

#6 - ADDRESS REMINDERS

- In order for legacy to receive the employee's address on a hire a PAR must be performed. So for each accession (Hire) processed, a change of address NOA must be processed.
- Once the accession NOA (e.g. 101-0) is processed, insert another row into the employees record and enter the following data:
 - Effective date (same as hire).
 - Action (DTA).
 - Reason (DTA).
 - NOA (999).
 - Ext (5).

NOTE: THE EMPLOYEE WILL NOT GET PAID IF THE ADDRESS DOES NOT GET SENT TO LEGACY AND THE EMPLOYEE DOES NOT HAVE A DIRECT DEPOSIT ENTERED IN EHRP.

Enterprise Human Resources and Payroll

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- In order for legacy to receive the employee's separation address a PAR must be performed. So for each separation processed, a separation address NOA must be processed.
- Once the separation NOA (e.g. 302-0) is processed, insert another row into the employees record and enter the following data:
 - Effective date (same as separation).
 - Action (DTA).
 - Reason (DTA).
 - NOA (999).
 - Ext (8).