

ADDRESS VALIDATION

LCPtracker has designed a tool that will help ensure the accuracy of employee address data. When an address is validated it will be compared to the US Postal Service database and a possible match may be suggested.

Electing to require Address Validation will not have much of an impact on the work required to submit payroll information through LCPtracker. It will however have a significant positive impact on the quality of reporting generated.

Benefits of Validating Employee Addresses:

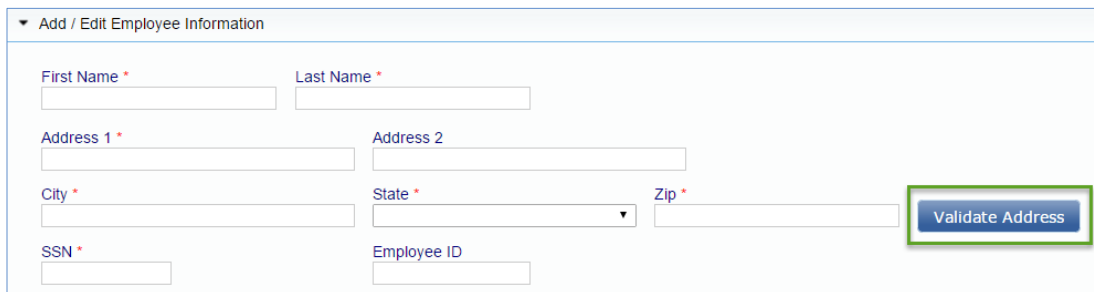
- ✓ Prevents inaccurate reporting that could be the result of misspellings.
- ✓ Ensures accurate address data to aid in promoting workforce development through establishing local hiring employment opportunities.
- ✓ Supply residents and local businesses with accurate information on the impact of projects within neighborhoods.

Address Validation is easily customizable. It can be configured to allow Contractors and/or Administrators to validate addresses, and can be enforced for specific or all projects.

ENABLING ADDRESS VALIDATION

By default, the Address Validation tool is enabled and accessible by all Contractors who report within LCPtracker. The “**Validate Address**” button can be found within the **Add/Edit Employee** section of the Contractor’s account.

Your LCPtracker Project Manager can also configure your database to allow Administrators access to validate addresses under **Admin > Edit Employees**. (This setting is NOT enabled by default)



The screenshot shows a web form titled "Add / Edit Employee Information". It contains several input fields: "First Name" and "Last Name" (both with asterisks), "Address 1" (with asterisk) and "Address 2", "City" (with asterisk) and "State" (a dropdown menu with asterisk), and "Zip" (with asterisk). Below these are "SSN" (with asterisk) and "Employee ID". A blue button labeled "Validate Address" is positioned to the right of the "Zip" field and is highlighted with a green border.

REQUIRING ADDRESS VALIDATION

Whether you choose to require employee addresses to be validated for all projects within your database or for only specific projects, it is recommended to implement in phases to ensure that all contractors are prepared in advance for the change.

ENFORCE ADDRESS VALIDATION AT THE PAYROLL ENTRY LEVEL

When enabled, “Validation 59” checks if an employee’s address has been validated. As with all Validations, this can be set to **Notice** / **Enforce** which will halt certification and require the address to be validated.

VAL_59	If Address Verification is enabled, it validates that the employee's address has been properly verified.	YES	NOTICE	ENFORCE
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Or, it can be set to **Warning** / **Alert** which will trigger if the employees address has not been validated, but will not prevent certification. Payroll records that have been certified with a **Warning** will show within the Administrators **Violations** tab.

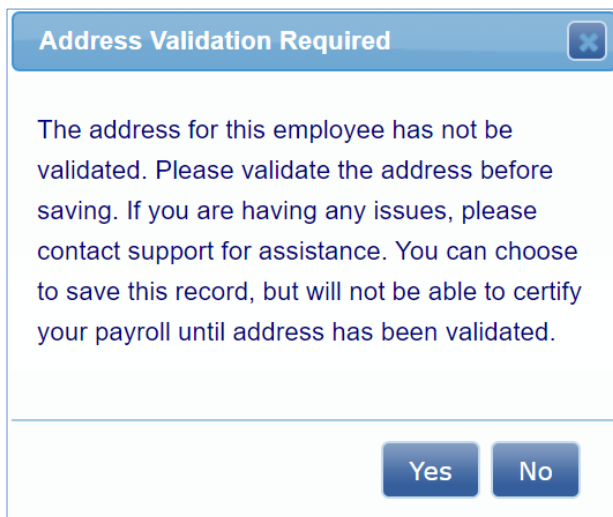
VAL_59	If Address Verification is enabled, it validates that the employee's address has been properly verified.	YES	WARNING	ALERT
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ENFORCE ADDRESS VALIDATION AT THE EMPLOYEE LEVEL

When an agency chooses to require each employee’s address to be validated, for all projects within the database, your LCPtracker Project Manager can enable one additional setting that will enforce validation when the Contractor attempts to **Save** or **Edit** an employee’s profile under the **Add/Edit Employee** section.

All addresses must be validated in order to report Certified Payroll within the entire database, unless the employee has been marked as “Exempt” by the Project Administrator.

If an address has not been validated, Contractors will receive this message when attempting to Save or Edit an employee:



If the Contractor selects “**Yes**” the employee record will be saved, however a Payroll Notice will trigger (VAL_59) that will prevent certification. The Project Administrator will need to determine if the employee should be exempt from Address Validation.

If the Contractor selects “**No**” the employee record will not be saved.

ADDRESS VALIDATION EXEMPTION

A situation could arise where an employee's address is valid but it is not found within the USPS database. This could be due to several factors including employees who live in rural areas, or who's homes are newly built and have not been established with the USPS.

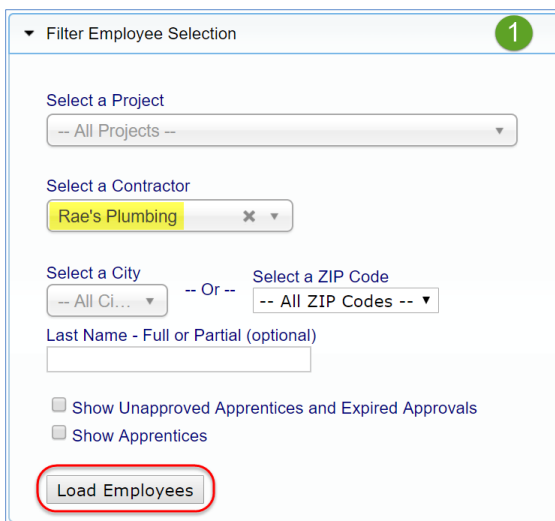
If it is determined that an employee should be exempt, a Project Administrator with allowed privileges can do so under the **Admin** tab > **Edit Employees**. (*Administrator roles with allowed access include Full Admin, Business Manager, Limited Admin, Prime Approver and Job Coordinator.*)



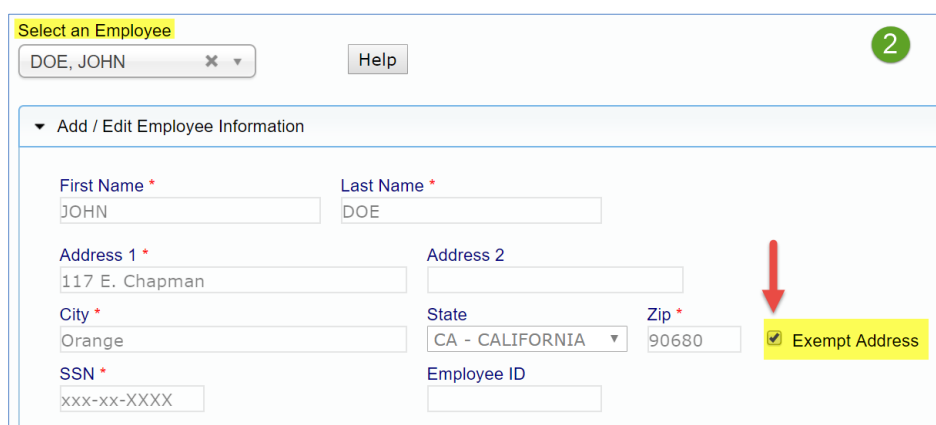
The screenshot shows the 'Admin' tab selected in the top navigation bar. Below it, the 'Project Administration' section contains several buttons: 'Documents / Letters', 'Site Visits', 'Templates', 'Admin Notice Processing', 'Edit Employees' (highlighted with a red circle), 'Log Paper CPR', and 'FHWA 1391 Additional Data Entry'.

1. From here it is recommended to **Filter the Employee Selection** which will narrow down the employees based on the parameters selected. Filtering by the Contractor's **Company Name** will display all of their employees.

2. Select the employee from the drop-down list > and check off **Exempt Address**. The Contractor can now move forward with entering and certifying records for that employee without receiving a Payroll Notice.



The 'Filter Employee Selection' form includes fields for 'Select a Project' (set to '-- All Projects --'), 'Select a Contractor' (set to 'Rae's Plumbing'), 'Select a City' (set to '-- All Ci...'), and 'Select a ZIP Code' (set to '-- All ZIP Codes --'). There is also a 'Last Name - Full or Partial (optional)' field and two checkboxes: 'Show Unapproved Apprentices and Expired Approvals' and 'Show Apprentices'. A 'Load Employees' button is highlighted with a red circle and a green '1' in a circle.



The 'Select an Employee' form shows 'DOE, JOHN' selected in the dropdown. Below, the 'Add / Edit Employee Information' section has fields for 'First Name' (JOHN), 'Last Name' (DOE), 'Address 1' (117 E. Chapman), 'Address 2', 'City' (Orange), 'State' (CA - CALIFORNIA), 'Zip' (90680), 'SSN' (xxx-xx-XXXX), and 'Employee ID'. A red arrow points to the 'Exempt Address' checkbox, which is checked and highlighted in yellow, with a green '2' in a circle.

CONTACTING USPS

It is also suggested that Contractors contact the USPS Address Management System. They will be able to determine if the address needs to be added to their database.

Go to <https://ribbs.usps.gov/locators/find-ams.cfm> to locate the Address Management System Office that serves the zip code for the address provided.

Here is an example:



The screenshot shows the USPS Address Management System Office Locator interface. At the top left is the United States Postal Service logo. Below it is a red header with the text "RIBBS". The main title is "Address Management System Office Locator". There is a text input field labeled "Enter City and State or ZIP Code" with "Locate" and "Reset" buttons below it. A note at the bottom reads: "To locate an Address Management System office, enter a city and state or ZIP Code (Example, Seattle WA or 98111)." The entire form is enclosed in a blue border.

These are the results returned (**SAMPLE ONLY**):

The Address Management System office that serves **92648** can be contacted at:

**ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
3101 W SUNFLOWER AVE
SANTA ANA CA 92799-9316**

**Phone : (714) 662-6330
Fax : (714) 327-6505**

Contact the Phone Number provided and they will check to see if the address is valid. If they determine that it is a valid address they will need to update their database which can take 2-5 weeks depending on where they are in the release cycle.