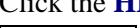


## Address Information - Concurrent Hire with NO History in EHRP

|     |  |
|-----|--|
| 1.  | Click the <b>Administer Workforce</b> link.<br>   |
| 2.  | Click the <b>Administer Workforce (USF)</b> link.<br>   |
| 3.  | Click the <b>Use</b> link.<br>  |
| 4.  | Click the <b>HR Processing</b> link.<br>  |
| 5.  | Access the employee record for the person you just hired.<br>NOTE: If you do this immediately after saving the Hire action, the same employee record will be available.<br>Click in the <b>Last Name</b> field.<br> |
| 6.  | Enter the desired information into the <b>Last Name</b> field. Enter a valid value, e.g. " <b>ROMANO</b> ".  |
| 7.  | Click the <b>Search</b> button.<br>   |
| 8.  | Click the <b>Add a new row at row 1</b> button.<br>   |
| 9.  | Use the same effective date as the Hire action.<br>Triple-click the <b>Actual Effective Date</b> object.   |
| 10. | Enter the desired information into the <b>Actual Effective Date</b> field. Enter a valid value, e.g. " <b>12/08/2003</b> ".  |
| 11. | Click in the <b>*Action</b> field.<br>  |
| 12. | Select the Action "DTA" (Data Change).<br>Enter the desired information into the <b>*Action</b> field. Enter a valid value, e.g. " <b>DTA</b> ".   |
| 13. | Click in the <b>*Reason Code</b> field.<br>   |
| 14. | Select the Reason Code "PRA" (Payroll Related Action).<br>Enter the desired information into the <b>*Reason Code</b> field. Enter a valid value, e.g. " <b>PRA</b> ".  |
| 15. | Click in the <b>NOA Code</b> field.<br>   |
| 16. | Select the NOA Code 999, extension 5.<br>Enter the desired information into the <b>NOA Code</b> field. Enter a valid value, e.g. " <b>999</b> ".   |
| 17. | Click in the <b>NOA Ext</b> field.<br>  |

|     |  |
|-----|--|
| 18. | Enter the desired information into the <b>NOA Ext</b> field. Enter a valid value, e.g. " <b>5</b> ".               |
| 19. | Click the <b>Save</b> button.<br> |
| 20. | The address information is saved.<br><b>End of Procedure.</b>  |