

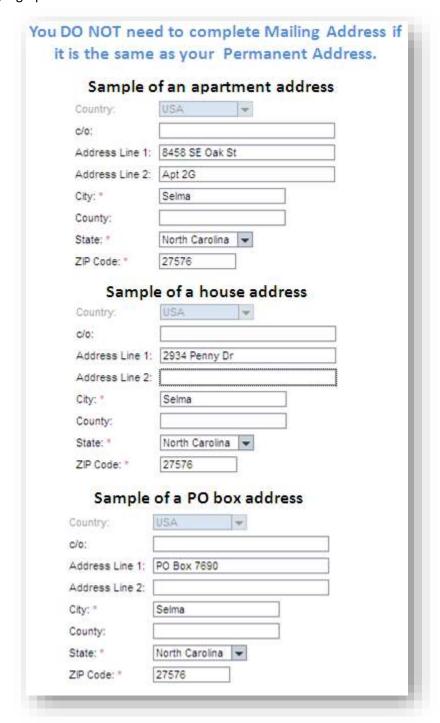
# **ADDRESS FIELDS HELPS & HINTS**



# **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.



### 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	ВСН	Extension	EXT	Mount	MT
Bend	BND	Fall	FALL	Mountain	MTN
Bluff	BLF	Falls	FLS	Neck	NCK
Bottom	втм	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	ВҮР	Fork	FRK	Pier	PIER
Camp	СР	Island	IS	Pike	PIKE
Canyon	CYN	Islands	ISS	River	RIV
Cape	СРЕ	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	СТ	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	ОН
Alaska	AK	Maine	ME	Oklahoma	ОК
Arizona	AZ	Maryland	MD	Oregon	OR
Arkansas	AR	Massachusetts	MA	Pennsylvania	PA
California	CA	Michigan	MI	Rhode Island	RI
Colorado	со	Minnesota	MN	South Carolina	SC
Connecticut	СТ	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	МО	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Hawaii	н	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	Nort
East	E	Sout
South	S	Nort
West	W	Sout

Northeast	NE
Southeast	SE
Northwest	NW
Southwest	SW