



|                                  |  |
|----------------------------------|--|
| <b>Type: System Enhancements</b> | <b>ID Number: SE 15</b>  |
| <b>Date: November 27, 2007</b>   | <b>Subject: Address Changes for Benefits Only Participants</b> |

## **Suggested Audience:**

HR Staff

**NOTE:** If your office sends an interface file for employee addresses, the address process will not change. All data sent on the interface file will be stored and used in SAP as always. However, what you see and will be able to enter in the address screens in People First will change with the [December 8, 2007](#), release:

- Street Address will be modified to restrict entry to **30 characters** on **one line** for the Home, Mailing and Temporary address screens. Currently, two lines are available for entry in each of these screens.
- Addresses for benefit materials will continue to be sent in the following order:
  - Interface will check for an active temporary address. If available for the current date, benefit materials will be sent to this address.
  - If there is no temporary address on file or the temporary address has expired (end date prior to the current date), the interface process will check for an active mailing address. If available for the current date and there is no active temporary address, benefit materials will be sent to this address.
  - If there is neither an active temporary nor an active mailing address, the interface process will check for an active home address. If available for the current date and there is no active temporary or mailing address, benefit materials will be sent to this address.
  - If there is no active temporary, mailing or home address, then no benefit materials will be sent until an address is added to one or more of these screens.
- For HMO eligibility purposes, the work county will now show on the View Address screen:

If you have any questions, please contact Verla Lawson, your DMS customer service lead.