

# Names & Addresses

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# Agenda

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- HRMS Address Usage – Joann Kitchens
- Student Administration Address Usage – Dan Klein
- Names – Mary Bergstrom
- Questions & Answers

# Mailing vs. Home Address

- Mailing Address
  - PO Box
  - Used for W-2s
- Home Address
  - Street Address
  - Used for W-2s if there is no mailing address

# Paycheck Distribution

- Go to: Home, Compensate Employees, Maintain Payroll Data, Use, Payroll Data
- Company Distribution
  - Separate Employees by Dept#
  - Can be actual or i.e. 1000 = mail, 2000 = dist.
- Postal Service
  - Choose Mailing

# Address 're'Definition Process

- End-user input
- Address Usage Task Force
- Reviewed by Functional User Groups
- Approved by Inter-Functional User Group

# Address Definitions

**Billing Address** – Address for all billing purposes.

**NOTE:** The third-party address should not be entered in the student's billing address. The third-party agency has its own billing address within the external org table.

**Business Address** – DO NOT USE

# Address Definitions (continued)

**Campus** – Used to identify employee's campus work address. NOTE: May be on or off-site

**Dormitory** – Student's current residence hall address. NOTE: Only housing offices enter/update.

**Home** – Street address at which the individual resides. NOTE: Home address is required for those receiving loans.

# Address Definitions (continued)

**Mailing** – Postal address to which correspondence should be sent. NOTE: If individual has both a street and PO Box, the street address must be entered in the Home address and the PO Box address be entered in the Mailing address.

**Parent** – Parent's mailing address. NOTE: HR does not collect or use this address.

# Address Definitions (continued)

Permanent – Non-temporary address. NOTE: May be the same as the parent address depending on dependent status. All students should have a permanent address type. For international students this address type should be populated with the address from the country of citizenship. Some reports showing counties served by the NDUS are drawn from this address type.

# Address Definitions (continued)

Other – DO NOT USE. This address is used for ISIRs only and should not be used in any other way.

Work – DO NOT USE.

Check – DO NOT USE.

Veteran – DO NOT USE.

Preferred – DO NOT USE.

Legal – DO NOT USE.

Other 2 – DO NOT USE.

# Updating Address

When updating an address, always add a row. This is true for making an address inactive as well.

Biographical Data - Microsoft Internet Explorer

Address: https://dmo-web-1.ndusdom.erp.nodak.edu:8083/jsp/NDPQ84/EMPLOYEE/NDPQ80/e?url=https%3a%2f%2fdmo-web-1.ndusdom.erp.nodak.edu%3a443%2fserverts%2fclientserv...

Links: ConnectID, ConnectID\_Finance, ConnectIDHelpDesk, Google, VCSU Email, VCSU Calendar, VCSU Portal, Viking Athletics

PeopleSoft

Search: Home Sign out

Use

- Addresses
- Bio Demo Data
  - Electronic Addresses
  - Emergency Contacts
  - Ethnicity
  - Languages
  - Names
  - Phones
  - Relationships
  - Religious Preference
  - Seasonal Addresses
  - Work Experience
- Inquire
- Process
- Report
- Foreign Nationals Data
- Health Data (Student)
- Identification Data (Student)
- Participation Data (Student)
- Services Data (Student)
- Checklists
- Comments
- Communications
- Service Indicators
- Events
- Organization Data
- Manage Committees
- Develop Enrollment

Bio/Demo Data Addresses

Bogus name ID: 0050375

Address Type: Home View All First 1 of 1 Last

\*Address Type: Home + -

Address History View All First 1 of 1 Last

\*Effective Date: 11/26/2002 Country: USA United States

\*Status: Active

Address 1: 10020 33rd St SW

Address 2:

Address 3:

Address Linkage

Linkage Type

City: Spiritwood

State: ND North Dakota

Postal: 58481

County:

Maintain Manually:

Address

Other Data

Phone Email Address

javascript:submitAction\_main(document.main, '\$ICField14\$new\$0\$80');

# Steps to be Completed

- Address Usage Tables
- Query review
- Update documents

# Names

- HRMS only uses Primary Name
  - The name needs to match Social Security card
- Student Admin – Mary Bergstrom
  - Common Bio-Demo Handbook

# Name Types and Description

Name Type	Description
Degree	Name to be submitted for graduation
Father	Name of father or male legal guardian
Former 1	Former Name
Legal	Legal name to be used on transcript and other legal documentation – requires legal documentation to change – <i>THIS IS WHAT IS SEEN ON THE BIO-DEMO RECORD.</i>
Maiden	Birth name of anyone whose legal name is different
Mother	Name of mother or female legal guardian
Preferred	Name by which student/faculty/staff prefers to be addressed
Primary	Required. Name used for HR as printed on the social security card and other value documentation
Former 2	DO NOT USE
Other	DO NOT USE



# Questions?

Tuesday, April 11, 2006

ND HEUG Conference, Minot