



## Subject: Address Changes

Date: November 27, 2007

**Overview of Address Changes:** The following changes will be made to the address screens and process within People First, effective [December 10, 2007](#).

To be sure your Form W-4 and Form W-2 are accurately processed, the Street Address field in the People First system will allow you to enter **up to 30 characters** on **one line** for the Home, Mailing and Temporary Address screens. Currently, there are two lines for the street address in each of these screens.

The People First W-4 interface file to the Bureau of State Payrolls (BOSP) will be updated to pull your address from the People First system as follows:

- The interface file will check for an active temporary address. If a temporary address is available for the current date, this record will be sent to BOSP.
- If there is no temporary address on file or the temporary address has expired (the end date has passed), the interface process will check for an active mailing address. If a mailing address is available for the current date, this record will be sent to BOSP.
- If there is neither an active temporary address nor an active mailing address, the interface process will check for an active home address. If the home address is available for the current date, this record will be sent to BOSP.
- If there is no active temporary, mailing or home address, then no W-4 file will be sent to BOSP until an address is added to one or more of these screens.

### How Do These Address Changes Impact Me?

As an employee, you are responsible for ensuring that your personal address is correct in the People First system at all times.

- **Why is it important that I update my address to meet this requirement?** The address is used for your Form W-2 and benefit materials. The Division of Retirement also uses this address to mail your annual retirement statement. If the address is not correct, it is possible that you might not receive your W-2 or other State mailings in a timely manner.
- **What do I need to do?** You should check to be sure your address(es) in the People First system is correct.
  - If your address is longer than 30 characters, you should update your address and limit your entry to 30 characters.
  - If your address is on both street address line 1 and line 2, you should update your address to line 1 only.
- **What will happen if I do not update my address(es) before these changes are implemented on December 10, 2007?** All data after the first 30 characters on line 1, including all of line 2, will be deleted.

- **Can I still change my address(es) after December 10, 2007?** Yes, in fact it will be easier because the system enhancement will only allow you to enter 30 characters and line 2 will no longer be available. If you make the change before the system enhancement, you will have to manually limit your entry to 30 characters on line 1 only.

**Address Instructions:**

1. Log in to People First.
2. Select the Personal Info tab.
3. From the Personal Info drop down menu, select either Home Address, Mailing Address, or Temporary Address.
  - Home Address—this address is your physical address. Complete this screen, even if you don't receive mail here, because your agency may use it during an emergency.
  - Mailing Address—use this address if you receive mail somewhere other than your physical home, such as a post office box.
  - Temporary Address—use this address if you will receive mail somewhere other than your mailing or home address for a short time. Be sure to select an end date for the temporary address so that your State mail will go back to your regular address in a timely manner.
4. Click GO.
5. To create a new address, click NEW.
6. To edit an existing address, click the radio button next to the address, then click EDIT in the lower left-hand corner.
7. Complete the fields and click SAVE. Fields with an asterisk are required.
  - Remember to limit the number of characters in the Street Address line 1 field to 30.
  - Remember to use line 1 only. Line 2 will be deleted December 10.

If you have any questions about how to complete these tasks in People First, call the Service Center at 866-663-4735. Service Center specialists are available to help you Monday through Friday, from 8:30 a.m. to 5:30 p.m. Eastern Time.