



ADDRESSES

ESS-17 | BUSINESS PROCESS PROCEDURE

ESS

The purpose of this Business Process Procedure is to explain how to set up or change your address in ESS in the Integrated HR-Payroll System.

Business Process Procedure Overview

The **Addresses** service is located in the *My Personal Data* section of ESS. You can use this service 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

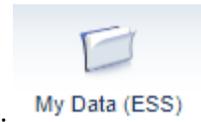


CRITICAL!

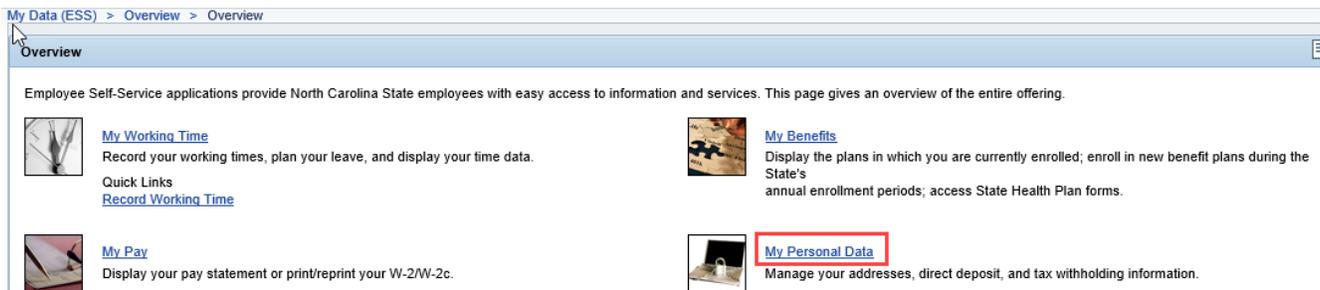
- Each address must be updated separately.
- A Mailing Address is needed only if it is different from the Permanent Residence.
- Addresses cannot be changed until the Agency HR has entered the original Permanent Residence into the system. If the **Addresses** screen is blank, contact your Agency HR.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

Edit Permanent Residence

1. From the Integrated HR-Payroll System Home Page, click into the My Data (ESS) tab.



2. Click **My Personal Data**.



3. The **My Personal Data** screen will be displayed. Click **Addresses**.

My Personal Data



My Personal Information

Addresses

Maintain your addresses.

NOTE: Both address lines 1 and 2 are limited to 32 characters. If you are making an in/out of state change to your permanent residence, please ensure your Tax Withholding Information is also updated.

[Tax Withholding Information](#)

Maintain the information on your Federal (W4), NC (NC4), or other state withholding forms. NOTE: If you are making an

- Click the Edit button **Edit** under the **Permanent residence** section.

The screenshot shows a web interface titled "Addresses". At the top, there is a progress bar with four steps: 1 (Overview), 2 (Edit), 3 (Review and Save), and 4 (Confirmation). Step 1 is highlighted in yellow. Below the progress bar, there is a section titled "Permanent residence" containing the following information: Street Address: 2709 Crim Lane, City: Franklin, Telephone No.: 707-0830. An "Edit" button is located below this information and is highlighted with a red box.

- Update the **Permanent** address information.
NOTE: Both address lines 1 and 2 are limited to 32 characters.

The screenshot shows the "Addresses" section in the "Edit" step. The progress bar now has step 2 (Edit) highlighted in yellow. The "Permanent residence" section is expanded to show the following fields: Country (USA), c/o, Address Line 1 (* 2709 Crim Lane), Address Line 2, City (* Franklin), County, State (* North Carolina), ZIP Code (* 27609), and Telephone (919 707-0830). A red box highlights the fields from Country to Telephone. Below the fields, there are two radio buttons: "Valid as of Today" (selected) and "Valid as of Future Date". At the bottom, there are three buttons: "Previous Step", "Review", and "Exit".

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

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	Abbreviation for <i>in care of</i>
*Address Line 1 Address Line 2	The address street name, number, and apartment number (if applicable). Only Address Line 1 is required.
*City	City

County	
*State	State
*ZIP Code	ZIP Code
Telephone	Home Telephone number

6. Select one of the two options to choose when the change will take effect.

Valid as of Today:	The change will become effective immediately once saved.
Valid as of Future Date:	Use the Date Box to the right to select the future date the change will become effective.

- Valid as of Today
- Valid as of Future Date

7. Once the information has been updated, click the Review button. **Review**

Addresses

➔ 1 Overview 2 Edit 3 Review and Save 4 Confirmation ➔

Permanent residence

Country:

c/o:

Address Line 1:*

Address Line 2:

City:*

County:

State:*

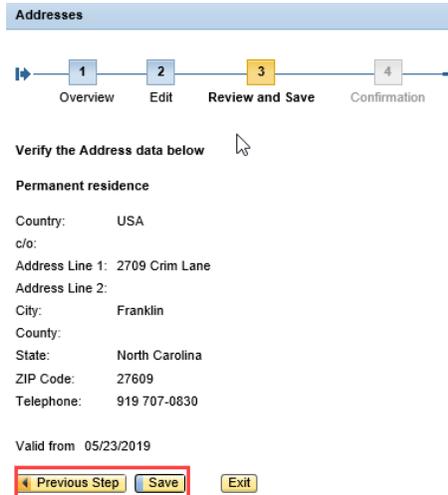
ZIP Code:*

Telephone:

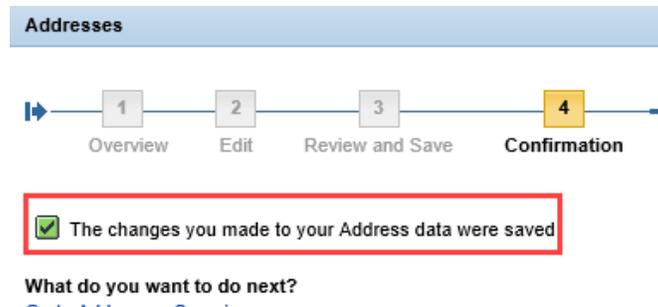
Valid as of Today

Valid as of Future Date:

8. The information entered will be displayed. If there are any errors, click the Previous Step button  to return and correct the mistake. If the information is correct, click the save button. 



The message, “The changes you made to your Address data were saved” will appear.





CRITICAL! If making an in-state or out-of-state change to the permanent residence, please ensure the tax withholding information is updated also.

NOTE: Updating your permanent address will NOT update the mailing address automatically if there is a current mailing address established in the system. The mailing address must be changed separately if necessary.

Add/Edit Emergency Contact Address

NOTE: Multiple Emergency contact addresses can be added. A telephone number is not required; however, it is highly recommended in case of emergency.

- From the Addresses screen, click the New Emergency contact button **New Emergency contact** to create a new Emergency contact record, or click the edit button **Edit** to change an existing Emergency contact.

Permanent residence

Valid until 05/22/2019
 Street Address: 2709 Crim Lane
 City: Franklin
 Telephone No.: 707-0830
 Edit

Valid from 05/23/2019
 Street Address: 2709 Crim Lane
 City: Franklin
 Telephone No.: 707-0830
 Edit Delete

Emergency contact

Street Address: 2709 Crim Lane
 City: Franklin
 Telephone No.: 707-0830
 Edit Delete

New Emergency contact

Mailing address

Street Address: 2709 Crim Lane
 City: Franklin
 Telephone No.: 707-0830
 Edit Delete

New Emergency contact Exit

- Update the Emergency address Information. Once all the information has been updated, click the review button. **Review**

Addresses

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Emergency contact

Country: USA

c/o:

Address Line 1: * 1600 Sandy Lane

Address Line 2:

City: * Franklin

County:

State: * North Carolina

ZIP Code: * 27609

Telephone: 919 707-0830

Previous Step Review Exit

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

- 3. The information entered will be displayed. If there are any errors, click the Previous Step button  to return and correct the mistake. If the information is correct, click the save button. 



Verify the Address data below

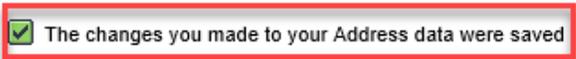
Emergency contact

Country: USA
c/o:
Address Line 1: 1600 Sandy Lane
Address Line 2:
City: Franklin
County:
State: North Carolina
ZIP Code: 27609
Telephone: 919 707-0830



Three buttons are displayed: 'Previous Step' (highlighted with a red box), 'Save', and 'Exit'.

- 4. The message, “The changes you made to your Address data were saved” will appear.



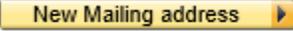
A message box with a green checkmark icon and the text: "The changes you made to your Address data were saved". The message box is highlighted with a red border.

What do you want to do next?

Add/Edit Mailing Address

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 address.

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

- From the Addresses screen, click the New Mailing address button  to create a new Mailing Address, or click the edit button  to change an existing Mailing Address.

The screenshot shows the 'Addresses' screen with a progress bar at the top indicating four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress bar, there are three main sections: 'Permanent residence', 'Emergency contact', and 'Mailing address'. Each section contains address details and an 'Edit' button. The 'Mailing address' section also has a 'Delete' button. At the bottom of the 'Addresses' screen, there are buttons for 'New Emergency contact' and 'New Mailing address', with the latter being highlighted with a red box. An 'OR' label is placed between the 'Emergency contact' and 'Mailing address' sections.

- Update the Mailing address information.

This screenshot shows the 'Mailing address' form. At the top, there is a progress bar with four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation. The 'Mailing address' section contains the following fields: Country (USA), c/o, Address Line 1 (* PO Box 1234), Address Line 2, City (* Franklin), County, State (* North Carolina), ZIP Code (* 27609), and Telephone (919 707-0830). The entire form is enclosed in a red rectangular box.

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

Valid as of Today
 Valid as of Future Date
 Validity Period





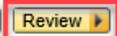
3. Select one of the three options to choose when the change will take effect.

Valid as of Today:	The change will become effective immediately once you have saved.
Valid as of Future Date:	Use the Date box to the right to select the future date the change will become effective.
Validity Period:	Use the Date box to the right to select both when the change will start and when it will stop.

NOTE: An end date of 12/31/9999 means the record will be active until another change is made.

4. Once all the information has been updated, click the review button. 

Valid as of Today
 Valid as of Future Date
 Validity Period 05/23/2019 to 12/31/9999

5. The information entered will be displayed. If there are any errors, click the Previous Step button  to return and correct the mistake. If the information is correct, click the Save button. 

➔ 1 — 2 — 3 — Co
Overview Edit Review and Save

Verify the Address data below

Mailing address

Country: USA
c/o:
Address Line 1: PO Box 1234
Address Line 2:
City: Franklin
County:
State: North Carolina
ZIP Code: 27609
Telephone: 919 707-0830

Valid from 05/23/2019

6. The message, “The changes you made to your Address data were saved” will appear.

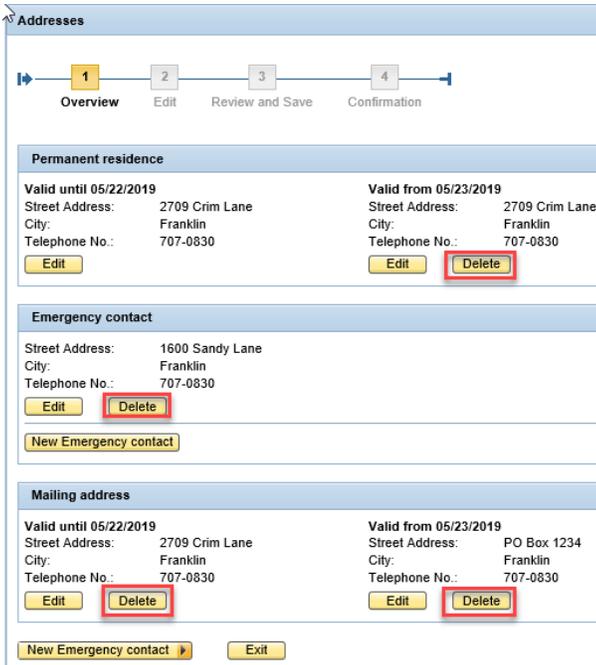
➔ 1 — 2 — 3 — 4 — ➔
Overview Edit Review and Save Confirmation

 The changes you made to your Address data were saved

What do you want to do next?

Deleting an Address

1. From the Addresses screen, click the Delete button  next to the record that needs to be deleted.



Addresses

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Permanent residence

Valid until 05/22/2019 Valid from 05/23/2019

Street Address: 2709 Crim Lane Street Address: 2709 Crim Lane

City: Franklin City: Franklin

Telephone No.: 707-0830 Telephone No.: 707-0830

[Edit](#) [Edit](#) [Delete](#)

Emergency contact

Street Address: 1600 Sandy Lane

City: Franklin

Telephone No.: 707-0830

[Edit](#) [Delete](#)

[New Emergency contact](#)

Mailing address

Valid until 05/22/2019 Valid from 05/23/2019

Street Address: 2709 Crim Lane Street Address: PO Box 1234

City: Franklin City: Franklin

Telephone No.: 707-0830 Telephone No.: 707-0830

[Edit](#) [Delete](#) [Edit](#) [Delete](#)

[New Emergency contact](#) [Exit](#)

NOTE: You cannot delete the Permanent residence.

2. The address to delete will be displayed. If there are any errors, click the Previous Step button  to return and correct the mistake. If correct, click the Delete button  again.



1 Overview 2 Edit 3 Review and Save

Verify the Address data below

Mailing address

Country: USA

c/o:

Address Line 1: 2709 Crim Lane

Address Line 2:

City: Franklin

County:

State: North Carolina

ZIP Code: 27609

Telephone: 919 707-0830

Valid from 01/01/2008 to 05/22/2019

[Previous Step](#) [Delete](#) [Exit](#)

3. The message “The following Address data was deleted” will appear.



The following Address data was deleted

What do you want to do next?

[Go to Addresses Overview](#)

[Go to My Personal Data Homepage](#)

[Go to Employee Self-Services Homepage](#)

Mailing address

Country: USA

c/o:

Address Line 1: 2709 Crim Lane

Address Line 2:

City: Franklin

County:

State: North Carolina

ZIP Code: 27609

Telephone: 919 707-0830

Valid from 01/01/2008 to 05/22/2019

Change Record

- 2/4/21 – Updated format, assigned reference number, and made accessible – Claire Ennis
- 8/6/21 – Updated for accessibility, Alt Text added – D. Genzlinger