Employee Role Address (ADDR)

IRIS Advanced Job Aid

Introduction

The Employee Address (ADDR) document is used to record and maintain employee address, residency, and contact information.

How to Navigate to ADDR Document

There are two ways to locate the ADDR Document:

1. Log on to your ESS Account and in Quick Links, click on Profile/Position.

   Click on Manage Contact Information and select either Create (if you have not added an address) or Modify (to update information).

2. Or, in the left-hand navigation click Employee Information Landing Page and under View Profile, click Contact Information Page.

How to Create an ADDR Document

1. Navigate to the ADDR document as stated above and click Create or Modify

2. The ADDR Document opens and under the General Information section, enter the From Date (this will be the effective date of the action).

3. In the Home Address section, enter your Street Address or P.O. Box, and City, State, Zip/Postal Code, and Country. If your Mailing Address is the same as your Home Address, make sure the box is checked.

4. On the Mail Address section, enter your mailing address if it's different than your home address.

5. In the Phone section, enter the phone numbers, and check which phone is Primary and Type. ****Note: Work Phone Number marked as Primary will be displayed in the State Employee Directory.**

6. In the Email section, your work email should be auto populated. If you choose, you can also enter a personal email as well.

7. In the Preferred Employee Name – Complete only if different from legal name shown on SSN card.

ADDR Submission

1. Verify that all entries are correct on the ADDR Transaction. Click the Update & Close button.