



## **Miami-Dade County**

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# **Review/Update Address on Behalf of an Employee Job Aid**

**Version 1.0**

## TABLE OF CONTENTS

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<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>PURPOSE.....</b>	<b>2</b>
<i>Purpose.....</i>	<i>2</i>
<b>REVIEW/UPDATE ADDRESS ON BEHALF OF AN EMPLOYEE .....</b>	<b>3</b>

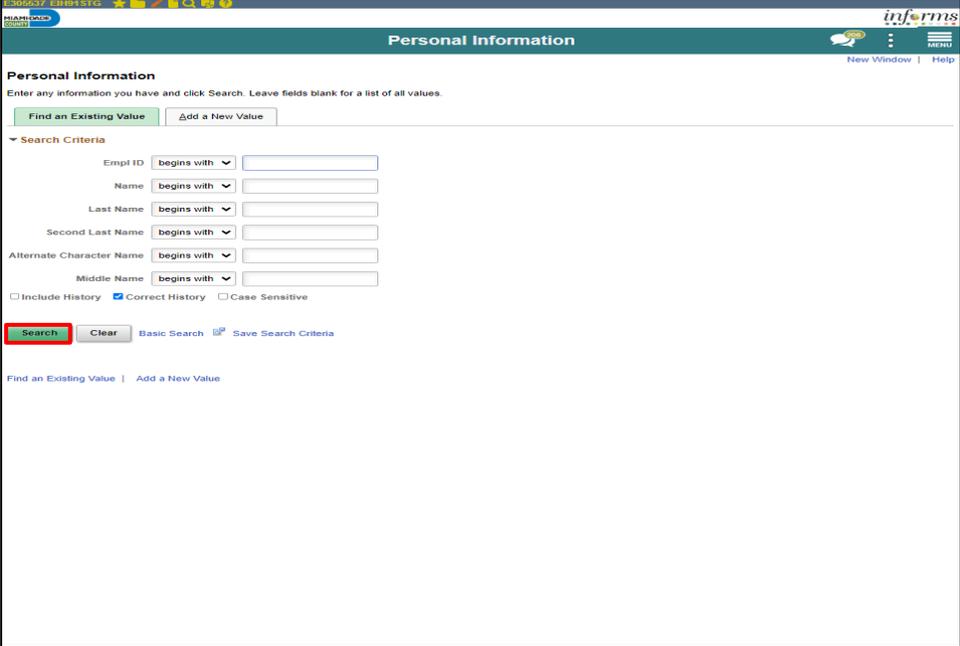
## PURPOSE

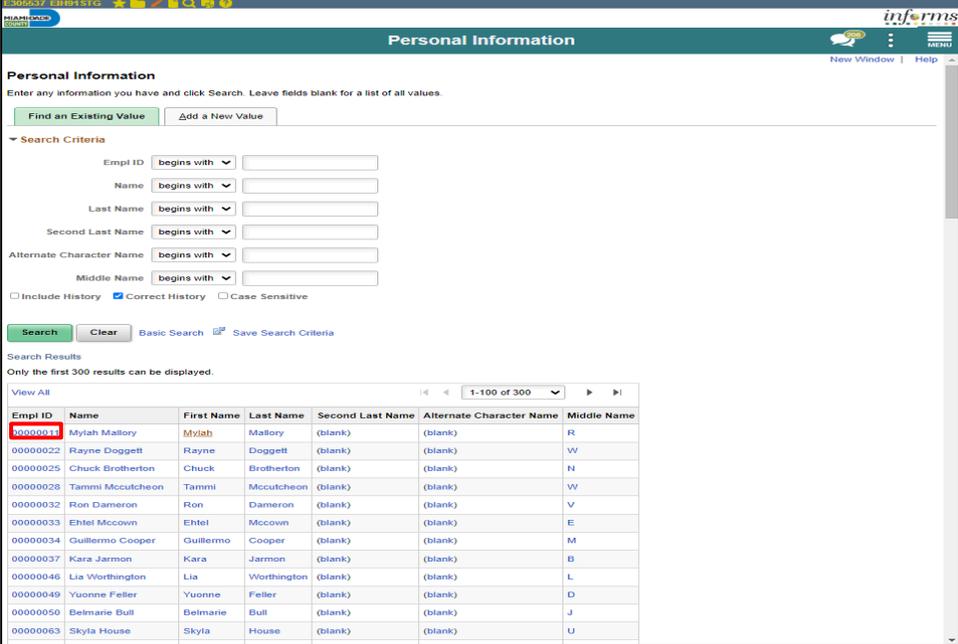
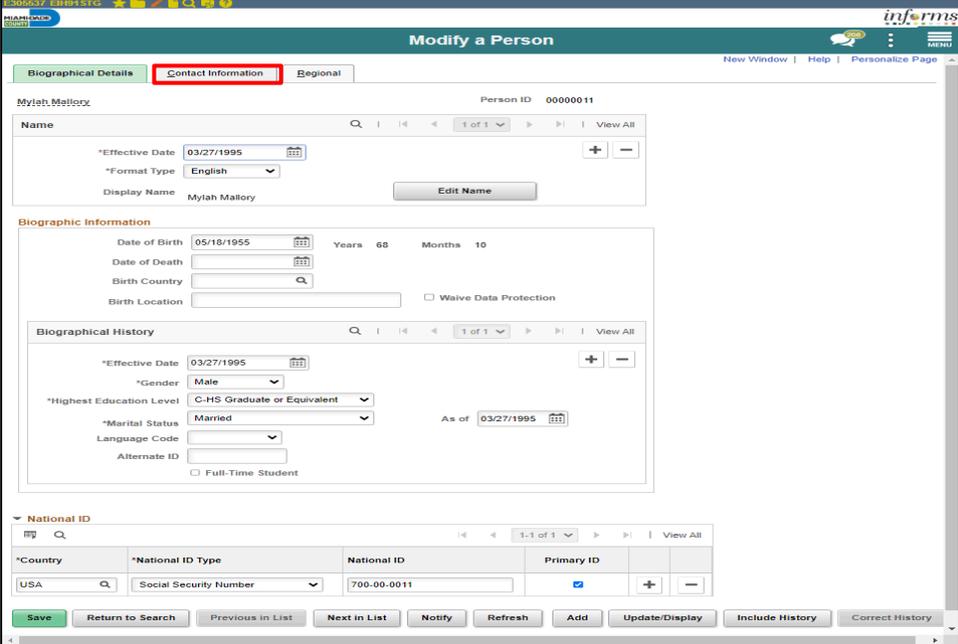
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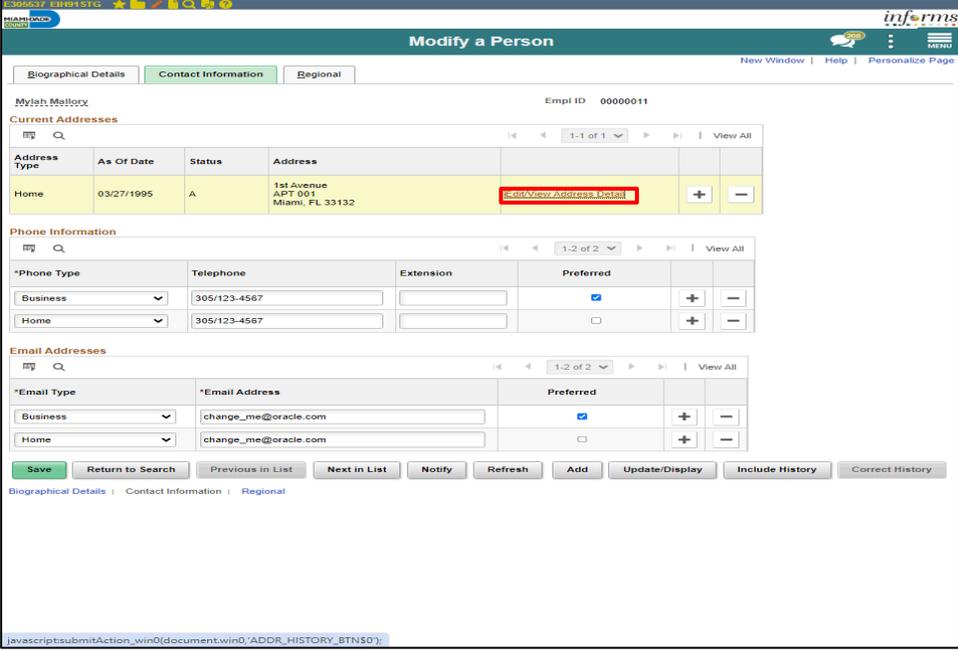
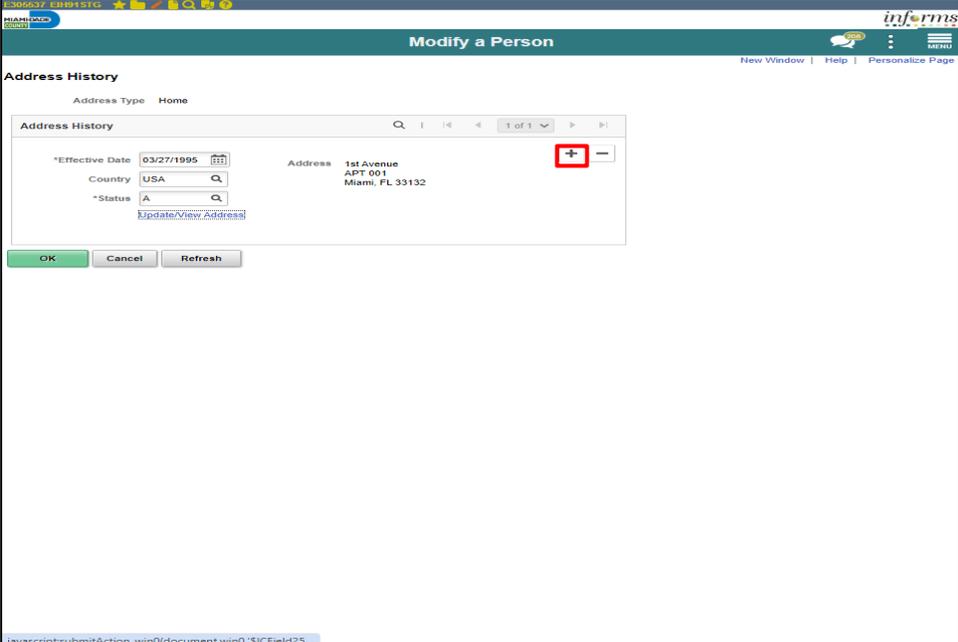
### **Purpose**

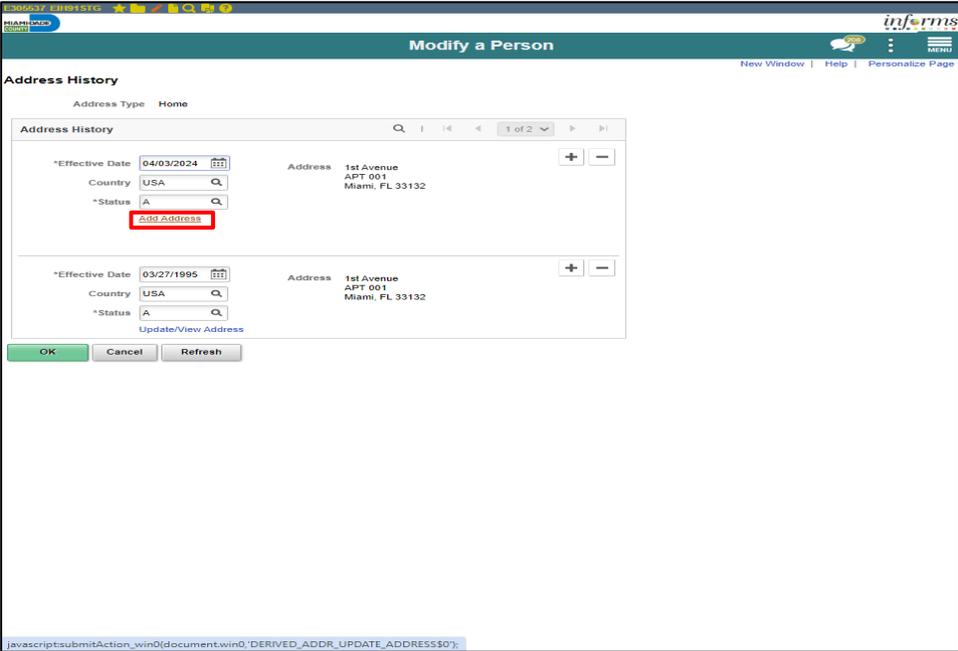
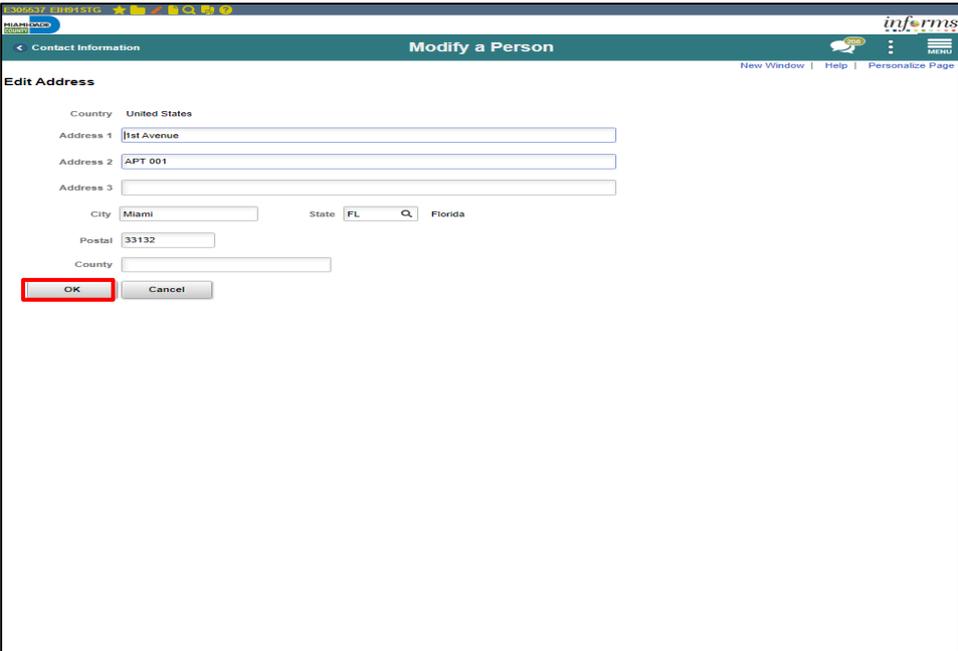
This document explains the key activities involved in reviewing or updating an address on behalf of an employee. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

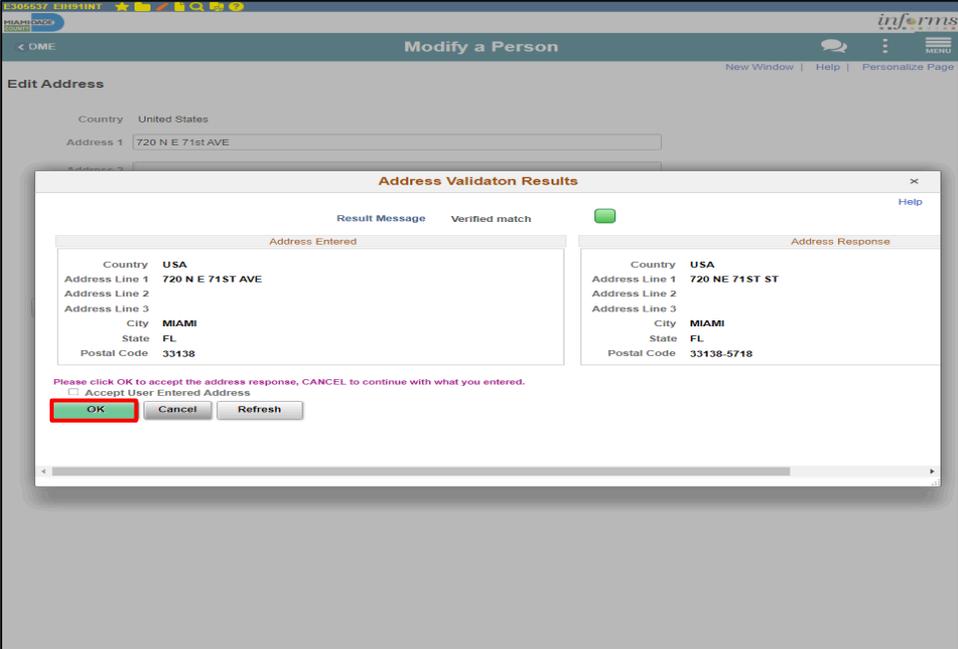
## REVIEW/UPDATE ADDRESS ON BEHALF OF AN EMPLOYEE

Step	Action
1.	Navigate to <b>Menu &gt; Navigator &gt; Human Capital Management (HCM) &gt; Workforce Administration &gt; Personal Information &gt; Modify a Person</b>
2.	<p>Select the <b>Search</b> button.</p>  <p>The screenshot shows the 'Personal Information' search page. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' section with several dropdown menus for 'Empl ID', 'Name', 'Last Name', 'Second Last Name', 'Alternate Character Name', and 'Middle Name', each followed by a text input field. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria section, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. Below the search criteria, there are again two buttons: 'Find an Existing Value' and 'Add a New Value'.</p>

Step	Action																																																																																											
3.	<p>Select the applicable employee.</p>  <p><b>Personal Information</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>Search Criteria</p> <p>Emp ID: begins with Name: begins with Last Name: begins with Second Last Name: begins with Alternate Character Name: begins with Middle Name: begins with</p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Results Only the first 300 results can be displayed.</p> <table border="1"> <thead> <tr> <th>Emp ID</th> <th>Name</th> <th>First Name</th> <th>Last Name</th> <th>Second Last Name</th> <th>Alternate Character Name</th> <th>Middle Name</th> </tr> </thead> <tbody> <tr style="background-color: #f0f0f0;"> <td>00000011</td> <td>Mylah Mallory</td> <td>Mylah</td> <td>Mallory</td> <td>(blank)</td> <td>(blank)</td> <td>R</td> </tr> <tr> <td>00000022</td> <td>Rayne Doggett</td> <td>Rayne</td> <td>Doggett</td> <td>(blank)</td> <td>(blank)</td> <td>W</td> </tr> <tr> <td>00000025</td> <td>Chuck Brotherton</td> <td>Chuck</td> <td>Brotherton</td> <td>(blank)</td> <td>(blank)</td> <td>N</td> </tr> <tr> <td>00000028</td> <td>Tammi Mccutcheon</td> <td>Tammi</td> <td>Mccutcheon</td> <td>(blank)</td> <td>(blank)</td> <td>W</td> </tr> <tr> <td>00000032</td> <td>Ron Dameron</td> <td>Ron</td> <td>Dameron</td> <td>(blank)</td> <td>(blank)</td> <td>V</td> </tr> <tr> <td>00000033</td> <td>Ehtel Mccown</td> <td>Ehtel</td> <td>Mccown</td> <td>(blank)</td> <td>(blank)</td> <td>E</td> </tr> <tr> <td>00000034</td> <td>Guillermo Cooper</td> <td>Guillermo</td> <td>Cooper</td> <td>(blank)</td> <td>(blank)</td> <td>M</td> </tr> <tr> <td>00000037</td> <td>Kara Jarmon</td> <td>Kara</td> <td>Jarmon</td> <td>(blank)</td> <td>(blank)</td> <td>B</td> </tr> <tr> <td>00000046</td> <td>Lia Worthington</td> <td>Lia</td> <td>Worthington</td> <td>(blank)</td> <td>(blank)</td> <td>L</td> </tr> <tr> <td>00000049</td> <td>Yvonne Feller</td> <td>Yvonne</td> <td>Feller</td> <td>(blank)</td> <td>(blank)</td> <td>D</td> </tr> <tr> <td>00000050</td> <td>Belmarie Bull</td> <td>Belmarie</td> <td>Bull</td> <td>(blank)</td> <td>(blank)</td> <td>J</td> </tr> <tr> <td>00000063</td> <td>Skyia House</td> <td>Skyia</td> <td>House</td> <td>(blank)</td> <td>(blank)</td> <td>U</td> </tr> </tbody> </table>	Emp ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	00000011	Mylah Mallory	Mylah	Mallory	(blank)	(blank)	R	00000022	Rayne Doggett	Rayne	Doggett	(blank)	(blank)	W	00000025	Chuck Brotherton	Chuck	Brotherton	(blank)	(blank)	N	00000028	Tammi Mccutcheon	Tammi	Mccutcheon	(blank)	(blank)	W	00000032	Ron Dameron	Ron	Dameron	(blank)	(blank)	V	00000033	Ehtel Mccown	Ehtel	Mccown	(blank)	(blank)	E	00000034	Guillermo Cooper	Guillermo	Cooper	(blank)	(blank)	M	00000037	Kara Jarmon	Kara	Jarmon	(blank)	(blank)	B	00000046	Lia Worthington	Lia	Worthington	(blank)	(blank)	L	00000049	Yvonne Feller	Yvonne	Feller	(blank)	(blank)	D	00000050	Belmarie Bull	Belmarie	Bull	(blank)	(blank)	J	00000063	Skyia House	Skyia	House	(blank)	(blank)	U
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4.	<p>Select the <b>Contact Information</b> tab.</p>  <p><b>Modify a Person</b></p> <p>Biographical Details   <b>Contact Information</b>   Regional</p> <p>Mylah Mallory   Person ID: 00000011</p> <p>Name: Mylah Mallory   *Effective Date: 03/27/1995   *Format Type: English</p> <p>Biographic Information</p> <p>Date of Birth: 05/18/1955   Years: 68   Months: 10</p> <p>Biographical History</p> <p>*Effective Date: 03/27/1995   *Gender: Male   *Highest Education Level: C-HS Graduate or Equivalent   *Marital Status: Married   As of: 03/27/1995</p> <p>National ID</p> <p>*Country: USA   *National ID Type: Social Security Number   National ID: 700.00.0011   Primary ID: <input checked="" type="checkbox"/></p>																																																																																											

Step	Action
5.	<p>Select the <b>Edit/View Address Detail</b> hyperlink.</p> 
6.	<p>Select the plus sign to add a new address.                      Note: Select the <b>Update/View Address</b> hyperlink if the current address is wrong and needs correcting</p> 

Step	Action
7.	<p>Select the <b>Add Address</b> hyperlink.</p>  <p>The screenshot shows the 'Modify a Person' interface with the 'Address History' section. It lists two addresses. The first address has an effective date of 04/03/2024 and a status of 'A'. The 'Add Address' button is highlighted with a red box. Below the list are 'OK', 'Cancel', and 'Refresh' buttons.</p>
8.	<p>Input the new address information. Select the <b>OK</b> button.</p>  <p>The screenshot shows the 'Edit Address' form. It contains fields for Country (United States), Address 1 (1st Avenue), Address 2 (APT 001), Address 3, City (Miami), State (FL), Florida, Postal (33132), and County. The 'OK' button is highlighted with a red box.</p>

Step	Action
<p>9.</p>	<p><b>Note:</b> The address will go through a validation process to ensure the address is a valid USPS address.</p> <p>Select the <b>OK</b> button to accept the suggested changes or select the <b>Accept User Entered Address</b> checkbox to decline the suggestion.</p> 
<p>10.</p>	<p>Select the <b>OK</b> button.</p> 