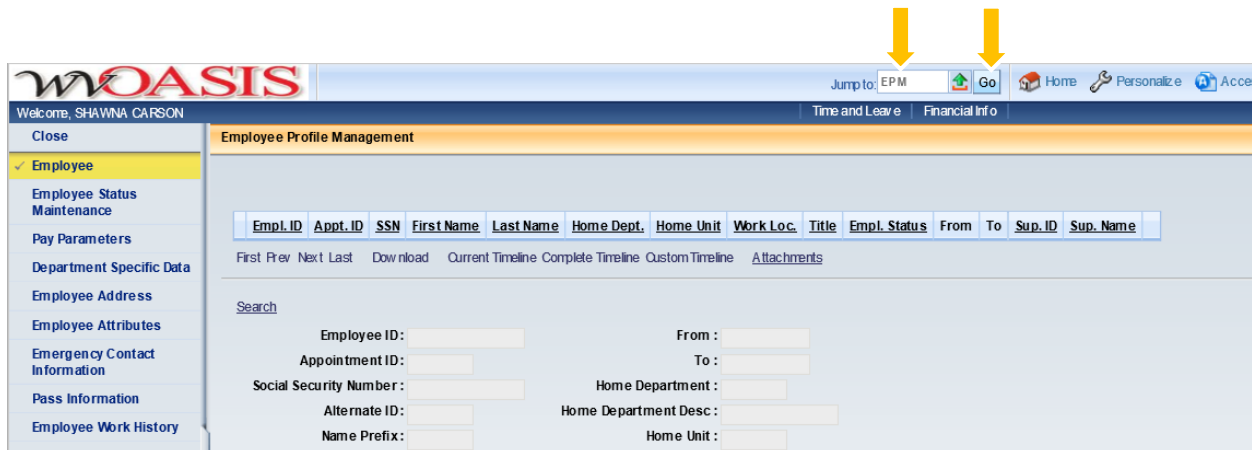


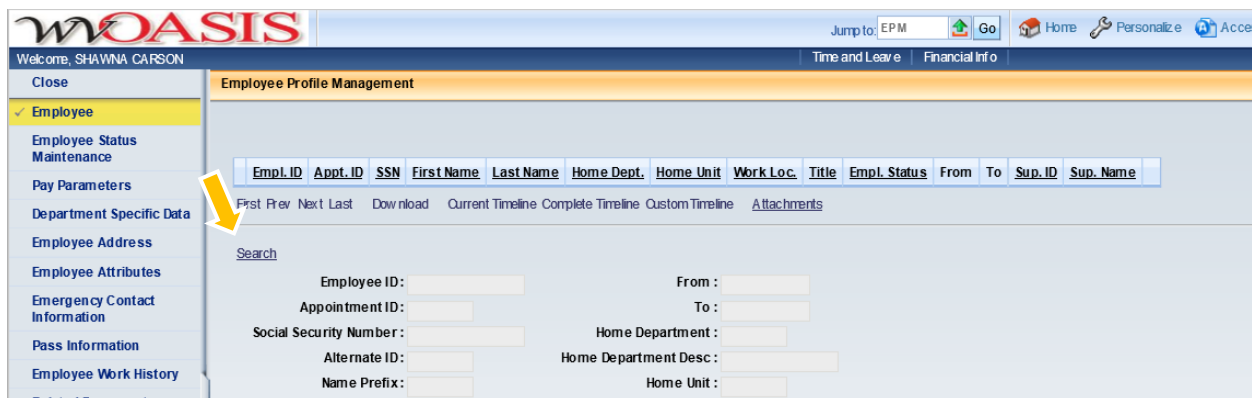
## How to process a ADDR document

First, you will need to go to the Jump to field in OASIS and type EPM and click Go

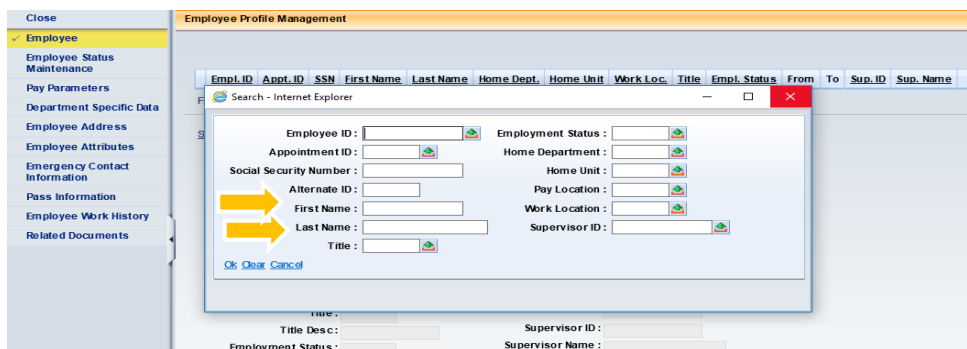
Please remember to turn on CAPS lock as everything must be in capital letters and do not use punctuation.



If a search box doesn't pop up, click on Search



You will now see a search box pop up. You simply need to enter the first name and last name of the employee you are searching for and hit enter.



This will bring up the employee and their information. You will now need to click Employee Address on the left-hand side.

MOASIS

Welcome, SHAWNA CARSON

Employee Profile Management

Current Timeline

Empl. ID	Appt. ID	SSN	First Name	Last Name	Home Dept.	Home Unit	Work Loc.	Title	Empl. Status	From	To	Sup. ID	Sup. Name
0000001392		***-**-7301	SHAWNA	CARSON	0608	ADMIN	6711	07985N	A	02/16/2019	12/31/9999	0000001047	DARNELL, APRIL M

Search

Employee ID: 0000001392 From: 02/16/2019

Appointment ID: To: 12/31/9999

Social Security Number: \*\*\*-\*\*-7301 Home Department: 0608

Alternate ID: Home Department Desc: CORRECTIONS

Name Prefix: Home Unit: ADMIN

First Name: SHAWNA Home Unit Desc: Admin. Office

Middle Name: M Pay Location: 6711

You will now be on the Employee Address screen. At the bottom, you will need to click Create an Employee Address if they are a new employee or Modify Employee Address if it is an existing employee and you are updating information.

Welcome, SHAWNA CARSON

Employee Profile Management

Employee ID : 0000001392 Name : CARSON, SHAWNA M

Appointment ID :

Current Timeline

	Street 1	City	State/Province	Zip/Postal Code	Country	From	To
1			WV			07/01/2014	12/31/9999

Search

General Information

Private Home: Yes

Residency: Y

Residency Desc: WV RES Same Mailing?: [checked]

From: 07/01/2014 To: 12/31/9999

Home Address

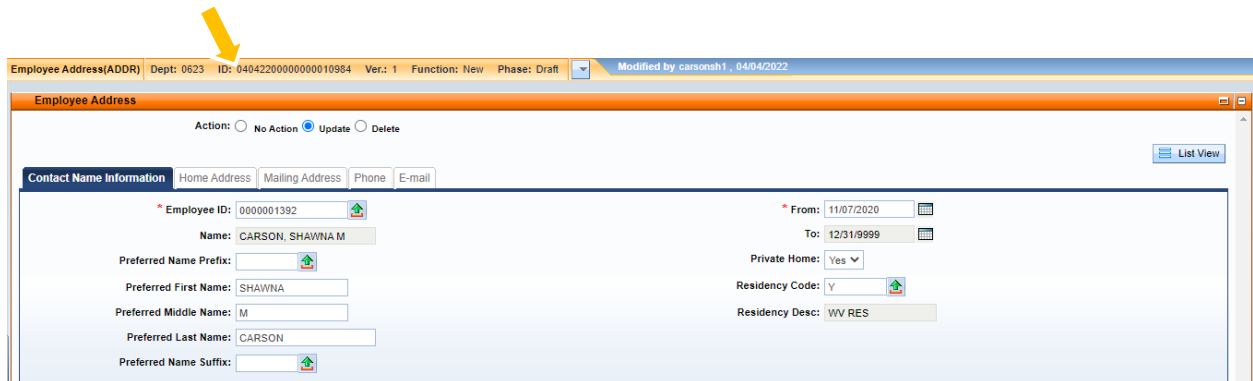
Mail Address

Contact Information

Top

Create Employee Address Modify Employee Address

You now have started a transaction. Write down your ADDR number as this is what you will use to track the progress of the transaction



The screenshot shows the 'Employee Address' form. At the top, a yellow arrow points to the 'ID' field, which contains the value '0404220000000010984'. The form includes fields for Employee ID, Name (CARSON, SHAWNA M), Preferred Name Prefix, Preferred First Name (SHAWNA), Preferred Middle Name (M), Preferred Last Name (CARSON), Preferred Name Suffix, From date (11/07/2020), To date (12/31/9999), Private Home (Yes), Residency Code (Y), and Residency Desc (WV RES). The 'Update' button is selected in the 'Action' section.

You will need to enter the employee's name First, Middle, and Last as it appears on the social security card. Please make sure you are using all capital letters.

For a new employee, your From date, will always be the **date the employee started**.

For an existing employee, it will always be the **first day of the closest pay period** if they are new to your department. Or... If they are an existing employee and you are only updating their address, you can use **any future date**, and it will not have to be on a pay period.

Private Home will always be **Yes**

Residency code will be **Yes** if they live in WV otherwise it will be **NO**



This screenshot is identical to the one above but includes yellow arrows pointing to the 'Preferred First Name', 'Preferred Middle Name', 'Preferred Last Name', 'From' date, and 'To' date fields.

Next you will need to go to the Home Address tab. Enter the street address, city, state zip, country, and county. (Please note the home address must be a physical address). If the mailing and home address are the same, please mark the box for same mailing address.

Employee Address

Action:  No Action  Update  Delete

Contact Name Information **Home Address** Mailing Address Phone E-mail

\* Street 1:

Street 2:

\* City:

\* State/Province:

\* Zip/Postal Code:

\* Country:

County:

Same Mailing Address?:

Next, you will go to the Phone Tab and enter the phone number, choose what type and put a check in the primary phone box. (Please note: the primary should always be their work number and not their home number, the home number can be entered but not on the first line)

Employee Address

Action:  No Action  Update  Delete

Contact Name Information Home Address Mailing Address **Phone** E-mail

\* Phone:  Ext:  Type:

Phone:  Ext:  Type:

Phone:  Ext:  Type:

Phone:  Ext:  Type:

Primary Phone:

Primary Phone:

Primary Phone:

Primary Phone:

Finally you will click on the E-Mail tab and enter the email address if you have one. You will enter the email, then enter it again for confirmation and click on the primary email box. (Please the primary should be their work email (wv.gov), then you may add their personal email).

Employee Address

Action:  No Action  Update  Delete

Contact Name Information Home Address Mailing Address Phone **E-mail**

E-mail:  Confirm E-mail:

E-mail:  Confirm E-mail:

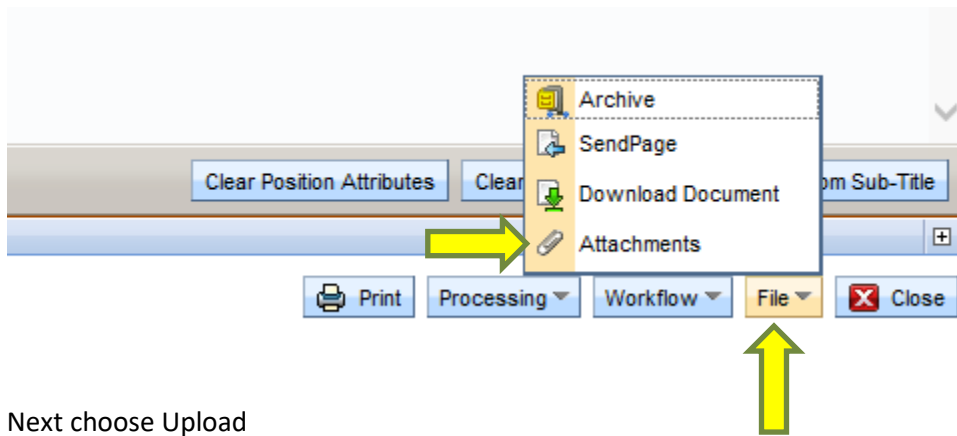
Primary E-mail:

Primary E-mail:

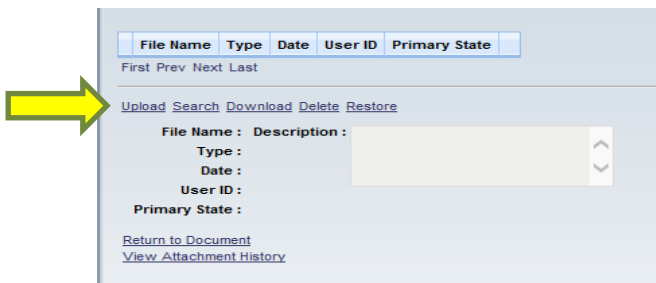
You will need to attach the document to this ADDR before validating and submitting. This should always be the Personnel Information Sheet for a new employee or the Address Change form etc. for a current employee. You must redact the Social Security number before attaching this document.

To attach a document you will need to do the following:

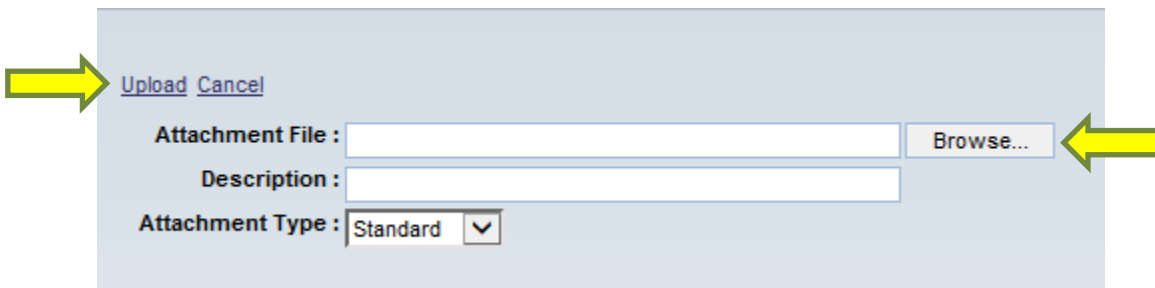
In the bottom right hand corner click on File and choose Attachments



Next choose Upload



Click on Browse to find the document you scanned to yourself, choose the document, enter Backup Documentation in the description and then click upload again



Now that you have uploaded your document, you can click Return to Document

	File Name	Type	Date	User ID	Primary State
✓	[REDACTED]	Standard	9/14/16	[REDACTED]	

First Prev Next Last

[Upload](#) [Search](#) [Download](#) [Delete](#) [Restore](#)

File Name: [REDACTED] PAR Information.pdf Description: [REDACTED]  
Type: Standard  
Date: 9/14/16  
User ID: carsonsh1  
Primary State: New

[Return to Document](#)  
[View Attachment History](#)



You are now ready to validate and submit the document for Central Office to approve. At the bottom of the screen you will see a validate button and a submit button

Save Undo

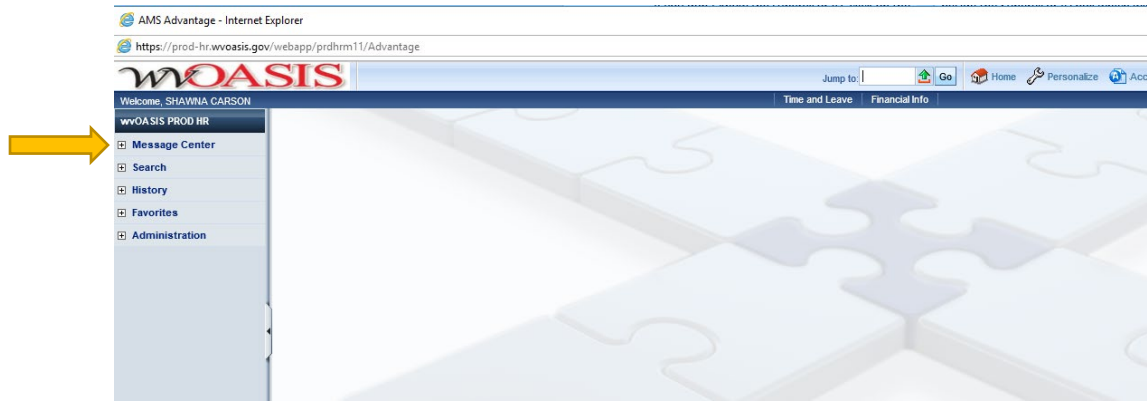
Copy Validate Submit Discard Print Processing Workflow File Close

Once you have validated and there are no errors, click submit and you are finished. You can click close in the bottom right hand corner. And you are ready to search another employee.

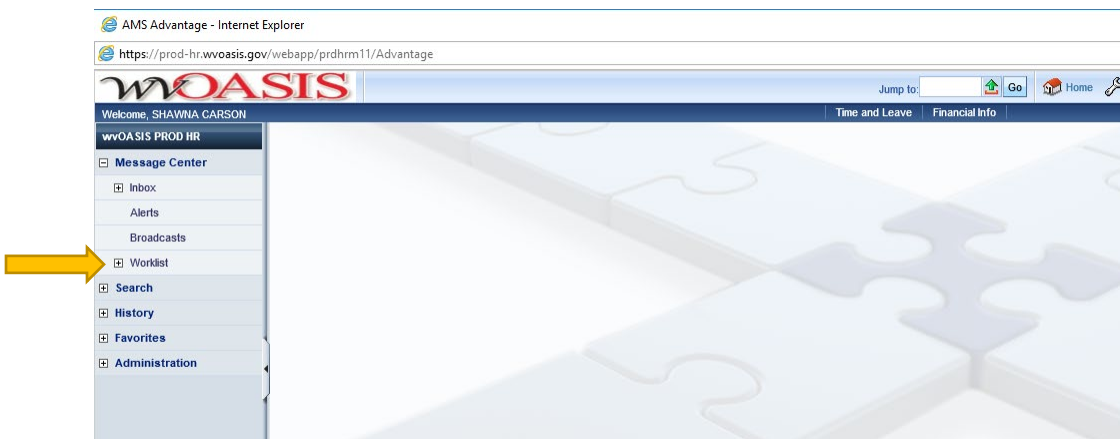
Save Undo

Copy Validate Submit Discard Print Processing Workflow File Close

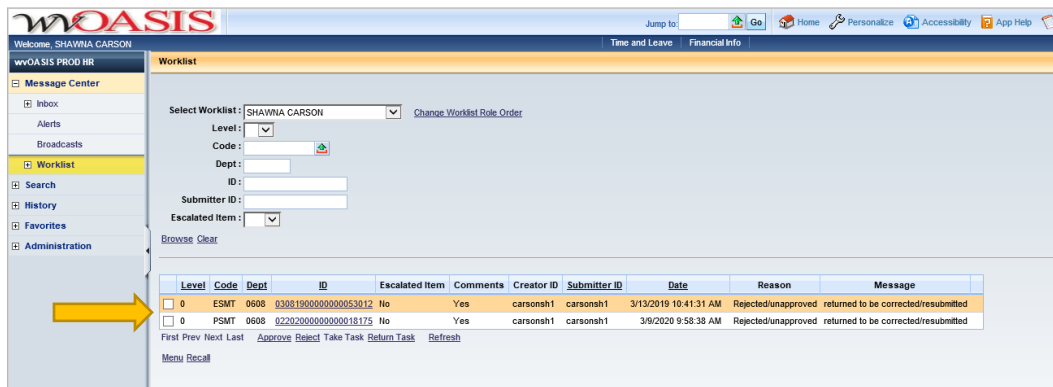
Please be sure you are monitoring your worklist daily so that if something has been rejected back to you for correction, you will see it. To access your worklist, from the home screen in Oasis, you will click on the plus sign beside Message Center (see below)



Then you will need to click on your worklist (see below)



Once you have clicked on the worklist, it will bring you to anything pending in your worklist (see below)



This is where you will see anything that is in need of your attention.