

HR Direct QuickAddress Selection

Introducing QuickAddress Selection

On March 20, 2011, the new QuickAddress Selection functionality will be implemented in HR Direct. The QAS functionality will impact the following pages:

Employee Self Service – Personal Information

- Home and Mailing Address
- Emergency Contacts

Workforce Administration – Personal Information

- Add a Person
- Emergency Contacts
- Modify a Person

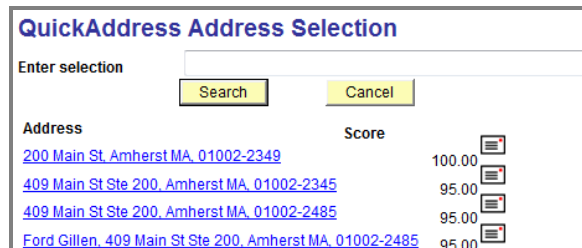
What is QuickAddress Selection (QAS)?

QuickAddress Selection validates mailing addresses that you enter into the system.

Changes to Adding an Address Process

When you enter a new address in HR Direct, QAS will validate the address behind-the-scenes. If you enter a valid address, you will not notice any changes to the Adding an Address process.

However, in the case where an exact match is not found, a selection page will appear (as shown below).



| Address | Score |
|--|--------|
| 200 Main St, Amherst MA, 01002-2349 | 100.00 |
| 409 Main St Ste 200, Amherst MA, 01002-2345 | 95.00 |
| 409 Main St Ste 200, Amherst MA, 01002-2485 | 95.00 |
| Ford Gillen, 409 Main St Ste 200, Amherst MA, 01002-2485 | 95.00 |

QAS will provide you with the top matches to the address you entered. You can review each address and select the valid address from the list.

What scenarios would cause the selection page to appear?

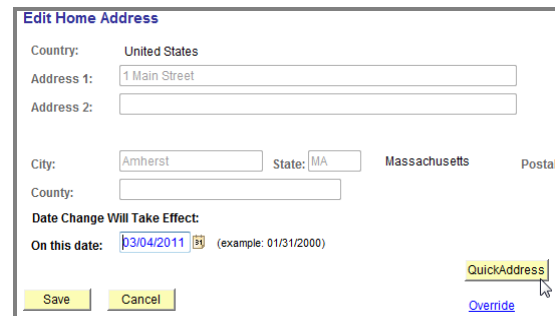
- Entering a Unit or Apartment number depending on how your address is officially listed.
- Inaccurate/Blank Postal Code

- Incorrect spelling
- New or unofficial address

When a new or unofficial address brings back no matches (e.g., new apartment building), you can click the **Cancel** button on the Selection page. The Add a Mailing Address page will open. You can then click the link to enter the new address and bypass QAS. The **Override** link should only be used for this type of scenario; this link is not a shortcut.

Changes to Editing an Address Process

When editing an address, you will notice that the Edit Home Address fields are grayed out. You must click the **QuickAddress** button at the bottom right corner of the page to edit the address.



The QuickAddress Selection page will appear with all fields blank. You must re-enter the address for validation purposes.

Postal Address Standards

Please see the back of this fact sheet for USPS Postal Abbreviation information.

Need More Information?

Questions

For questions regarding modifying your address information, please contact Human Resources.

HR Direct Website

Access the latest HR Direct job aids and news at the HR Direct Website:

<http://www.massachusetts.edu/hrdirect/hrdirectlearningcenter>.



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Official USPS Abbreviations

When entering an address in HR Direct, you can use the below chart to confirm the standard Street Suffix (e.g., DR for Drive) and the Secondary Unit Designator (e.g., APT for Apartment). For a full list of abbreviations, please visit the USPS site: <http://www.usps.com/ncsc/lookups/abbreviations.html>.

| Street Suffix | Standard Abbreviation |
|---------------|-----------------------|
| AVENUE | AVE |
| CIRCLE | CIR |
| DRIVE | DR |
| LANE | LN |
| ROAD | RD |
| SQUARE | SQ |
| STREET | ST |

| Secondary Unit Designators | Approved Abbreviation |
|----------------------------|-----------------------|
| APARTMENT | APT |
| BUILDING | BLDG |
| DEPARTMENT | DEPT |
| FLOOR | FL |
| SUITE | STE |
| UNIT | UNIT |

Zip Code Finder

Although zip codes are often found and validated by QAS, you may want to confirm your zip code prior to entering or editing an address. Visit the Zip Code Lookup page on the USPS site to find a zip code: <http://zip4.usps.com/zip4/welcome.jsp>.