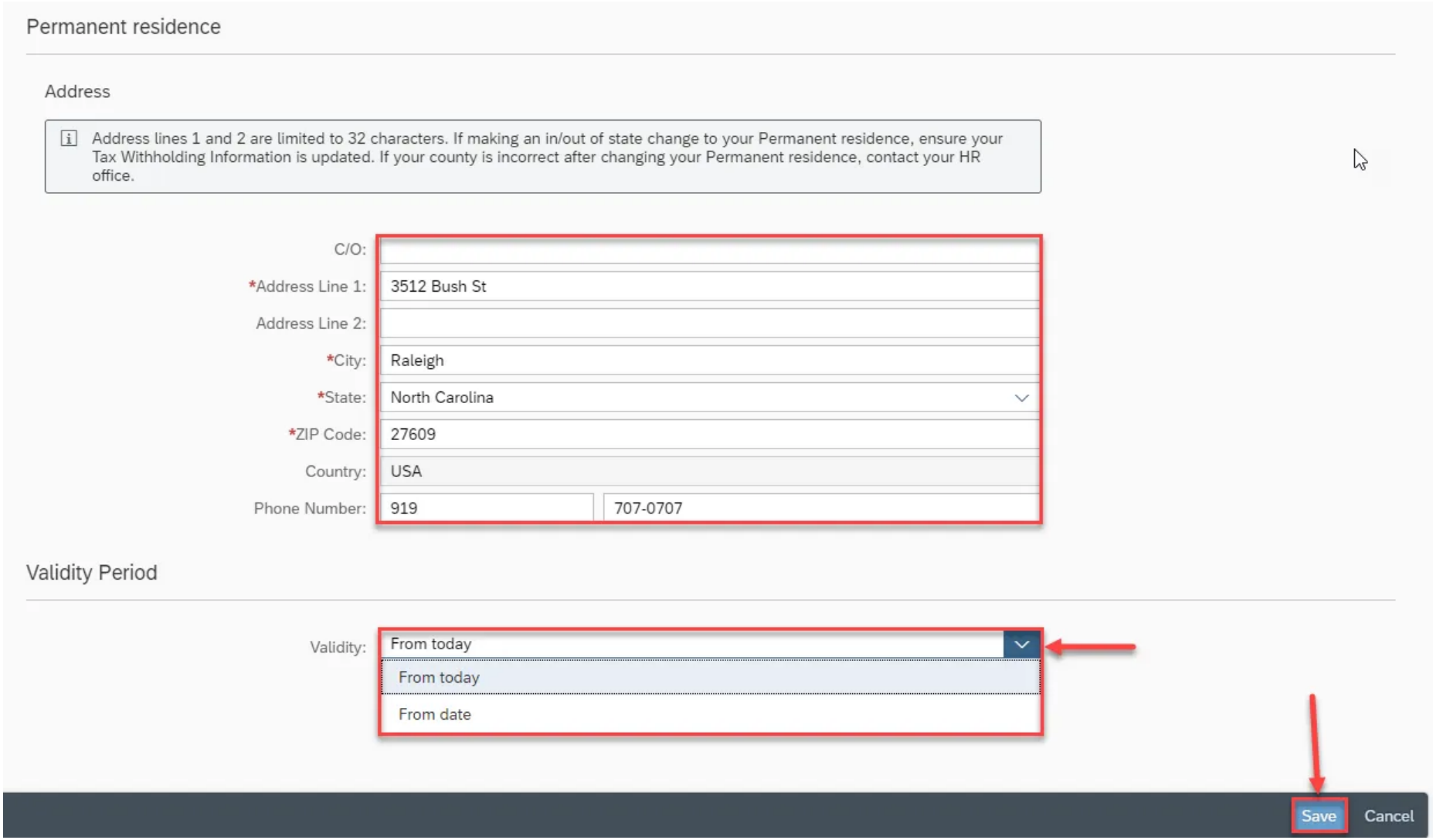


Image



Step 3. Once you click on **Edit** it will allow you to update the address.

Image



Note: A red asterisk (*) represents a field that is required.

Field Name	Description
Country	Identifies country. Accept USA, for United States of America, as the default value.
c/o	

Field Name	Description
*Address Line 1	The address street name, number, and apartment number (if applicable). Only Address Line 1 is required.
Address Line 2	
*City	City

Note: Some of the address fields default from the Personnel Record. Make sure to enter the following fields.

***State**	**State**
*Zip Code	Zip Code
Telephone	Telephone

Note: The county cannot be maintained on the Edit Permanent Residence screen. After clicking the save button, the county will default based on the zip code entered. If the county is incorrect after saving the change to your Permanent Residence, please contact your HR office.

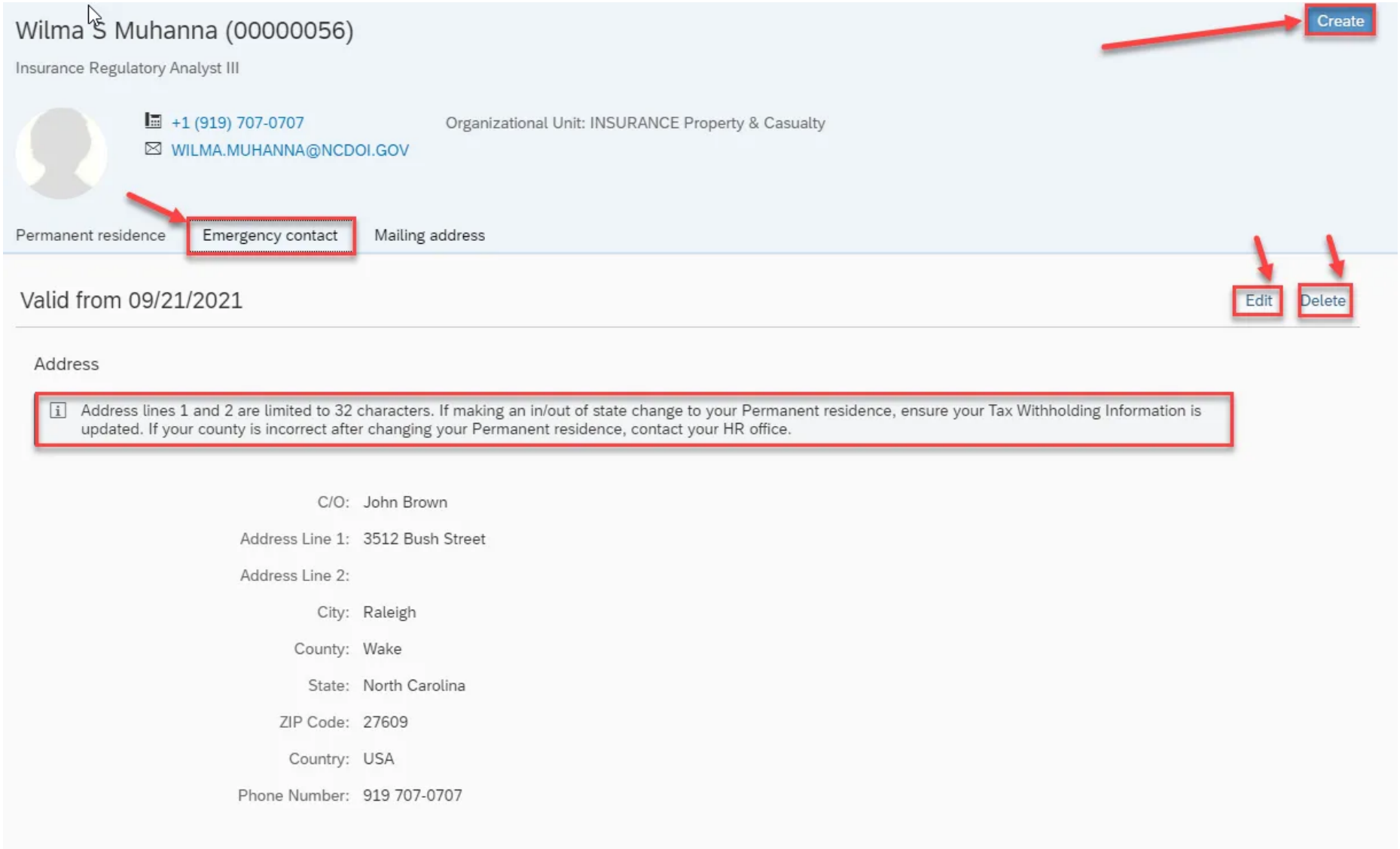
CRITICAL! If making an in-state or out-of-state change to the permanent residence, please ensure the tax withholding information is updated also. Please advise your HR/PY office of the change to ensure all applicable tax data types are validated.

Note: Updating your permanent address will NOT update the mailing address automatically.

Step 4. Multiple Emergency contact addresses can be added. A telephone number is not required; however, it is highly recommended in case of emergency. To create an emergency contact, click on the **Emergency Contact** tab. Then click on the **Create** tab on the right edge of your screen. From the Emergency Contact tab, you can also **Delete** or **Edit** emergency contacts.

Note: You can add multiple Emergency Contacts.

Image



Step 5. Once you click on **Create** you will be able to fill out the necessary information. Then click the **Save** button at the bottom of your screen.

Image

My Addresses /

New Emergency contact

Type

Record Type: Emergency contact

*Country: USA

Emergency contact

Address

Address lines 1 and 2 are limited to 32 characters. If making an in/out of state change to your Permanent residence, ensure your Tax Withholding Information is updated. If your county is incorrect after changing your Permanent residence, contact your HR office.

C/O: John Brown

*Address Line 1: 3514 Bush Street

Address Line 2:

*City: Raleigh

County:

*State: North Carolina

*ZIP Code: 27699

Country:

Phone Number: 919 707-0717

Save Cancel

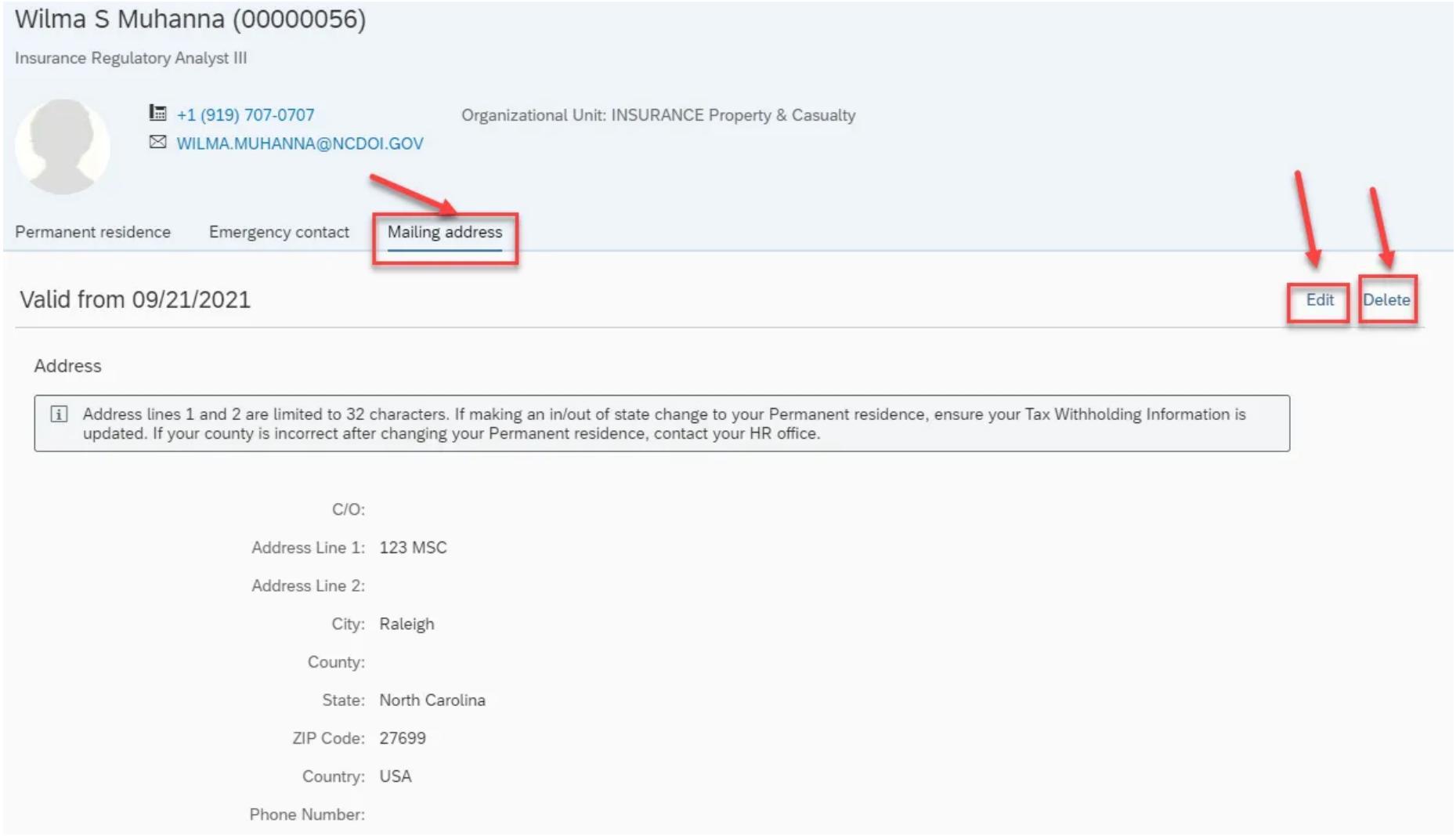
Note: Emergency contact addresses are always updated on a current basis.

Step 6. It is important for the mailing address to be correct when it pertains to any written correspondence from the State regarding benefits, tax information, etc. If there is no mailing address setup in the Integrated HR-Payroll System, any written correspondence will be sent to the permanent residence.

Note: A Mailing Address is needed only if it is different than the Permanent Residence.

To edit the Mailing Address please click on the **Mailing Address** tab, then click the **Create** button to create a new mailing address or the **Edit** button on the right edge of your screen to change an existing Mailing Address. You can also **Delete** a Mailing Address from this tab.

Image



Step 7. Once you click on **Edit** and fill out the appropriate information, you can change the **Validity**. Then you can click **Save**.

Image

My Addresses /

Edit Mailing address

Mailing address

Address

Address lines 1 and 2 are limited to 32 characters. If making an in/out of state change to your Permanent residence, ensure your Tax Withholding Information is updated. If your county is incorrect after changing your Permanent residence, contact your HR office.

C/O:	
*Address Line 1:	3514 Bush Street
Address Line 2:	
*City:	Raleigh
County:	Wake
*State:	North Carolina
*ZIP Code:	27699
Country:	USA
Phone Number:	919 707-0717

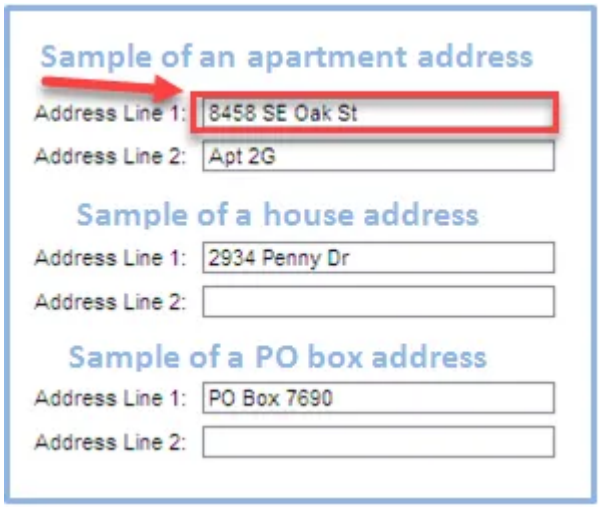
Validity Period

Validity: From today

- From today
- From date
- From date to date

Note: Please follow this **Sample of the Address** as shown in the screenshot below. You do not need to complete Mailing Address if it is the same as your Permanent Address.

Image

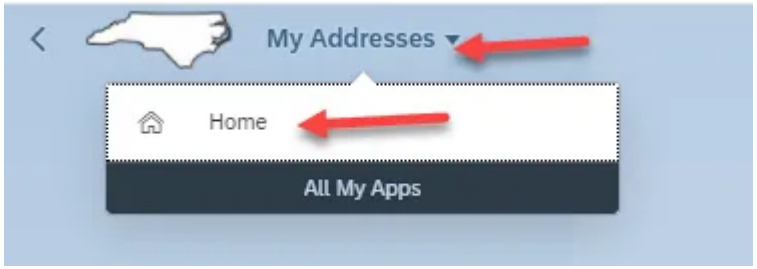


Step 8. Select one of the three options from the **Validity Period** section to choose when the change will take effect.

From today:	The change will become effective immediately once you have saved.
From date:	Type in or click the date box to select the future date that the change will become effective.
From date to date:	Type in or click the date boxes to select the date when the change will start and when it will stop.

Step 9. To go back to the Homepage, click on **My Addresses** and then click on **Home**.

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