



October 20, 2004

Payroll Letter 864

To: HR Administrators, Payroll Officers, Personnel Officers, Fiscal Officers, Labor Relations Officers, and EEO Officers of All Departments, Institutions, Boards and Commissions

From: Dan R. Parks, State Payroll Administrator

Subject: Employee Residential Address Validation and Error Reporting

Effective pay period ending September 18, 2004, the Office of Payroll Administration began a biweekly automated validation of employee residential addresses. Maintaining accurate United States Postal Service information for state employees is required for reporting W2 wage and tax information, as well as reporting employee benefit enrollment information to our various health plan providers.

On Wednesday evening of the first week of payroll processing, a batch process will be run to edit employee Address, City, Zip Code and County of Residence, as they exist on the HRID screen. The automated batch process involves matching employee payroll data to a database of valid postal information. In most instances where misspellings are found, the batch process will apply corrections. Other forms of automated correction will include incorrect street directionals, missing or incomplete zip codes, and missing apartment numbers. For instances where an automatic correction cannot be made, an "Address Error Report" will be generated for distribution to agencies for manual correction. When this occurs, please contact the respective employee to obtain the correct information, as needed. The "Address Error Report" may provide helpful information pertaining to the field(s) containing erroneous data. The lack of an informational message implies that the system was unable to verify as a whole, the Address, City, Zip Code and County of Residence.

Should you have questions regarding this new process, please contact our office at (614) 466-6915.

DRP/drp