



ADDRESS FIELDS HELPS & HINTS



JOB AID PER-1 | CHARACTER LIMITATIONS

The purpose of this job aid is to assist in reducing the character count in the Address 1 and Address 2 fields in the Integrated HR/Payroll System (including ESS). This job aid also includes postal abbreviations such as street suffixes, two-letter state codes, and geographical directional abbreviations.

This is a sample of the address fields you may see in the Integrated HR/Payroll System, including the ESS portal. Employee Address Lines 1 and 2 have been changed to allow entry of only 32 characters in both ESS and the core system. This is consistent with the Federal Post Office standards and will reduce the amount of mail being returned from the post office due to incorrect address.

You DO NOT need to complete Mailing Address if it is the same as your Permanent Address.

Sample of an apartment address

Country:

c/o:

Address Line 1:

Address Line 2:

City: *

County:

State: *

ZIP Code: *

Sample of a house address

Country:

c/o:

Address Line 1:

Address Line 2:

City: *

County:

State: *

ZIP Code: *

Sample of a PO box address

Country:

c/o:

Address Line 1:

Address Line 2:

City: *

County:

State: *

ZIP Code: *

Postal Abbreviations

Street and Secondary Designators Abbreviations (Street Suffixes)

| | | | | | |
|-----------|-------------|------------|-------------|-----------|-------------|
| Alley | ALY | Dale | DL | Lower | LWR |
| Annex | ANX | Dam | DAM | Mall | MALL |
| Apartment | APT | Department | DEPT | Manor | MNR |
| Arcade | ARC | Divide | DV | Meadows | MDWS |
| Avenue | AVE | Drive | DR | Mill | ML |
| Basement | BSMT | Estates | EST | Mills | MLS |
| Bayou | BYU | Expressway | EXPY | Mission | MSN |
| Beach | BCH | Extension | EXT | Mount | MT |
| Bend | BND | Fall | FALL | Mountain | MTN |
| Bluff | BLF | Falls | FLS | Neck | NCK |
| Bottom | BTM | Ferry | FRY | Office | OFC |
| Boulevard | BLVD | Field | FLD | Orchard | ORCH |
| Branch | BR | Fields | FLDS | Oval | OVAL |
| Bridge | BRG | Flats | FLT | Park | PARK |
| Brook | BRK | Ford | FRD | Parkway | PKY |
| Building | BLDG | Forest | FRST | Pass | PASS |
| Burg | BRG | Forge | FRG | Penthouse | PH |
| Bypass | BYP | Fork | FRK | Pier | PIER |
| Camp | CP | Island | IS | Pike | PIKE |
| Canyon | CYN | Islands | ISS | River | RIV |
| Cape | CPE | Isle | ISLE | Road | RD |
| Causeway | CSWY | Junction | JCT | Room | RM |
| Center | CTR | Key | KY | Row | ROW |
| Circle | CIR | Knolls | KNLS | Run | RUN |
| Cliffs | CLFS | Lake | LK | Shoal | SHL |
| Club | CLB | Lakes | LKS | Shoals | SHLS |
| Corner | COR | Landing | LNDG | Shore | SHR |
| Corners | CORS | Lane | LN | Shores | SHRS |
| Course | CRSE | Light | LGT | Side | SIDE |
| Court | CT | Loaf | LF | Slip | SLIP |
| Courts | CTS | Lobby | LBBY | Spring | SPG |
| Cove | CV | Locks | LCKS | Springs | SPGS |
| Creek | CRK | Lodge | LDG | Spur | SPUR |
| Crescent | CRES | Loop | LOOP | Square | SQ |
| Crossing | XING | Lot | LOT | Station | STA |

| | | | | | |
|-----------|-------------|----------|-------------|---------|-------------|
| Stop | STOP | Trace | TRCE | Viaduct | VIA |
| Stravenue | STRA | Track | TRAK | View | VW |
| Stream | STRM | Trail | TRL | Village | VLG |
| Street | ST | Trailer | TRLR | Ville | VL |
| Suite | STE | Tunnel | TUNL | Vista | VIS |
| Summit | SMT | Turnpike | TPKE | Walk | WALK |
| Terrace | TER | Union | UN | Way | WAY |
| | | | | Wells | WLS |

State Abbreviations

| | | | | | |
|-------------|-----------|----------------|-----------|----------------|-----------|
| Alabama | AL | Louisiana | LA | Ohio | OH |
| Alaska | AK | Maine | ME | Oklahoma | OK |
| Arizona | AZ | Maryland | MD | Oregon | OR |
| Arkansas | AR | Massachusetts | MA | Pennsylvania | PA |
| California | CA | Michigan | MI | Rhode Island | RI |
| Colorado | CO | Minnesota | MN | South Carolina | SC |
| Connecticut | CT | Mississippi | MS | South Dakota | SD |
| Delaware | DE | Missouri | MO | Tennessee | TN |
| Florida | FL | Montana | MT | Texas | TX |
| Georgia | GA | Nebraska | NE | Utah | UT |
| Hawaii | HI | Nevada | NV | Vermont | VT |
| Idaho | ID | New Hampshire | NH | Virginia | VA |
| Illinois | IL | New Jersey | NJ | Washington | WA |
| Indiana | IN | New Mexico | NM | West Virginia | WV |
| Iowa | IA | New York | NY | Wisconsin | WI |
| Kansas | KS | North Carolina | NC | Wyoming | WY |
| Kentucky | KY | North Dakota | ND | | |

Geographical Directional Abbreviations

| | | | |
|-------|----------|-----------|-----------|
| North | N | Northeast | NE |
| East | E | Southeast | SE |
| South | S | Northwest | NW |
| West | W | Southwest | SW |