

Add Update Employee and/or Dependent Address

Last Updated: September 2015



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: Core-CT HRMS > Workforce Administration > Personal Information > Modify a Person

Address Type	As Of Date	Status	Address		
Home	07/05/2005	A	200030 Scrambled St. Milford, CT 06460	View Address Detail	+ -

1. Navigate to the **Contact Information** tab
2. Click [View Address Detail](#) link
3. The “Address History” page appears

Address Type Home

Effective Date	Address
07/05/2005	200030 Scrambled St. Milford, CT 06460

Country USA

Status A

OK Cancel Refresh

4. Click [+](#) to add a new row
5. Click on the [Add Address](#) link

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6. Change the appropriate fields in the **Edit Address** page
7. Click the OK button
8. Click the Ok button again in the **Address History** Page
9. Click the Save button

Important Note: It is only necessary to inactivate a previous address when the Address 2 line is populated and the new address will not have information entered on that line for the same Address Type (Example: 'Home' type to 'Home' type)

To inactivate an existing address prior to entering a new address:

1. Click on the [Address Detail](#) link
2. Add a row by clicking the  button
3. In the **Address History** page, change the ***Effective Date** to the date the address became inactive
4. Change the ***Status** to "I"
5. Add another row effective on the date of the address change and change the **Status** to "A" (Active) and insert the new address

Address History

Address Type Home

Address History		Find	First	1-2 of 2	Last
*Effective Date	07/16/2015	Address	200030 Scrambled St. Milford, CT 06460		
Country	USA				
*Status	A				
Add Address					
Effective Date	07/05/2005	Address	200030 Scrambled St. t. Milford, CT 06460		
Country	USA				
Status	A				

OK Cancel Refresh

6. A new row displays
7. Click [Add Address](#) link

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Edit Address

Country United States

Address 1 200030 Scrambled St.

Address 2

Address 3

City Milford State CT Connecticut

Postal 06460

County

8. Enter address and click
9. The "Address History" page displays

Address History

Address Type Home

Address History Find First 1-2 of 2 Last

*Effective Date	07/16/2015	Address	200030 Scrambled St.
Country	USA		Milford, CT 06460
*Status	A		
Add Address			
Effective Date	07/05/2005	Address	200030 Scrambled St.
Country	USA		Milford, CT 06460
Status	A		

10. Click

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11. The **Contact Information** tab displays with new address information

Biographical Details | **Contact Information** | Regional

Tug Bolt Empl ID 200030

Current Addresses Personalize | Find | View All | [Print] [Calendar] First 1-3 of 3 Last

Address Type	As Of Date	Status	Address		
Home	07/16/2015	A	200030 Scrambled St. Milford, CT 06460	Edit/View Address Detail	+ -
Mailing	07/16/2015	A	20030 Scrambled St Waterbury, CT 06704	Edit/View Address Detail	+ -
EGWP	07/16/2015	A	20030 Scrambled St Hartford, CT 06704	Edit/View Address Detail	+ -

Phone Information Personalize | Find | View All | [Print] [Calendar] First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred		
Business	5586		<input checked="" type="checkbox"/>	+ -	

Email Addresses Personalize | Find | View All | [Print] [Calendar] First 1 of 1 Last

*Email Type	*Email Address	Preferred		
Campus	200030@aesg.scrambled.com	<input checked="" type="checkbox"/>	+ -	

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Contact Information](#) | [Regional](#)

12. Click  Save


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Add Additional Address Type for Employee



Navigation: Core-CT HRMS > Workforce Administration > Personal Information > Modify a Person



1. Search for Employee ID in the **Empl ID** field
2. Tab over to **Contact Information**
3. Click  in Current Addresses group box







Biographical Details | **Contact Information** | Regional



Tug Bolt Person ID 200030



Current Addresses Personalize | Find | View All |  |  First 1 of 1 Last



Address Type	As Of Date	Status	Address		
Home	12/21/2005	A	600069 Scrambled St. Norwalk, CT 06854	View Address Detail	 



Phone Information Personalize | Find | View All |  |  First 1-3 of 3 Last

*Phone Type	Telephone	Extension	Preferred		
Business	5586		<input type="checkbox"/>		
Home	5586		<input type="checkbox"/>		
Main	5586		<input checked="" type="checkbox"/>		

Email Addresses Personalize | Find | View All |  |  First 1 of 1 Last

*Email Type	*Email Address	Preferred		
		<input type="checkbox"/>		

Instant Message IDs Personalize | Find | View All |  |  First 1 of 1 Last

*IM Protocol	*IM Domain	*Network ID	Preferred		
			<input type="checkbox"/>		

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2. A new row is displayed; select Address Type from drop down list

Address Type	As Of Date	Status	Address	View Address Detail	Add Address Detail
Home	09/01/2013	A	700013625 Scrambled St. Granby, CT 06035	View Address Detail	Add Address Detail

3. Click [Add Address Detail](#) link
4. The **Address History** page displays

Address Type Mailing

*Effective Date	Country	*Status	Address
06/29/2015	USA	A	

[Add Address](#)

OK Cancel Refresh

5. Verify the ***Effective Date**
6. Enter "USA" in **Country**
7. Click the [Add Address](#) link

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8. Edit Address page displays

Edit Address

Country United States

Address 1 P.O. Box 7737

Address 2

Address 3

City Hartford State CT Connecticut

Postal 05105

County

OK Cancel

9. Enter the Address

10. Click

11. The Address History page displays

Address History

Address Type Mailing

Address History Find First 1 of 1 Last

*Effective Date 06/29/2015 Address P.O. Box 7737
Country USA Hartford, CT 05105
*Status A
[Add Address](#)

OK Cancel Refresh

12. Click

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13. The **Contact Information** page displays

Biographical Details | **Contact Information** | Regional

Tug Bolt Person ID 200030

Current Addresses Personalize | Find | View All | First 1-2 of 2 Last

Address Type	As Of Date	Status	Address	
Home	09/01/2013	A	700013625 Scrambled St. Granby, CT 06035	View Address Detail + -
Mailing	06/29/2015	A	P.O. Box 7737 Hartford, CT 05105	EditView Address Detail + -

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
			<input type="checkbox"/>	+ -

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	*Email Address	Preferred	
		<input type="checkbox"/>	+ -

Instant Message IDs Personalize | Find | View All | First 1 of 1 Last

*IM Protocol	*IM Domain	*Network ID	Preferred	
			<input type="checkbox"/>	+ -

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Contact Information | Regional

14. New Address Type is displayed correctly

15. Click 

Adding an Employee's New Dependent Address

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

Name | Address | Personal Profile

Tug Bolt Person ID 200030

Dependent/Beneficiaries Find | View All | First 1 of 1 Last

*Dependent/Beneficiary ID 01 + -

Name History Find | View All | First 1 of 1 Last

*Effective Date 06/29/2015 + -

*Format Type English

Display Name Edit Name

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

Name | Address | Personal Profile

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

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Name

English Name Format

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Display Name: Jane Austen

Formal Name: Jane Austen

Name: Austen,Jane

2. Populate Dependent/Beneficiary information

3. Click

Name | **Address** | Personal Profile

Tug Bolt Person ID 200030

Dependent/Beneficiaries Find | View All First 1 of 1 Last

Dependent/Beneficiary ID 01 Name Jane Austen

Address History Find | View All First 1 of 1 Last

*Effective Date 6/29/2015

Same Address as Employee

Address

Country USA United States

Address

Same Phone as Employee

Contact Phone

Phone

Name | Address | Personal Profile

4. Click the **Address** tab

5. Verify the ***Effective Date**

6. If Dependent lives at the same address as Employee, click on the “Same Address as Employee” checkbox and then click

7. If Dependent does not live at the same address as Employee, select the button

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Edit Address

Country United States

Address 1

Address 2

Address 3

City State

Postal

County

8. **Edit Address** page displays

Edit Address

Country United States

Address 1 123 Pemberly Rd

Address 2

Address 3

City Hartford State CT Connecticut

Postal 06106

County

9. Select **Change Country** if other than United States

10. Enter address and click

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

Name | **Address** | Personal Profile

Tug Bolt Person ID 200030

Dependent/Beneficiaries Find | View All First 1 of 1 Last

Dependent/Beneficiary ID 01 Name Jane Austen

Address History Find | View All First 1 of 1 Last

*Effective Date 06/29/2015

Same Address as Employee

Address

Country USA United States

Address 123 Pemberly Rd
Hartford, CT 06106 Edit Address

Same Phone as Employee

Contact Phone

Phone

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

Name | Address | Personal Profile

Update an Existing Employee's Dependent Address

Navigation: Core-CT HRMS> Workforce Administration> Personal Information> Modify a Person

1. Search for Employee ID in the **Empl ID** field
2. Tab over to **Address**
3. Click to add a new row
4. Enter **Effective Date**
5. Click the "Edit Address" Link

The screenshot shows the 'Address' tab for a dependent named Jane Austen. The interface includes the following elements:

- Navigation:** Name | Address | Personal Profile
- Person ID:** 200030
- Dependent/Beneficiaries:** Dependent/Beneficiary ID 01, Name Jane Austen
- Address History:** *Effective Date 06/29/2015
- Form Fields:**
 - Same Address as Employee
 - Address:** Country USA United States, Address 123 Pemberly Rd, Hartford, CT 06106
 - Same Phone as Employee
 - Contact Phone:** Phone
- Buttons:** Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include Hist

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- Existing address appears, type new address over the existing one

Edit Address

Country United States

Address 1

Address 2

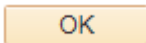
Address 3

City State Connecticut

Postal

County

- Click



- The **Address** tab appears with the updated information

Name | **Address** | Personal Profile

Tug Bolt Person ID 200030

Dependent/Beneficiaries Find | View All First 1 of 1 Last

Dependent/Beneficiary ID 01 Name Jane Austen

Address History Find | View All First 1 of 6 Last

*Effective Date 06/29/2015

Same Address as Employee

Address

Country USA United States

Address 503 Nutmeg Rd
Hartford, CT 06106

Same Phone as Employee

Contact Phone

Phone

Name | Address | Personal Profile

Complete Employee's Dependent Personal Profile Information

1. Click on the **Personal Profile** tab to add Effective Dated Personal Information on the employee's dependent
2. Effective Date defaults to today's date (change date if necessary)

Tug Bolt Person ID 200030

Personal Profile Find | View All First 1 of 1 Last

Dependent/Beneficiary ID 01 Jane Austen

Date of Birth Birth Location
Birth Country Birth State
Date of Death Medicare Entitled Date
Riders/Orders Phone Numbers

Personal History Find | View All First 1 of 1 Last

*Effective Date 06/29/2015
*Relationship to Employee
*Dependent Beneficiary Type: Divorced, Married, Separated, **Single**, Unknown, Widowed
*Gender
*Marital Status
 Disabled
 Smoker
As of
As of
As of
As of
Occupation

USA

National ID Personalize | Find | View All | First 1 of 1 Last

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

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

Name | Address | Personal Profile

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

