



## Add/Update Employee and/or Dependent Address

Important: The following Address Rules/Information should be considered when adding, editing, or inactivating addresses for your employees:

- The ACTIVE “Address” MUST contain the most current effective date.
- An INACTIVE “Address” CANNOT contain the most current effective date.
- An ACTIVE “Address Type” other than 'Home' or 'Mail' CANNOT contain the most current effective date.
- Address1, State, City, and Postal fields are required fields.
- If an employee has address types of 'Home' and 'Mail' with the same effective date, the employee’s W-2 will be sent to the 'Mail' address.
- Retirement Division uses the ‘Home’ address for employee’s records.

### Changing an Existing Employee Address to a NEW Address

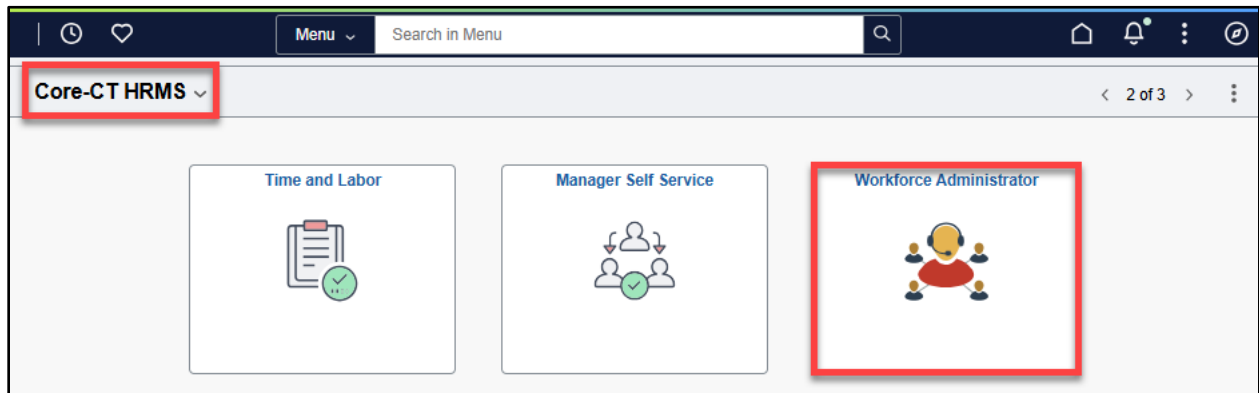
#### Navigation:

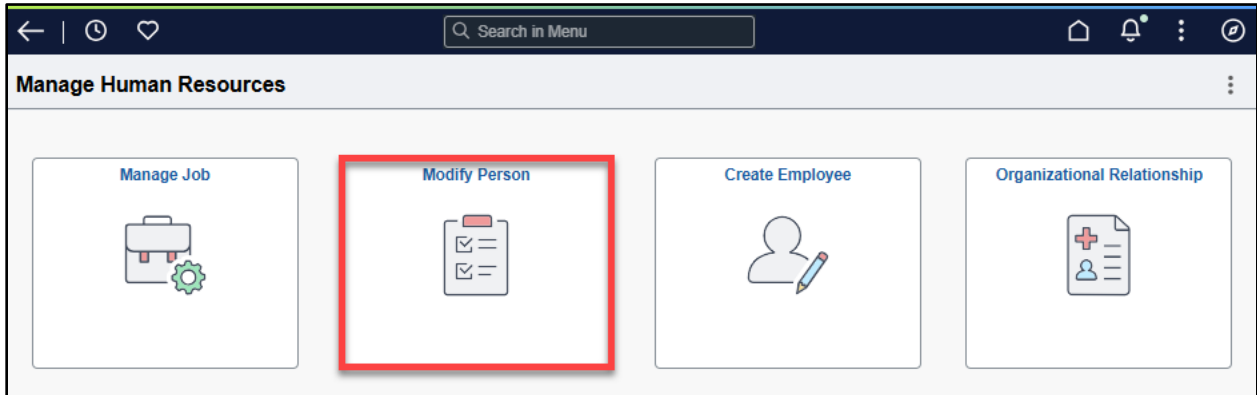
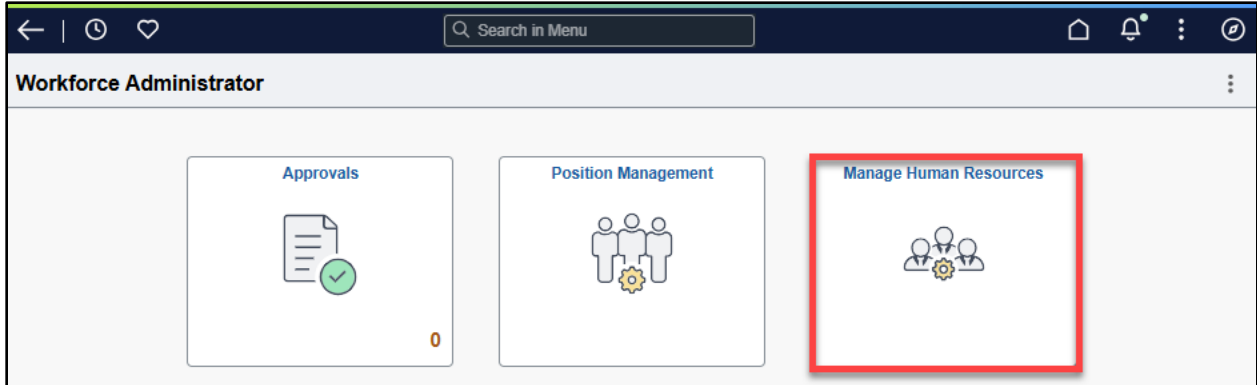
Select **Core-CT HRMS**

Click **Workforce Administrator** tile

Click **Manage Human Resources** tile

Click **Modify Person** tile







## Process:

Enter **Search Criteria**.


Check the box for **Include History**.

Click **Search**.

A screenshot of a web application interface titled "Modify Person". The page has a dark blue header with navigation icons and a search bar. Below the header, the main content area is titled "Search Existing". Under this title, there is a section for "Search Criteria" with a dropdown menu for "My Saved Searches". Below this, there are several search criteria fields, each with a "begins with" dropdown and a text input field: "Empl ID", "Name", "Last Name", "Second Last Name", "Alternate Character Name", and "Middle Name". At the bottom of the search criteria section, there is a checked checkbox labeled "Include History". Below the checkbox are three buttons: "Search", "Clear", and "Save Search". The "Search" button is highlighted with a red box. At the bottom left of the page, there is a link for "Basic Search".



Select the **Contact Information** tab.

Click  to add a new address.

The screenshot shows the 'Modify Person' interface for John Smith (561703). The 'Contact Information' tab is selected in the left sidebar. The main content area is titled 'Step 1 of 2: Person Data' and includes a 'Contact Information' dropdown menu. Under the 'Addresses' section, there is a 'Display History' toggle set to 'Yes' and a table with 3 rows. A plus icon is visible above the table to add a new address. Below the addresses table is a 'Phone' section with a plus icon and a table with columns for Type, Number, Extension, Preferred, and Edit. The 'Email' section also has a plus icon and a table with columns for Type, Email Address, and Edit.

Address Type	Effective Date	Address	
Home <i>CURRENT</i>	10/19/2024	456 One Tree Hill Hartford, CT 06106	>
Home <i>HISTORY</i>	10/11/2024	789 One Tree Hill Hartford, CT 06106	>
Home <i>HISTORY</i>	08/12/2022	123 Tree Hill Hartford, CT 06106	>

Type	Number	Extension	Preferred	Edit
Mobile	475/555-2424		<input checked="" type="checkbox"/> Yes	>
Pager 1	555/555-8888		<input type="checkbox"/> No	>

Type	Email Address	Edit
Campus	doit.core.emailtest@ct.gov	>



Select an **Address Type** from the drop-down menu.

A screenshot of a web form titled "Add Another Address". The form has a "Cancel" button on the top left and a "Done" button on the top right. The form fields include: \*Address Type (a dropdown menu with a red border and a list of options: Billing, Business, Campus, Check, Dormitory, EGWP, Home, Legal, Mailing, Other, Other 2, Permanent, Preferred, Veteran), \*Effective Date (with a calendar icon), Country (with a search icon), \*Status, Address 1, Address 2, Address 3, City, State (with a search icon), Postal, and County. A section titled "Address Detail" is visible on the left side of the form.



Select the **Effective Date** the new address will take effect.  
Select **Active** from the **Status** drop-down menu.  
Click **Done** when complete.

**Add Another Address**

\*Address Type

\*Effective Date

Country

\*Status

---

**Address Detail**

Address 1

Address 2

Address 3

City

State

Postal

County



The new address will display as the **Current** address.  
Click **Next** to proceed.

**Modify Person**

John Smith  
561703

1 Person Data      2 Summary

[Return to Search](#) | [Next >](#)

**Contact Information**

**Addresses**

Display History  Yes 4 rows

Address Type	Effective Date	Address	
Home <b>CURRENT</b>	12/04/2024	987 Smith Street Smithville, CT 06000 Smith	>
Home HISTORY	10/19/2024	456 One Tree Hill Hartford, CT 06106	>
Home HISTORY	10/11/2024	789 One Tree Hill Hartford, CT 06106	>
Home HISTORY	08/12/2022	123 Tree Hill Hartford, CT 06106	>

**Phone**

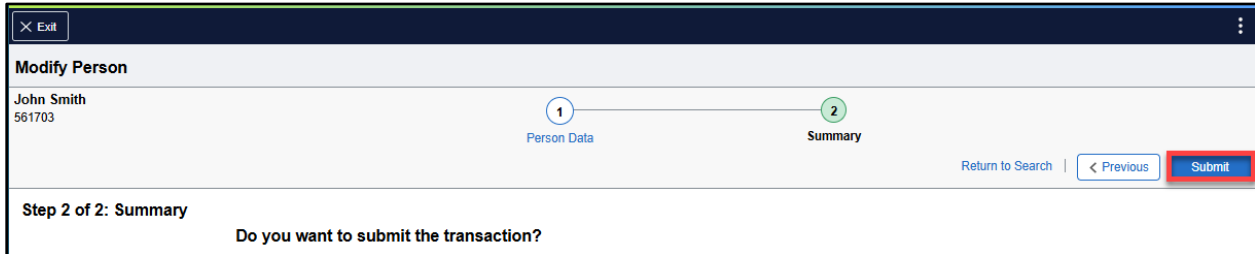
Type	Number	Extension	Preferred	Edit
Mobile	475/555-2424		<input checked="" type="checkbox"/> Yes	>
Pager 1	555/555-8888		<input type="checkbox"/> No	>

**Email**

Type	Email Address	Edit
Campus	doit.core.emailtest@ct.gov	>



Click **Submit**



## Add Additional Address Type for Employee

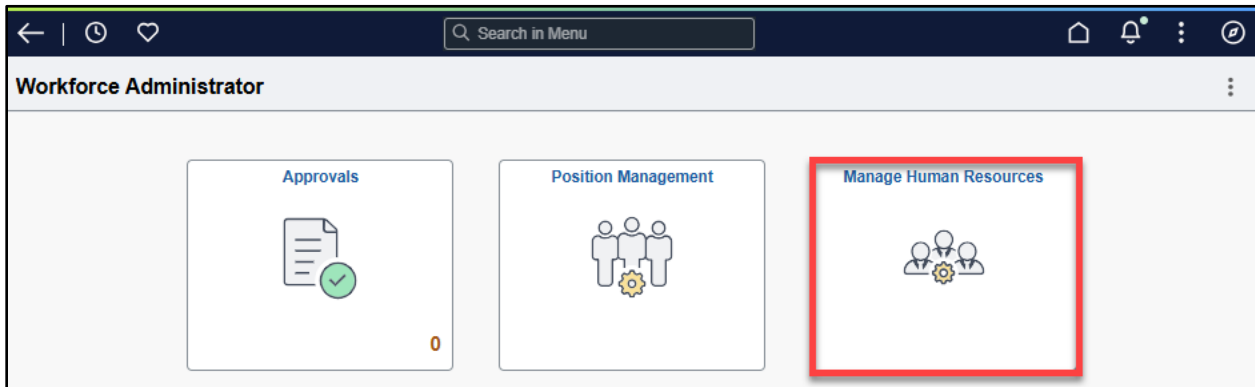
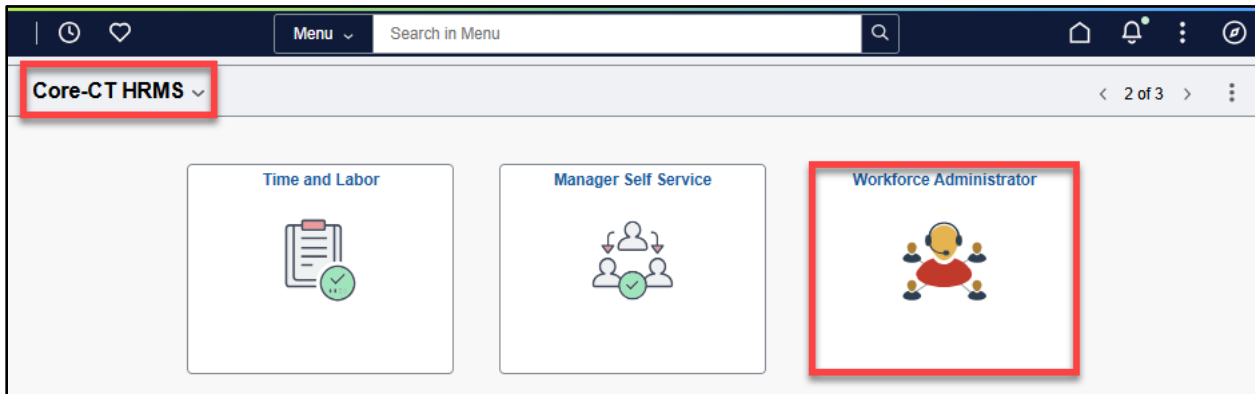
### Navigation:

Select **Core-CT HRMS**

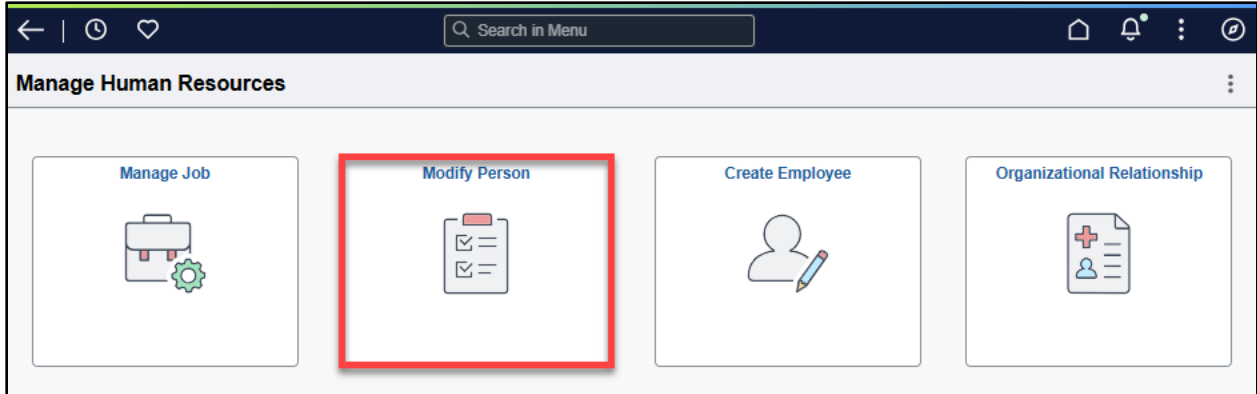
Click the **Workforce Administrator** tile

Click the **Manage Human Resources** tile

Click the **Modify Person** tile



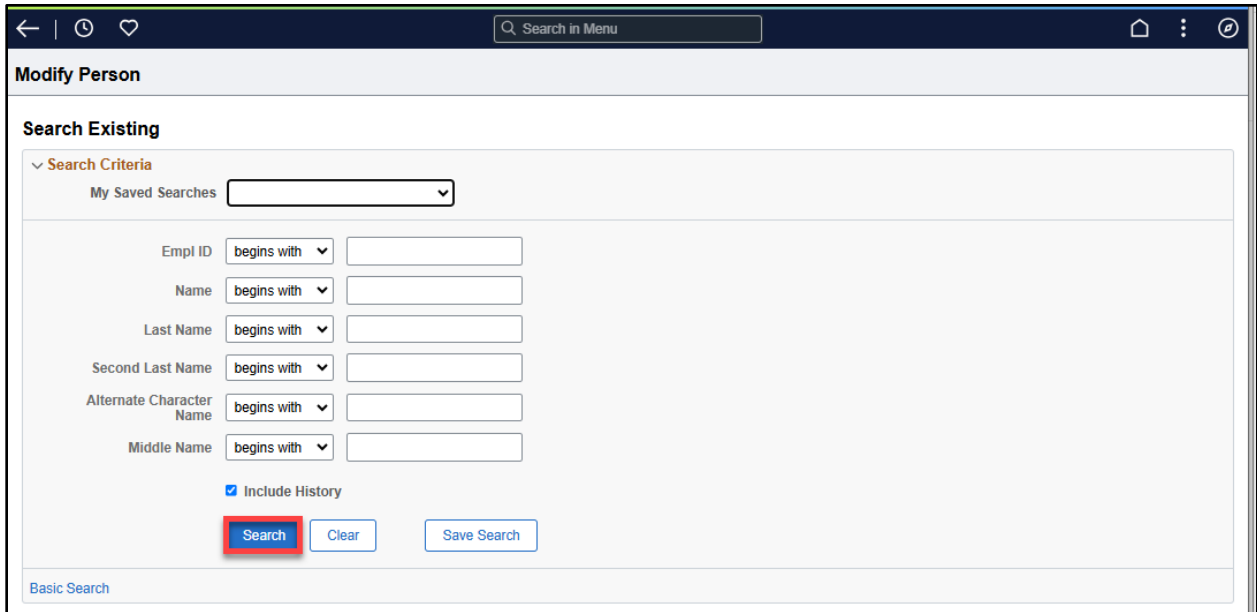




## Process:


Enter **Search Criteria**.

Click **Search**.





Select the **Contact Information** tab.

Click  to add a new address.

**Modify Person**  
John Smith  
561703

1 Person Data | 2 Summary

Return to Search | Next >

**Step 1 of 2: Person Data**

- Person Details
- Contact Information**
- Regional
- War Service
- Validation

> Person Details  
v Contact Information

**Addresses**

Display History  Yes 3 rows

Address Type	Effective Date	Address	
Home <i>CURRENT</i>	10/19/2024	456 One Tree Hill Hartford, CT 06106	>
Home <i>HISTORY</i>	10/11/2024	789 One Tree Hill Hartford, CT 06106	>
Home <i>HISTORY</i>	08/12/2022	123 Tree Hill Hartford, CT 06106	>

**Phone**

Type	Number	Extension	Preferred	Edit
Mobile	475/555-2424		<input checked="" type="checkbox"/> Yes	>
Pager 1	555/555-8888		<input type="checkbox"/> No	>

**Email**

Type	Email Address	Edit
Campus	doit.core.emailtest@ct.gov	>



Select an **Address Type** from the drop-down menu.

A screenshot of a web form titled "Add Another Address". The form has a "Cancel" button on the top left and a "Done" button on the top right. The form fields include: \*Address Type (a dropdown menu with a list of options: Billing, Business, Campus, Check, Dormitory, EGWP, Home, Legal, Mailing, Other, Other 2, Permanent, Preferred, Veteran), \*Effective Date (with a calendar icon), Country (with a search icon), \*Status, Address 1, Address 2, Address 3, City, State (with a search icon), Postal, and County. A red box highlights the dropdown menu for "Address Type". The text "Address Detail" is visible on the left side of the form.



Select the **Effective date**.  
Enter "USA" in the **Country** field.  
Enter the address in the **Address Detail** fields.  
Click **Done** when complete.

The screenshot shows a web form titled "Add Another Address". At the top left is a "Cancel" button and at the top right is a "Done" button. The form contains the following fields:

- \*Address Type: Mailing (dropdown menu)
- \*Effective Date: 12/05/2024 (calendar icon)
- Country: USA (search icon)
- \*Status: Active (dropdown menu)

Below these fields is a section titled "Address Detail" (indicated by a red box in the image). This section contains the following fields:

- Address 1: 123 Mailing Pl
- Address 2: (empty)
- Address 3: (empty)
- City: Smithville
- State: Connecticut (search icon)
- Postal: 06000
- County: Smith



The new **Address Type** is displayed correctly.  
Click **Next** to proceed.

**Modify Person**  
John Smith  
561703

1 Person Data | 2 Summary

Return to Search | **Next >**

**Contact Information**

**Addresses**

Display History  Yes

Address Type	Effective Date	Address	
Home	10/19/2024	456 One Tree Hill Hartford, CT 06106	>
Mailing	12/05/2024	123 Mailing Pl Smithville, CT 06000 Smith	>

**Phone**

Type	Number	Extension	Preferred	Edit
Mobile	475/555-2424		<input checked="" type="checkbox"/> Yes	>
Pager 1	555/555-8888		<input type="checkbox"/> No	>

**Email**

Type	Email Address	Edit
Campus	doit.core.emailtest@ct.gov	>

**Regional**

Click **Submit**

**Modify Person**  
John Smith  
561703

1 Person Data | 2 Summary

Return to Search | < Previous | **Submit**

**Step 2 of 2: Summary**

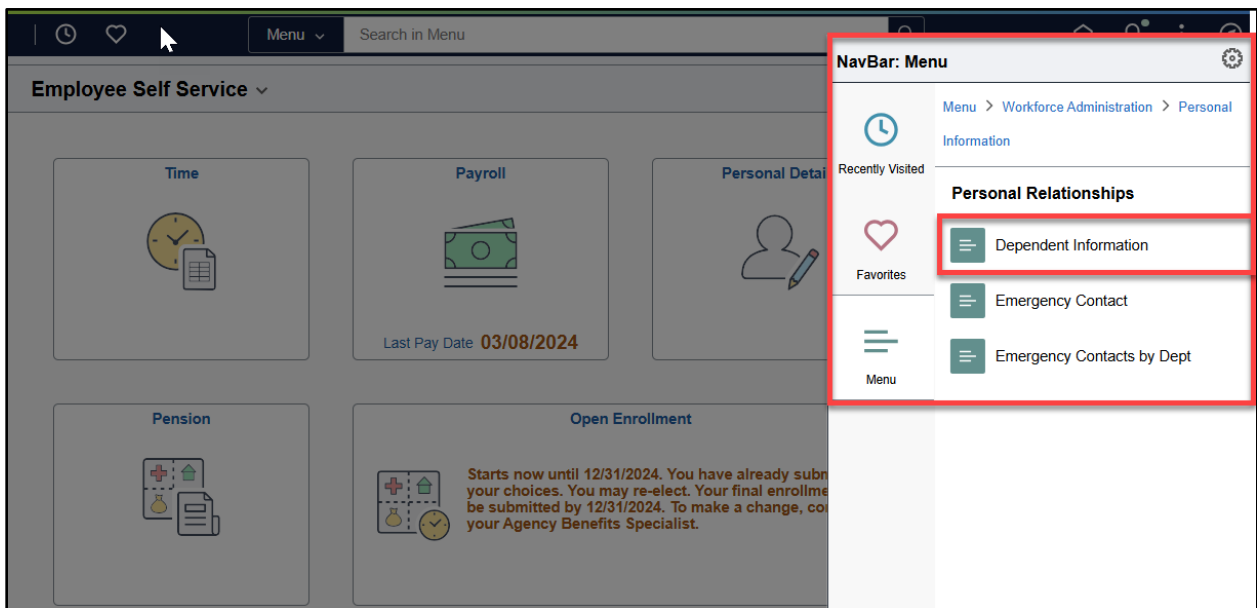
Do you want to submit the transaction?



## Adding an Employee's New Dependent Address

### Navigation:

Core-CT HRMS> Workforce Administration>Personal Information>Personal Relationships>Dependent Information





### Process:

Enter **Search Criteria**.

Click **Search**.

**Modify Person**

**Search Existing**

Search Criteria

My Saved Searches [dropdown]

Empl ID begins with [input]

Name begins with [input]

Last Name begins with [input]

Second Last Name begins with [input]

Alternate Character Name begins with [input]

Middle Name begins with [input]

Include History

**Search** Clear Save Search

Basic Search

On the **Name** tab, click the **Edit Name** button to add Dependent Name.

**Dependent Information**

Name | Address | Personal Profile

John Smith Employee Type Person ID 561703

Dependent/Beneficiaries 1 of 1 | View All

Dependent/Beneficiary ID 01

Name History 1 of 1 | View All

\*Effective Date 12/06/2024

\*Format Type English

Display Name **Edit Name**

Save Return to Search Notify Update/Display Include History

Name | Address | Personal Profile



Enter dependent/beneficiary's name.  
Click **OK**

**Dependent Information**

**Name**

**English Name Format**

Name Prefix	Ms	▼
*First Name	Jane	
Middle Name		
*Last Name	Smith	
Name Suffix		▼

Display Name  
Formal Name  
Name

**OK**   Cancel   Refresh Name





Click the **Address** tab

Verify the **Effective Date**

If **Dependent** lives at the same address as **Employee**, click on the **Same Address as Employee** checkbox and then click **Save**.

**Dependent Information**

Name **Address** Personal Profile

**Dependent/Beneficiaries**

John Smith Employee Type Person ID 561703

Dependent/Beneficiary ID 01 Name Jane Smith

**Address History**

\*Effective Date 12/06/2024

Same Address as Employee Address Type Home

**Employee's Current Address**

Country USA United States  
Address 456 One Tree Hill  
Hartford, CT 06106

**Phone Information**

Same As Employee	Phone Type	Telephone	Extension	Preferred
<input type="checkbox"/>				<input type="checkbox"/>

**Email**

Email Type	Email Address

**Save** Return to Search Notify Update/Display Include History

Name | Address | Personal Profile



If **Dependent** does not live at the same address as **Employee**, select the **Edit Address** button.

**Dependent Information** [New Window](#) | [Help](#) | [Personalize Page](#)

[Name](#) | **Address** | [Personal Profile](#)

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**Dependent/Beneficiaries** 1 of 1 | View All

John Smith Employee Type Person ID 561703

Dependent/Beneficiary ID 01 Name Jane Smith

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**Address History** 1 of 1 | View All

\*Effective Date 12/06/2024

Same Address as Employee Address Type

**Address**

Country USA United States

Address [Edit Address](#)



Select **Change Country** if other than United States.  
Enter dependent/beneficiary's address.  
Click **OK**

**Dependent Information**

**Edit Address**

Country United States Change Country

Address 1 123 Mystery Lane

Address 2

Address 3

City Smithville State CT Connecticut

Postal 06000

County Smith

OK Cancel



The **Address** tab displays with the address information.

**Dependent Information** [New Window](#) | [Help](#)

[Name](#) | **Address** | [Personal Profile](#)

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**Dependent/Beneficiaries** Q | < < 1 of 1 > > | View All

[John Smith](#) Employee Type Person ID 561703 + -

Dependent/Beneficiary ID 01      Name Jane Smith

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**Address History** Q | < < 1 of 1 > > | View All

\*Effective Date  + -

Same Address as Employee      Address Type

**Address**

Country

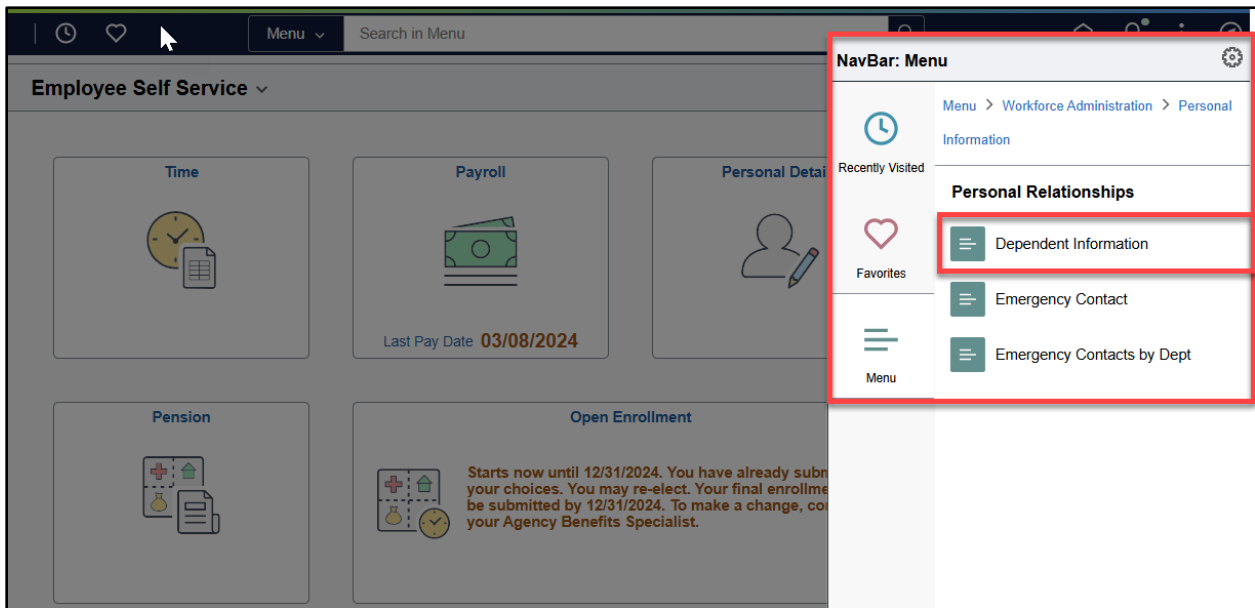
Address 123 Mystery Lane  
Smithville, CT 06000  
Smith



## Update an Existing Employee's Dependent Address

### Navigation:

Core-CT HRMS > Workforce Administration > Personal Information > Personal Relationships > Dependent Information





## Process:

Enter **Search Criteria**.

Click **Search**.

A screenshot of a web application interface titled "Modify Person". The page has a dark blue header with navigation icons and a search bar. Below the header, there is a section titled "Search Existing" with a sub-section "Search Criteria". Under "Search Criteria", there is a dropdown menu for "My Saved Searches". Below this, there are six rows of search criteria, each with a dropdown menu set to "begins with" and an adjacent text input field. The criteria are: Empl ID, Name, Last Name, Second Last Name, Alternate Character Name, and Middle Name. At the bottom of the search criteria section, there is a checked checkbox for "Include History" and three buttons: "Search" (highlighted with a red box), "Clear", and "Save Search". At the bottom left of the form area, there is a link labeled "Basic Search".

Click the **Address** tab

Click **+**

Verify the **Effective Date**

Click **Edit Address**



**Dependent Information** [New Window](#) | [Help](#)

[Name](#) **Address** [Personal Profile](#)

---

**Dependent/Beneficiaries** Q | < < 1 of 1 > > | [View All](#)

[John Smith](#) Employee Type Person ID 561703 **+** **-**

Dependent/Beneficiary ID 01      Name Jane Smith

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**Address History** Q | < < 1 of 2 > > | [View All](#)

\*Effective Date 12/06/2024 **+** **-**

Same Address as Employee      Address Type v

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**Address**

Country USA Q United States

Address 123 Mystery Lane  
Smithville, CT 06000  
Smith

Edit Address



The existing address displays, type in new address over the existing one.  
Click **OK**

**Dependent Information**

**Edit Address**

Country United States [Change Country](#)

Address 1 123 New Road

Address 2

Address 3

City Smithville State CT Connecticut

Postal 06000

County Smith

**OK** Cancel





The **Address** tab displays the updated information.

### Dependent Information

[New Window](#) | [Help](#)

[Name](#) | **Address** | [Personal Profile](#)

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#### Dependent/Beneficiaries

Search | < | > | 1 of 1 | [View All](#)

<a href="#">John Smith</a>	Employee Type	Person ID 561703	<a href="#">+</a> <a href="#">-</a>
Dependent/Beneficiary ID 01	Name Jane Smith		

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#### Address History

Search | < | > | 1 of 2 | [View All](#)

\*Effective Date  [📅](#) [+](#) [-](#)

Same Address as Employee      Address Type

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#### Address

Country	<input type="text" value="USA"/> <a href="#">🔍</a> United States	<a href="#">Edit Address</a>
Address	123 New Road Smithville, CT 06000 Smith	



## Complete Employee's Dependent Personal Profile Information

Click on the **Personal Profile** tab to add Effective Dated Personal Information on the employee's dependent.

Effective Date defaults to today's date (change date if necessary).

Enter relationship, gender and marital status (and any other information).

Click **Save**

### Dependent Information

[Name](#) | [Address](#) | **[Personal Profile](#)** [New Window](#) | [Help](#) | [Personal](#)

John Smith Employee Type Person ID 561703

#### Personal Profile

Dependent/Beneficiary ID 01 Jane Smith + -

Date of Birth	06/11/1985	Birth Location	Smithville
Birth Country	USA	Birth State	CT
Date of Death		<input type="checkbox"/> Riders/Orders exist	
Medicare Entitled Date		<a href="#">Riders/Orders</a>	

**Dependent Proof**

Qualified Dependent

#### Personal History

*Effective Date	12/06/2024	+ -	
*Relationship to Employee	Spouse		
*Dependent Beneficiary Type	Both		
*Gender	Female		
*Marital Status	Married		
As of	03/24/2018		



Student      As of

Disabled      As of

Smoker      As of

Occupation

▶ USA

▼ **Social Security Number**

< < 1-1 of 1 > > | View All

*Country	*National ID Type	Description	National ID	Primary ID		
<input type="text" value="USA"/> <input type="text"/>	<input type="text" value="PR"/> <input type="text"/>	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Save**    Return to Search    Notify      Update/Display    Include History

[Name](#) | [Address](#) | [Personal Profile](#)