



Type: System Enhancements	ID Number: SE
Date: September 9, 2008	Subject: Benefits Only Mailing Address

Suggested Audience:

Benefits Only HR Staff

Summary of Enhancements: Effective with the August 30, 2008 release, the People First system now allows the mailing address to be updated for benefit only employees. This enhanced access allows HR staff (A and H role code users) to update the mailing address in People First for their employees, as well as allows the employees to update the mailing address for themselves.

It is important to note that the mailing address is NOT required. However, when present the mailing address will take priority over the home address for mailings (e.g. open enrollment materials, confirmation statements, vendor mailings, etc.).

To **create** a mailing address for one of your employees:

1. Log in to People First.
2. Go to the "My Direct Reports" tab.
3. Pull up and select the employee.
4. Choose "Addresses" from the Benefits drop down and select "Go."
5. Once you are in the Address screen, select the "Create" button
6. Select "Mailing Address" in the Address Type dropdown box.
7. Enter the address information and select "Save."

To **update** an existing mailing address for one of your employees:

1. Log in to People First.
2. Go to the "My Direct Reports" tab.
3. Pull up and select the employee.
4. Choose "Addresses" from the Benefits drop down and select "Go."
5. Select the active record with an Address Type of "Mailing Address."
6. Select the "View" button.
7. Select the "Edit" button.
8. Update the address information and select "Save."

To **End Date** an existing mailing address for one of your employees:

1. Log in to People First.
2. Go to the "My Direct Reports" tab.
3. Pull up and select the employee.
4. Choose "Addresses" from the Benefits drop down and select "Go."
5. Select the active record with an Address Type of "Mailing Address."
6. Select the "View" button.
7. Select the "Edit" button.
8. Enter an "End Date" prior to the current date and select "Save."