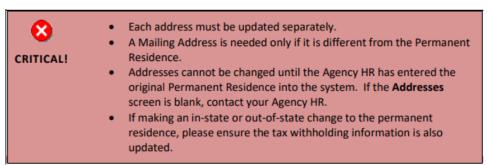Keeping your address up to date is important for employees of the State of North Carolina. The purpose of this Business Process Procedure is to explain how to set up or change your address in the Integrated HR-Payroll System using the Fiori interface.
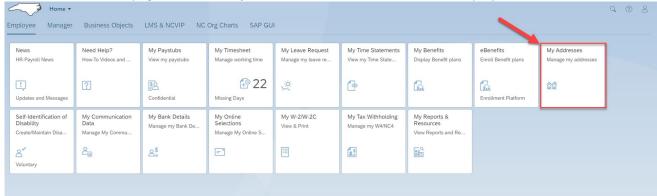
**Business Process Procedure Overview:**

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.
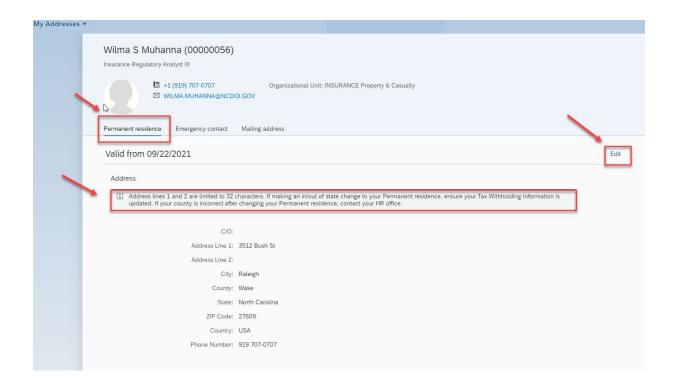
**CRITICAL!**
- Each address must be updated separately.
- A Mailing Address is needed only if it is different from the Permanent Residence.
- Addresses cannot be changed until the Agency HR has entered the original Permanent Residence into the system. If the **Addresses** screen is blank, contact your 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.

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

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.

Sample of an apartment address
Address Line 1: 8458 SE Oak St
Address Line 2: Apt 2G

Sample of a house address
Address Line 1: 2934 Penny Dr
Address Line 2:

Sample of a PO box address
Address Line 1: PO Box 7690
Address Line 2:

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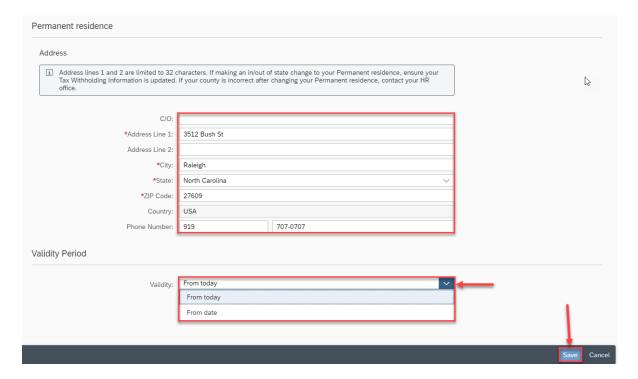


Permanent residence

Address

ℹ  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: | 3512 Bush St |
| Address Line 2: | |
| *City: | Raleigh |
| *State: | North Carolina |
| *ZIP Code: | 27609 |
| Country: | USA |
| Phone Number: | 919 \| 707-0707 |

Validity Period

Validity: From today
          From today
          From date

Save   Cancel

**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** | |
| **\*Address Line 1**<br><br>**Address Line 2** | The address street name, number, and apartment number (if applicable). Only Address Line 1 is required. |
| **\*City** | City |

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

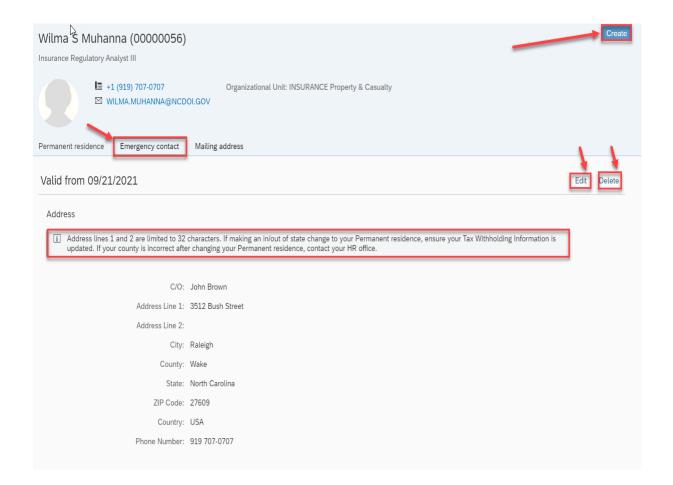| | |
|---|---|
| **\*State** | State |
| **\*Zip Code** | Zip Code |
| **Telephone** | Telephone |

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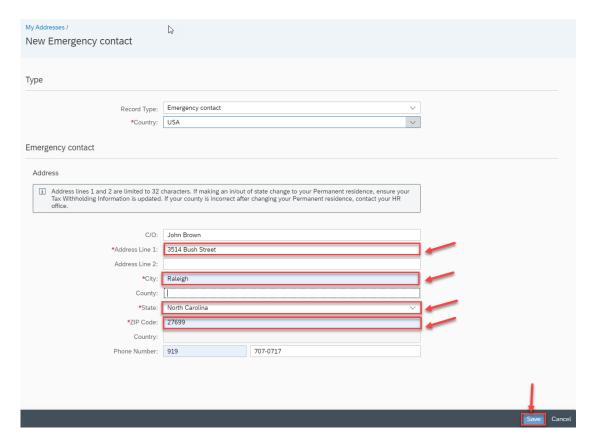
**NOTE:** Updating your permanent address will NOT update the mailing address automatically.

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."**



Wilma S Muhanna (00000056)

Insurance Regulatory Analyst III

+1 (919) 707-0707          Organizational Unit: INSURANCE Property & Casualty
WILMA.MUHANNA@NCDOI.GOV

Permanent residence    Emergency contact    Mailing address

Valid from 09/21/2021                                                      Edit    Delete

Address

ℹ 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.

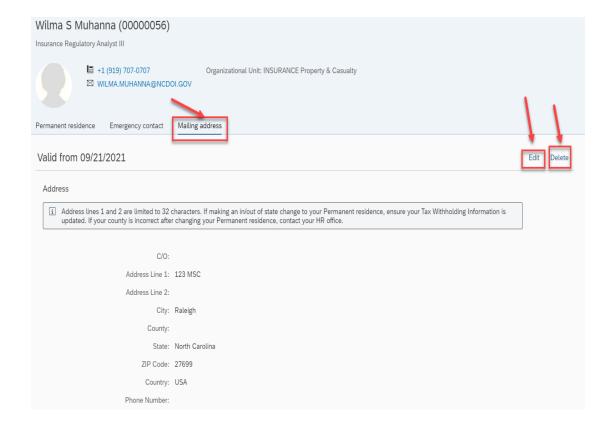| | |
|---|---|
| C/O: | John Brown |
| Address Line 1: | 3512 Bush Street |
| Address Line 2: | |
| City: | Raleigh |
| County: | Wake |
| State: | North Carolina |
| ZIP Code: | 27609 |
| Country: | USA |
| Phone Number: | 919 707-0707 |

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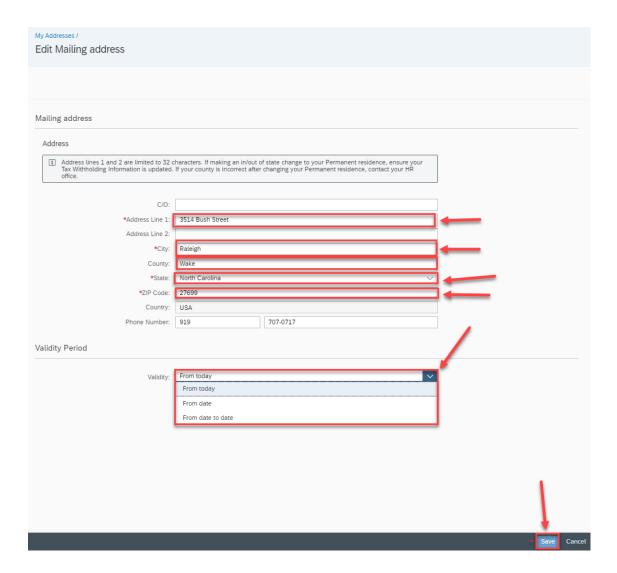


**Note:** Emergency contact addresses are always updated on a current basis.

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 on the **"Create"** button to create a new mailing address or **"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.)

Wilma S Muhanna (00000056)

Insurance Regulatory Analyst III

+1 (919) 707-0707          Organizational Unit: INSURANCE Property & Casualty

WILMA.MUHANNA@NCDOI.GOV

Permanent residence     Emergency contact     Mailing address

Valid from 09/21/2021                                                                    Edit   Delete

Address

ℹ️ 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: | 123 MSC |
| Address Line 2: | |
| City: | Raleigh |
| County: | |
| State: | North Carolina |
| ZIP Code: | 27699 |
| Country: | USA |
| Phone Number: | |

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

**Note:** Please follow this **"Sample of the Address "** as shown in the screenshot below:



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. |

9. To Go back to the **"Homepage"** click on **"My Addresses"** and then click on **"Home."**



**Change Record**

- 9/24/21 – New BPP – Mayuri Surati
- 9/27/21 – Updated format and assigned reference number – Claire Ennis