

Type: System Enhancements	ID Number: SE 93
Date: June 29, 2012	Subject: Changes to Employee Address Screens

Suggested Audience:
Human Resource Offices

Details:

On July 14, 2012, People First will implement major system enhancements that affect how employee contact information is managed in the People First system. These system enhancements are being made to the employee address screens within People First and will include the following changes:

- **There will be a new "Contact Information" screen.**
 - Refer to the "Contact Information" section for specific details and functionality of the new screen.
- A new link titled "Contact Information" will be added to the "My Quick Links" section on the Home Page.
- The current "Create Home Address" link, in the "My Tasks Due" section on the Home Page will be re-titled "Maintain Contact Information."
 - When employees select the "Maintain Contact Information" task, they will be taken to the new "Contact Information" screen to create a home address.
- **The home and mailing address screens are being eliminated. Home and mailing addresses will now be part of the new "Contact Information" screen.**
 - The Home Address and Mailing Address links will be removed from the *Personal Information* dropdown menu and the "My Quick Links" section on the Home Page.
 - Refer to the "Home Address Details Section" and "Mailing Address Details Section" for additional changes being made to the address screens.
- **The "Temp Address" is being removed.** This address type will no longer be valid in the People First system.
 - The "Temp Address" link will be removed from the *Personal Information* dropdown menu.
- **A new employee "Notification E-mail Address" is being created** and will be located in the "Contact Information" screen.
 - Refer to the "Notification E-mail Address Details Section" section for specific details and functionality of the new address type.

Contact Information Overview Section

- Within the *Contact Information* screen (Screenshot 1), the *Overview* section will show each address type (i.e., Home Address, Mailing Address, and Notification E-mail Address).
- The "Address Type", "Effective Date", "End Date", "Address", "City", "State", and "ZIP Code" for each active address record will display in the *Overview* section.
 - Only active address records will be presented in the *Overview* section. Historical address records can be viewed in the *Details* section for each address type. If there is not an active address record, the *section* will show blank for that address type.
 - The "Address" column will combine and display "Address Line 1" and "Address Line 2" of the employee's address.
 - The "City", "State", and "ZIP Code" columns are not valid for the Notification E-mail Address; no data will be presented in these columns.
 - The "Menu" button will return the employee to the Employee Information page and will return a user completing on behalf of another user to the My Direct Reports page.
 - The "New" button will allow the employee to create a new address record.
 - When the "New" button is selected, without an address type being selected in the *Contact Information Overview* section, users will be presented with a dropdown menu that will allow them to select an address type (i.e., Home Address, Mailing Address, or Notification E-mail Address). Once the address type is selected, the employee will be presented with the applicable *Details* section to create the address.
 - When an address type is selected in the *Overview* section, and then the "New" button is selected, the employee will be presented with the applicable *Details* section to create the address.

Screenshot 1 - Contact Information Screen

Contact Information->Overview							
	Address Type	Effective Date	End Date	Address	City	State	ZIP Code
<input checked="" type="checkbox"/>	Home Address	06/26/2012	12/31/9999	1234 TEST LANE APARTMENT 2B	TITUSVILLE	FL	32781
<input type="checkbox"/>	Mailing Address	06/26/2012	12/31/9999	1234 TEST LANE APARTMENT 2B	TITUSVILLE	FL	32781
<input type="checkbox"/>	Notification E-Mail						

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Menu New

Home Address Details Section

- To view an active Home Address record, select "Home Address" in the *Overview* section in the "Contact Information" screen. Once the address is selected, the *Home Address Details* section (Screenshot 2) will be presented.
- New messaging is being added to the "Home Address" record to inform users of the address priority order for mailing purposes.

- The message will read: "Your current mailing address will be used for mailed correspondence. If there is no active mailing address, then the home address will be used."
- The "Effective Date" and "End Date" fields will no longer be open for editing.
 - When the Home Address record is being edited (by selecting the "Edit" button) or a new address is being created (by selecting the "New" button), the "Effective Date" will default to the current date, and the "End Date" will default to 12/31/9999.
- An "Address Line 2" field has been added to the "Home Address" record. This field can be used to capture the employee's apartment number, building number, etc.
- The "C/O" field has been removed.
- Enhancements have been added to only require employees to enter "Address Line 1" and "ZIP Code." The entry in the "ZIP Code" field will systematically populate the City, State, and Home County fields. This enhancement will prevent employees from entering invalid information for these address fields.
 - In the rare situation where an employee lives in a ZIP Code that has multiple cities or counties, the employee will select the appropriate City and/or County in the dropdown menus for these fields after entering a ZIP Code.
 - Employees will also have the ability to provide a second line to their addresses, as well as a primary and an alternate phone number.
 - The "Country" field will default to the United States and is not editable. Employees with a foreign home address (outside of the United States) must call the People First service center to modify their address.
- A new checkbox feature that allows employees to copy their home address to their mailing address will be added to the "Home Address" details section.
 - The text next to this checkbox will read: "Check here if you would also like to use this as your mailing address."
 - This checkbox will only display when the "Edit" button has been selected.
 - When the employee selects the checkbox, a new mailing address record will be created using the information entered in the home address. The "Effective Date" of the new mailing address will be the current date, and the "End Date" will be 12/31/9999.
 - If the employee has an existing mailing address (before the checkbox is selected), that address will be end dated as of the previous day.
- The "History" button will display the historical home address records for the employee.
 - The historical address record will be presented in a table format; it will not look like the actual "Home Address" record.
 - Each historical record will show the "Effective Date", "End Date", "Address" (with Address Line 1 and Line 2 combined), "City", "State", "ZIP Code", "County" (home county), "Primary Phone Number" and "Alternate Phone Number".

Screenshot 2 - Home Address Details Section

Contact Information->Details

This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.

Your current mailing address will be used for mailed correspondence. If there is no active mailing address, then the home address will be used.

Address Type	Home Address		
Effective Date	06/28/2012 *	End Date	
Address Line 1	1234 TEST LANE *	Address Line 2	APARTMENT 2B
ZIP Code	32781 *	City	TITUSVILLE *
State	FL *	Country	US USA
Home County	BREVARD *	Work County	037 Leon
Primary Phone	Alternate Phone		

Check here if you would also like to use this as your mailing address.

Edit Save Cancel History

Mailing Address Details Section

- To view an active Mailing Address record, select "Mailing Address" in the *Overview* section of the "Contact Information" screen. Once the address is selected, the *Mailing Address Details* section (Screenshot 3) will be presented.
- New messaging is being added to the "Mailing Address" record to inform users of the address priority order for mailing purposes.
 - The message will read: "Your current mailing address will be used for mailed correspondence. It there is no active mailing address, then the home address will be used."
- The "Effective Date" and "End Date" fields will no longer be open for editing.
 - When the Mailing Address record is being edited (by selecting the "Edit" button) or a new address is being created (by selecting the "New" button), the "Effective Date" will default to the current date, and the "End Date" will default to 12/31/9999.
- An "Address Line 2" field has been added to the "Mailing Address" record. This field can be used to capture the employee's apartment number, building number, etc.
- Enhancements have been added to only require employees to enter "Address Line 1" and "ZIP Code." The entry in the "ZIP Code" field will systematically populate the City and State fields. This enhancement will prevent employees from entering invalid information in these address fields.
 - In the rare situation where an employee lives in a ZIP Code that has multiple cities or counties, the employee will select the appropriate City and or County in the dropdown menus for these fields after entering a ZIP Code.
 - Employees will also have the ability to provide a second line of address, as well as a primary and alternate phone number.
 - The "Country" field will default to the United States and is not editable. Employees with a foreign home address (outside of the United States) must call the People First service center to modify their address.
- The "History" button will display the historical mailing address records for the employee.

- The historical address record will be presented in a table format; it will not look like the actual "Mailing Address" record.
- Each historical record will show the "Effective Date", "End Date", "Address" (with Address Line 1 and Line 2 combined), "City", "State", and "ZIP Code".

Screenshot 3 - Mailing Address Details Section

Contact Information->Details

This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.

Your current mailing address will be used for mailed correspondence. If there is no active mailing address, then the home address will be used.

Address Type	Mailing Address		
Effective Date	06/26/2012 *	End Date	12/31/9999 *
Address Line 1	1234 TEST LANE *	Address Line 2	APARTMENT 2B
ZIP Code	32781 *	City	TITUSVILLE *
State	FL * Florida	Country	US USA

Notification E-mail Address Details Section

- A new "Notification E-mail Address" is being implemented. The "Notification E-mail Address" will be used to communicate key (e.g., open enrollment) information to employees. Employees will also have the option to select to continue to receive currently mailed correspondences (e.g., Benefits Confirmation Statement) through the United States Postal Service.
- To view an active Notification E-mail Address record, select "Notification E-mail Address" in the *Overview* section on the "Contact Information" screen. Once the address is selected, the *Notification Email Address Details* section (Screenshot 4) will be presented.
- A message will be included on the "Notification E-mail Address" record that explains how the notification e-mail address will be used.
 - Employees who provide a notification e-mail address will receive additional communications from People First for key events, such as Open Enrollment, that are not sent to employees through the United States Postal Service (for example, e-mails letting them know that Open Enrollment has begun or that it is almost over).
- An additional message will be included on the "Notification E-mail Address" record that explains that ***only the e-mail address*** entered is subject to public records. It's important to note that all e-mail addresses, whether work or personal, are subject to public records.
 - Employees should carefully consider which e-mail address to use (work or personal). Employees are solely responsible for maintaining their e-mail address and ensuring that it is current/up to date. If the employee uses a work e-mail address and changes jobs (for example, a move from one agency to another), then the employee would need to update the notification e-mail address with People First.

- A checkbox feature is being included that allows the employee to also elect to continue to receive mailed correspondence through the United States Postal Service.
 - When employees select the checkbox, they will also continue to receive communications that are sent through the United States Postal Service to their mailing address in addition to electronic communications (via e-mail).
- The "Effective Date" and "End Date" fields will not be open for editing.
 - When the Notification E-mail Address record is being edited ("edit" button selected) or a new e-mail address is being created ("new" button selected), the "Effective Date" will default to the current date and the "End Date" will default to 12/31/9999.
- Employees that elect to enter a notification e-mail address will be required to re-enter the e-mail address to ensure it was entered correctly.
- A "Stop E-mail" button will be presented when an active Notification E-mail Address is being viewed. The button will not be displayed if the employee does not have a Notification E-mail Address.
 - If the "Stop E-mail" button is selected, the employee will be presented with a warning message asking them if they are sure they want to stop their Notification E-mail Address and warning them they will not receive some communications.
- The "History" button will display the historical notification e-mail address records for the employee.
 - The historical address record will be presented in a table format; it will not look like the actual "Notification E-mail Address" record.
 - Each historical record will show the "Effective Date", "End Date", and "Address".

Screenshot 4 - Notification E-mail Address Details Section

Contact Information->Details

This screen may contain information that is confidential under state or federal law. Improper access or release of such information may be a violation of these laws.

If you provide an e-mail address, we will send certain benefit notices and other People First related information to you electronically. You may also choose to receive communications through the United States Postal Service.

Under Florida law, e-mail addresses are public records. If you do not want your notification e-mail address released in response to a public records request, do not provide an e-mail address. If you choose to enter your notification e-mail address, you must keep it up to date. Neither People First nor the State of Florida is responsible for delivery failures caused by out-of-date or incorrect e-mail addresses.

Address Type	Notification E-Mail		
Effective Date	06/28/2012 *	End Date	12/31/9999 *
Notification E-Mail	JANEDOE@TEST.COM *		

In addition to e-mail, check here if you would also like us to send correspondence to your mailing address.

Edit
Save
Cancel
History
Stop E-mail