

PER-01 Address Field Helps and Hints

[Video Tip - How to Update an Employee's Address](#)

Purpose

The purpose of this job aid is to assist in reducing the character count in the Address 1 and Address 2 fields in the Integrated HR/Payroll System (including ESS). This job aid also includes postal abbreviations such as street suffixes, two-letter state codes, and geographical directional abbreviations.

Image

Care Of		
Address line 1		
Address line 2		
City/county		
State/zip code		
Country Key	US USA	
Telephone Number		

This is a sample of the address fields you may see in the Integrated HR/Payroll System, including the ESS portal. Employee Address Lines 1 and 2 have been changed to allow entry of only 32 characters in both ESS and the core system. This is consistent with the Federal Post Office standards and will reduce the amount of mail being returned from the post office due to incorrect address.

Postal Abbreviations

Street and Secondary Designators Abbreviations (Street Suffixes)

Alley ALY

Annex ANX

Apartment APT

Arcade ARC

Avenue AVE

Basement BSMT

Bayou BYU

Beach BCH

Bend BND

Bluff BLF

Bottom BTM

Boulevard BLVD

Branch BR

Bridge BRG

Brook BRK

Building BLDG

Burg BRG

Bypass BYP

Camp CP

Canyon CYN

Cape CPE

Causeway CSWY

Center CTR

Circle CIR
Cliffs CLFS
Club CLB
Corner COR
Corners CORS
Course CRSE
Court CT
Courts CTS
Cove CV
Creek CRK
Crescent CRES
Crossing XING
Dale DL
Dam DAM
Department DEPT
Divide DV
Drive DR
Estates EST
Expressway EXPY
Extension EXT
Fall FALL
Falls FLS
Ferry FRY
Field FLD
Fields FLDS
Flats FLT
Ford FRD

Forest FRST
Forge FRG
Fork FRK
Island IS
Islands ISS
Isle ISLE
Junction JCT
Key KY
Knolls KNLS
Lake LK
Lakes LKS
Landing LNDG
Lane LN
Light LGT
Loaf LF
Lobby LBBY
Locks LCKS
Lodge LDG
Loop LOOP
Lot LOT
Lower LWR
Mall MALL
Manor MNR
Meadows MDWS
Mill ML
Mills MLS
Mission MSN

Mount MT
Mountain MTN
Neck NCK
Office OFC
Orchard ORCH
Oval OVAL
Park PARK
Parkway PKY
Pass PASS
Penthouse PH
Pier PIER
Pike PIKE
River RIV
Road RD
Room RM
Row ROW
Run RUN
Shoal SHL
Shoals SHLS
Shore SHR
Shores SHRS
Side SIDE
Slip SLIP
Spring SPG
Springs SPGS
Spur SPUR
Square SQ

Station STA
Stop STOP
Stravenue STRA
Stream STRM
Street ST
Suite STE
Summit SMT
Terrace TER
Trace TRCE
Track TRAK
Trail TRL
Trailer TRLR
Tunnel TUNL
Turnpike TPKE
Union UN
Viaduct VIA
View VW
Village VLG
Ville VL
Vista VIS
Walk WALK
Way WAY
Wells WLS

State Abbreviations

Alabama AL
Alaska AK

Arizona AZ
Arkansas AR
California CA
Colorado CO
Connecticut CT
Delaware DE
Florida FL
Georgia GA
Hawaii HI
Idaho ID
Illinois IL
Indiana IN
Iowa IA
Kansas KS
Kentucky KY
Louisiana LA
Maine ME
Maryland MD
Massachusetts MA
Michigan MI
Minnesota MN
Mississippi MS
Missouri MO
Montana MT
Nebraska NE
Nevada NV
New Hampshire NH

New Jersey NJ
New Mexico NM
New York NY
North Carolina NC
North Dakota ND
Ohio OH
Oklahoma OK
Oregon OR
Pennsylvania PA
Rhode Island RI
South Carolina SC
South Dakota SD
Tennessee TN
Texas TX
Utah UT
Vermont VT
Virginia VA
Washington WA
West Virginia WV
Wisconsin WI
Wyoming WY

Geographical Directional Abbreviations

North N
East E
South S
West W

Northeast NE
Southeast SE
Northwest NW
Southwest SW

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