

Type: System Enhancements	ID Number: SE 91
Date: June 22, 2012	Subject: Address Scrubbing in People First

Suggested Audience:

Human Resource Offices

Details:

As part of the June 30, 2012 system release, address scrubbing will be implemented as described below. While the changes to support address scrubbing will be implemented on June 30, 2012, the **first address scrubbing will not occur until July 16, 2012.**

The address scrubbing process in People First is being implemented to ensure employees receive important communications and forms (e.g., Benefits Statements, Underpayment Notifications) from People First. The address scrubbing process will consist of both address formatting and address correction. In order to complete these processes, People First has contracted with a certified United States Postal Service (USPS) vendor that will be perform both the address formatting and correction process based on the employee's addresses in People First. Both processes will be completed on a quarterly basis.

Address Formatting

- Address formatting will ensure ZIP Codes are correct, apply the ZIP+4, and use the official USPS abbreviations for Street Suffixes (street, alley, road, etc.) and Secondary Units (apartment, building, etc.).
- Address formatting will be applied to both the employee's home address and mailing address record in People First.
- For address formatting, the employee's current address record will be updated to reflect the correct USPS information. However, a new record will **not** be created.

Address Correction

- Address correction will consist of modifying or creating a new mailing address for the employee based on that employee's official address on file with the USPS. The employee's home address will **not** be updated as part of the address correction process.
 - If the employee currently has a mailing address in People First, the address will be used for comparison with the USPS database. If the employee only has a home address, the home address will be used for comparison.
 - During this analysis, the employee's name and address will be compared to the USPS database to determine if that name and address combination exists. If the combination exists, but the address is no longer the employee's address on file with the USPS, the current address on file with the USPS will be used to create a **new** mailing address for the employee. If the address in People First is the same as the address on file with the USPS, no changes will be made as part of this process.
 - For employees who do not currently have a mailing address in People First and who have a home address in People First that matches an address on file for the employee in the USPS database, a mailing address record will be created in People First using the employee's current address on file with the USPS.