

Address Verification in ESS

When entering or updating a permanent address in Employee Self Service (ESS), a new validation process will trigger suggestions based on the United States Postal Service (USPS) database. When a new or updated entry is saved, a pop-up window may appear.

If the address is found in the USPS database, the system may recommend an updated version to match the USPS addressing standards.

The U.S. Postal Service suggests a modified address.

Original Address:
5115 Starr St Lincoln NE 68506-____
Suggested USPS Address:
5115 STARR ST LINCOLN NE 68504-3155
<input type="button" value="Use USPS Address"/> <input type="button" value="Keep Original Address"/>

If the address cannot be validated against the USPS database, the address can either be saved or adjusted as needed. Addresses that are correctly formatted and valid will not generate a pop-up message when saved.
