

HUMAN RESOURCES MEMORANDUM 95-034		DATE ISSUED: 10/17/1995
SUBJECT: EMPLOYEE'S HOME ADDRESS		REFERENCE: None
TO: ADMINISTRATIVE ASSISTANT; Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Enclosed is a home address listing of your Office's or Client Agency's employees. This report will be generated during the months of March, July and October. The address listed is what appears on the State Controller's Office (SCO) Employment data base as of the specific date indicated in "DATA AS OF". The report is to be distributed to the appropriate attendance clerk(s). The listings are sorted by the attendance clerk responsible to report the employees' attendance.

The purpose of this report is as follows:

March

To update addresses for the May Health Benefits open enrollment period. Health Plan carriers mail information booklets directly to the employee's home address. The address on file with the SCO also will determine service area eligibility.

July

To update addresses for the September FlexElect Annual Enrollment, FlexElect Health Benefits open enrollment period and the Dental Plan open enrollment period.

PERS mails the Annual Statement to the address on file with the SCO.

October

To update addresses for the W-2 printed in January. The W-2 will be mailed directly to the home address on filed with the SCO. Undeliverable W-2s will be returned to the Personnel Office.

In addition, control agencies use the employee's address on file with the SCO for various purposes.

EXAMPLE:

PERS mailing of Annual Statements to employees; DPA notifying employees of open enrollment periods, changes to current programs or announcement of new programs; SPB to change the address of current state employees on employment lists.

To correct an employee's address, city or the zip code, please have the employee complete the [Employee Action Request \(EAR\) form STD 686](#) and submit it to Personnel Transactions Unit (PTU). DO NOT RETURN THE LISTING TO THE PERSONNEL OFFICE, THIS LISTING IS FOR YOUR INFORMATION.

Questions regarding the completion of the EAR should be directed to your assigned Personnel Services Specialist or Supervisor.

EINER P. CHRISTENSEN
Personnel Manager

EPC:BJO

Enclosures