

Office of State Uniform Payroll

Procedure Title: Maintaining Employee Addresses	Revision Date: 11/16/2015
Unit: Wage and Tax Administration	Issue Date: 11/16/2015
Contact: _DOA-OSUP-WTA@la.gov	Page Number: 1 of 2

Agencies and employees should be reminded of the importance of accurate addresses in LaGov HCM. If an address is not correct, it may cause correspondence, tax forms, etc., to be mailed to the wrong address, returned to the sender and/or delayed or lost in the mail. Employee Administrators are responsible for making any necessary corrections to current addresses, and can utilize ZP120 for assistance in identifying addresses that need to be corrected.

There are two types of address records that can be created in LaGov HCM and/or LEO. The **permanent address** should be the address where the employee permanently lives; it is used to determine the employee's residence tax area. A **mailing address** should only be created if it is different from the employee's permanent residence address. The mailing address, or permanent address if no mailing address exists, is:

1. Used by the Office of State Uniform Payroll (OSUP) to mail tax forms such as W-2 forms.
2. Interfaced to the Office of Group Benefits (OGB) and LASERS.
3. The official address for Civil Service.
4. Used to determine an employee's OGB Health Insurance premium amount, if the Health provider bases their rates on zip codes.
5. Provided to any entity that purchases an address file which contains only non-private addresses.
6. Provided to Statewide Vendors upon request for forwarding information concerning one of their customers' policies.

An employee's permanent address must reflect their permanent state of residence, not a temporary address. If an employee is temporarily living in a state that is not the same state as their permanent residence (e.g., due to a hurricane), the mailing address should be created/updated to reflect the employee's temporary state of residence. If an employee is resigning or retiring, their permanent address should not change until after their separation date and final payment is made or taxes could be withheld incorrectly on their final payment.

When changes are being made to an employee's Permanent Address record, the Mailing Address record should be reviewed to see if any changes are necessary or if it can be deleted. Address lines 1 and 2 on Infotype 0006 (both permanent and/or mailing addresses) have been standardized to be a combined total of 60 characters or less for reporting purposes and to prevent undeliverable mail. Address line 1 must contain the employee's street address or post office box address including apartment or suite number, if applicable (up to 35 characters). **Address line 2 should only be used if additional space is needed** (up to 25 characters).

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Agencies with clients should review Infotype 0006 for compliance with these specifications. Agency names should be entered in Address Line 2 for client employees, if applicable.

Refer to LaGov HCM On-Line Help "Maintain Addresses" for further details and the [United States Postal Service web page](#) for abbreviations and standardization of addresses.