

**CMS Business Process Guide**

**Addresses and Names**

This guide explains the various fields or “data elements” located on the Addresses and Names pages. Address and name changes may be viewed by clicking on the arrows in the title bar.

* **[Addresses](#Addresses)**
* **[Names](#Names)**

**Main Menu > Workforce Administration > Personal Information > Modify a Person**

* **Addresses**

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|  |  |
| --- | --- |
| Address Type | Identifies the type of address* Home address is the residence address.
* Mailing address is used for W-2 and other official purposes. If no Mailing Address is displayed, Home address is used.
 |
| As of Date | Date address was entered in PeopleSoft |
| Status | Status of address |
| Address | Address |
| Edit/View Address Detail | Click on link to view future or historical rows |



* **Names**

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|  |  |
| --- | --- |
| Type of Name | Identifies the type of name for the employee* Primary Name is the name that appears on the Social Security card and is used for payroll purposes.
* Preferred Name is used for Cal Poly correspondence; if no Preferred Name is displayed, Primary Name will be used.
 |
| As of Date | Date the name was entered in PeopleSoft |
| Name | Name of the employee |
| Status | Status of Name |
| View Name History | Click on link to view future or historical rows |



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