

Position - Work Mailing and Location Addresses

Overview

The Addresses screen in Org Management is used to capture the work mailing address, work location address and work contact information for the employee assigned to a position. The work addresses are maintained on the employee's position in Org Management and can be viewed on the employee's Work Contact Information screen.

All agency positions (salaried and OPS) must be assigned a FL-SOLARIS facility, even those positions where the employee teleworks or entirely performs job duties away from the official worksite. The facility assignment is needed so the State of Florida can accurately report on the number of positions assigned to each agency state-owned or leased facility. It is necessary to capture employees that telework or entirely perform job duties outside the official worksite to ensure the state can accurately report on the number of positions assigned to a facility versus the number of employees requiring workspace in a facility.

Definitions

The following definitions are relevant to this instructional guide:

- Facility Number – unique FL-SOLARIS number assigned to each facility owned or leased by a state agency.
 - The facility number is used by agencies to accurately associate positions with valid state-owned or leased facilities maintained in FL-SOLARIS.
- FL-SOLARIS – state's facility manager database that captures all facilities owned or leased by state agencies.
- FL-SOLARIS Facility Interface – nightly facility data feed that is sent from the state's facility manager database (FL-SOLARIS) to People First. The interface includes the facility type, facility number, facility name, facility address, facility county code and campus name for each facility on the file. Facilities are associated with each agency (OLO) that owns or leases the facility.
 - State-owned Facilities – only state-owned facilities that are marked in FL-SOLARIS as having employees in them (People First flag in FL-SOLARIS is set to "yes" for the facility) are sent on the interface.
 - Leased Facilities – all leased facilities are sent on the interface.
- Location Address – address for facility where employee physically reports to work.
- Mass Load – a systematic way to process certain position and employee actions in People First. A minimum of 100 records are required in order to process a mass load.
- Mailing Location – address where employee receives work related mail.

The following fields are shown in the Overview screen:

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Addresses(Position/Organization)->Overview					
	Subtype	Position ID	Description	Effective Date	End Date
<input type="checkbox"/>	Mailing Location	72002385	HUMAN RESOURCE CONSULTANT - SES	04/01/2003	05/14/2003
<input type="checkbox"/>	Location Address	72002385	PEOPLE FIRST BUSINESS CONSULTANT-SES	07/19/2008	12/31/9999
<input type="checkbox"/>	Location Address	72002385	HUMAN RESOURCE CONSULTANT-SES	06/30/2008	07/18/2008
<input type="checkbox"/>	Location Address	72002385	HUMAN RESOURCE CONSULTANT-SES	11/03/2006	06/29/2008

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Menu New Filter None

- Subtype – identifies the type of work address:
 - Mailing Location
 - Location Address
- Position ID – eight-digit position number
- Description – title assigned on the Object Maintenance screen. This can be the official class title or a working title.
- Effective Date – effective date of the address record
- End Date – end date of the address record

The following fields are shown in the **Mailing Location** Details section:

Addresses(Position/Organization)->Details			
Effective Date	06/06/2014 *	End Date	12/31/9999 *
Address Type	MAL - Mailing Location *		
Address	4050 ESPLANADE WAY-235.7X *		
City	TALLAHASSEE *		
State	FL - Florida *	ZIP Code	323990950 *
County	037 - Leon *		
Mail Station			
Edit Save Cancel			

- Effective Date – required field; effective date of the work mailing address record
- End Date – required field; end date of the work mailing address record and defaults to 12/31/9999 for a new Mailing Location record
 - When a new work Mailing Location address record is created, the end date of the existing record defaults to the day before the effective date of the new record.
- Address Type – required field; work address type (MAL – Mailing Location)
- Address – required field; work mailing address for the employee assigned to the position
- City – required field; work mailing address city for the employee assigned to the position

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- State – required field; work mailing address state for the employee assigned to the position
- ZIP Code – required field; work mailing address ZIP code for the employee assigned to the position
- County – required field; work mailing address county for the employee assigned to the position
 - Counties available for selection are based on the State selected
- Mail Station – optional field; agency internal designation for receipt of mail for the employee assigned to the position

The following fields are shown in the **Location Address Details** section:

The screenshot displays a web form titled "Addresses(Position/Organization)->Details". The form contains the following fields and values:

Effective Date	05/01/2015 *	End Date	12/31/9999 *
Address Type	LOC - Location Address *		
County	011 - Collier *		
Facility Number	F430342 *	TOLL GATE PLAZA	
Facility Type	Leased Private		
Address Line 1	3845 BECK BLVD.		
Address Line 2			
City	NAPLES		
State	FL	ZIP Code	34144-0000
Campus Name			
Room		Floor Number	
411 Phone	850-555-1212 *	411 Phone Extension	
Fax			
Cell			
Alternate Phone		Alternate Phone Extension	

At the bottom of the form are buttons for "Edit", "Save", and "Cancel".

- Effective Date – required field; effective date of the Location Address record
- End Date – required field; field is view only and defaults to 12/31/9999 for a new Location Address record
 - When a new Location Address record is created, the end date of the existing record defaults to the day before the effective date of the new record.
- Address Type – required field; work address type (LOC – Location Address)
- County – required field; county for the facility where the employee assigned to the position is physically located
 - Only counties where the agency (OLO) has assigned facilities are available for selection
- Facility Number – required field; facility number where the employee assigned to the position is physically located
 - Only facilities assigned to the agency (OLO) in the county selected are available for selection. Agencies will only be presented with facilities that are owned or leased by that agency.
- Facility Type – field is view only and is populated when the facility number is selected; facility types include:
 - State Owned

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- Leased – Private
- Leased – Public (Pooled Space)
- Leased – Leased – Government (Other)
- Address Line 1 – physical address for the facility. Field is view only and is populated when the facility number is selected.
- Address Line 2 – physical address for the facility. Field is view only and is populated when the facility number is selected.
- City – city for the facility. Field is view only and is populated when the facility number is selected.
- State – state for the facility. Field is view only and is populated when the facility number is selected.
- ZIP Code – ZIP code for the facility. Field is view only and is populated when the facility number is selected.
- Campus Name – campus name for the facility. Field is view only and is populated when the facility number is selected.
- Room – optional field. Room number where employee assigned to the position is physically located within the facility.
- Floor Number – optional field. Floor number where employee assigned to the position is physically located within the facility.
- 411 Phone – required field. Work telephone number for the employee assigned to the position.
 - This information is sent from People First to the 411 Online Telephone Directory nightly. The telephone number is not sent if the employee is marked as either Restricted Relative or Protected Identity on the employee's Personal Info screen.
 - If the employee's work telephone number should be excluded from the 411 Online Telephone Directory, based on agency policy, a general office number (or main agency phone number) can be entered and the employee's direct work telephone number captured in the Alternate Phone field.
- 411 Phone Extension – optional field. Work telephone extension for the employee assigned to the position.
 - This information is sent from People First to the 411 Online Telephone Directory nightly. The extension is not sent if the employee is marked as either Restricted Relative or Protected Identity on the employee's Personal Info screen.
 - If the employee's work telephone number should be excluded from the 411 Online Telephone Directory, based on agency policy, the employee's direct work telephone extension can be entered in the Alternate Phone Extension field.
- Fax – optional field. Work fax number for the employee assigned to the position.
 - This information is not sent to the 411 Online Telephone Directory.

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- Cell – optional field. Work cell number for the employee assigned to the position.
 - This information is not sent to the 411 Online Telephone Directory.
- Alternate Phone – optional field. Direct work telephone number for the employee assigned to the position, if the employee’s work telephone number should be excluded from the 411 Online Telephone Directory.
 - If a general work telephone number (or main agency telephone number) is entered for the employee in the 411 Phone field, this field is used to capture the employee’s direct work telephone number.
 - This information is not sent to the 411 Online Telephone Directory.
- Alternate Phone Extension – optional field. Direct work telephone extension for the employee assigned to the position, if the employee’s work telephone number should be excluded from the 411 Online Telephone Directory.
 - If a general work telephone number (or main agency telephone number) is entered for the employee in the 411 Phone field, this field is used to capture the employee’s direct work telephone extension.
 - This information is not sent to the 411 Online Telephone Directory.

Authorization

Users with a security role code of A, H, S, U, X and Y can maintain the work Mailing and Location Address records in Org Management and users with a security role code of C, D, F, G, I, K, M and N can view the address records.

All users, except users with a security role code of E, J and R can view the work Mailing and Location Address records by navigating to: My Direct Reports > Work Information Maintenance > Work Contact Information. The employee can view his or her own work address records by navigating to: Employee Information > Work Information > Work Contact Information.

Process Steps

Follow the applicable steps below to create a position work Location Mailing or Location Address record in People First. Refer to the Special Notes section in this instructional guide for guidance on processing a mass load to update 100 or more position address records, identifying positions assigned to an inactive facility, identifying active facilities that can be assigned to positions and assigning a FL-SOLARIS facility to positions where the employee:

- Teleworks; or
- Located in a facility not owned or leased by the employing agency; or
- Entirely performs job duties away from the official worksite (no telework agreement required)

Create Mailing Location Record

Step 1: Navigate to Org Management> Position Maintenance.

Step 2: Search for the eight-digit position number in the Search by Position section.

Step 3: Select the position.

Step 4: Select Addresses from the left-hand Position Maintenance menu.

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Step 5: Select New from the Overview section.

Step 6: Enter the effective date of the address record and select Continue.

Step 7: Select the MAL – Mailing Location address type from the drop-down box.

Step 8: Complete the fields; all fields, except the Mail Station field are required.

The screenshot shows a web form titled "Addresses(Position/Organization)->Details". The form contains the following fields and controls:

- Effective Date:** 07/09/2015 (with a calendar icon and a red asterisk)
- End Date:** 12/31/9999 (with a calendar icon and a red asterisk)
- Address Type:** MAL - Mailing Location (dropdown menu with a red asterisk)
- Address:** (text input field with a red asterisk)
- City:** (text input field with a red asterisk)
- State:** (dropdown menu with a red asterisk)
- County:** (dropdown menu with a red asterisk)
- ZIP Code:** (text input field with a red asterisk)
- Mail Station:** (text input field)

At the bottom of the form are three buttons: "Edit", "Save", and "Cancel".

Step 9: Select Save.

Create Location Address Record

All positions (salaried and OPS) must be assigned a FL-SOLARIS facility, even those positions where the employee teleworks or entirely performs job duties away from the official worksite

Step 1: Navigate to Org Management> Position Maintenance.

Step 2: Search for the eight-digit position number in the Search by Position section.

Step 3: Select the position.

Step 4: Select Addresses from the left-hand Position Maintenance menu.

Step 5: Select New from the Overview section.

Step 6: Enter the effective date of the address record and select Continue.

Step 7: Select the LOC – Location Address type from the drop-down box.

Step 8: Select the county for the facility where the employee assigned to the position is physically located from the County field drop-down box.

- Only counties where the agency (OLO) has assigned facilities will be presented in the County drop-down box.
- Out of state facilities will be displayed in the County drop-down box with county code 099 and the state abbreviation where the facility is located. For example, a facility in Georgia would be displayed as 099 – County in GA.

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Addresses(Position/Organization)->Details

Effective Date: 05/18/2015 * End Date: 12/31/9999 *

Address Type: LOC - Location Address *

County: 016 - Duval *
017 - Escambia *
026 - Hendry *
027 - Hernando *
028 - Highlands *
029 - Hillsborough *
031 - Indian River *
032 - Jackson *
035 - Lake *
036 - Lee *
037 - Leon *
040 - Madison *
042 - Marion *
044 - Monroe *
046 - Okaloosa *
048 - Orange *
050 - Palm Beach *
051 - Pasco *
052 - Pinellas *
053 - Polk *
055 - St. Johns *
056 - St. Lucie *
058 - Sarasota *
064 - Volusia *
099 - County in CA *
099 - County in GA *
099 - County in IL *
099 - County in NJ *
099 - County in PA *
099 - County in TX *

Facility Number: [Redacted] *

Facility Type: [Redacted]

Address Line 1: [Redacted]

Address Line 2: [Redacted]

City: [Redacted]

State: [Redacted]

Campus Name: [Redacted]

Room: [Redacted]

411 Phone: [Redacted]

Fax: [Redacted]

Cell: [Redacted]

Alternate Phone: [Redacted]

ZIP Code: [Redacted]

Floor Number: [Redacted]

411 Phone Extension: [Redacted]

Alternate Phone Extension: [Redacted]

Edit Save Cancel

Step 9: Select the facility lookup option to the right of the Facility Number field.

Addresses(Position/Organization)->Details

Effective Date: 05/18/2015 * End Date: 12/31/9999 *

Address Type: LOC - Location Address *

County: 037 - Leon *

Facility Number: [Redacted] [Facility Lookup Icon]

Facility Type: [Redacted]

Address 1: [Redacted]

Address 2: [Redacted]

City: [Redacted]

State: [Redacted]

Campus Name: [Redacted]

Room: [Redacted]

411 Phone: [Redacted] *

Fax: [Redacted]

Cell: [Redacted]

Alternate Phone: [Redacted]

ZIP Code: [Redacted]

Floor Number: [Redacted]

411 Phone Extension: [Redacted]

Alternate Phone Extension: [Redacted]

Edit Save Cancel

Step 10: A window will open and a list of all valid facilities for the agency (OLO) and county selected will be presented in a table. Select a facility from the options presented in the table.

- The facility information presented in the table can be sorted (ascending or descending) by selecting the column heading (Facility Type, Facility Number Facility Name, Facility Address, Facility City)

Facility Type	Facility Number	Facility Name	Facility Address	Facility City
Leased Public (Pooled Space)	F10677	CARLTON BUILDING	501 S. CALHOUN STREET	TALLAHASSEE
State Owned	F10829	FHP STATION TROOP H.	2100 MAHAN DRIVE	TALLAHASSEE
State Owned	F11691	KIRKMAN BLDG.	2900 APALACHEE PARKWAY	TALLAHASSEE
State Owned	F9394	MAIL CENTER	2900 APALACHEE PARKWAY	TALLAHASSEE
Leased Government (Other)	F431072	NO FACILITY NAME PROVIDED.	2356 CAPITAL CIRCLE SW.	TALLAHASSEE
State Owned	F8227	THI BUILDING - TALLAHASSEE	2100 MAHAN DRIVE	TALLAHASSEE
Leased Private	F429780	WEEMS ROAD PARTNERSHIP.	3600 WEEMS ROAD SUITES: H & J	TALLAHASSEE

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Step 11: Once a facility is selected, the window will close and the FL-SOLARIS facility number for the facility selected will be displayed in the Facility Number field. All the facility address fields (i.e., Facility Type, Address Line 1, Address Line 2, City, State, Zip Code and Campus Name) will be populated based on the facility number selected.

- The facility address fields cannot be edited. The data displayed in the fields is populated based on what is sent of the nightly FL-SOLARIS interface
 - If there are issues with the address data (e.g., street name is spelled incorrectly, zip code is not correct), the agency's FL-SOLARIS account manager/lease liaison will need to work with REDM, Bureau of Leasing to make the appropriate update in FL-SOLARIS.
- To assign a different facility number that is in the same county, select the Facility Number lookup option and follow Steps 10 and 11.
- To assign a facility number that is in a different county, follow Steps 8 – 11.
- Refer to the Special Notes section in this instructional guide for information on positions assigned to an inactive facility (e.g., facility is no longer being sent on the FL-SOLARIS interface file).

Step 12: Complete the applicable contact fields; the 411 Phone field is the only required field.

Addresses(Position/Organization)->Details

Effective Date 05/18/2015 * End Date 12/31/9999 *

Address Type LOC - Location Address *

County 037 - Leon *

Facility Number F429780 * WEEMS ROAD PARTNERSHIP

Facility Type Leased Private

Address 1 3600 WEEMS ROAD

Address 2 SUITES: H & J

City TALLAHASSEE

State FL ZIP Code 32317-0000

Campus Name

Room Floor Number

411 Phone * 411 Phone Extension

Fax

Cell

Alternate Phone Alternate Phone Extension

Edit Save Cancel

Step 13: Select Save.

Special Notes

The following are special notes associated with this instructional guide:

- **Employee Teleworks** – If the employee assigned to a position teleworks, the applicable Telework Eligible and/or Telework Required indicator on the Position Attributes screen must be selected
 - If the Telework Eligible indicator is selected, the Telework Eligible Percentage field is required. If a value is entered in the Telework Eligible Percentage field, it must be a number that is greater than zero.

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- If the Telework Required indicator is selected, the Telework Required Percentage field is required. If a value is entered in the Telework Eligible Percentage field, it must be a number that is greater than zero.
 - If the Telework Required indicator is selected, the Telework Eligible indicator must also be selected.
 - If a value is entered in the Telework Required Percentage field, the value should be the same or greater than the value entered in the Telework Eligible Percentage field.

Position Attributes->Details

Effective Date	05/18/2015 *	End Date	12/31/9999 *
Position	72002324 * PEOPLE FIRST BUSINESS CONSULTANT-		
Pay Plan	08 - SES *		
Class Code	1025 - PEOPLE FIRST BUSINESS CONSULTANT - SES *		
Pay Grade	426		
Pay Band	010		
CBU	89 - NOT REPRESENTED *		
Physical County	037 * Leon		
HQ County			
Occupation Group	105 - BUSINESS OPERATIONS *		
EEO 4	02 - Professionals *		
Exempt Category 2	2W - Refer to 110.205(2)(W) F.S. *		
Full Time Equivalent	1.00 *		
Fill Priority			
CS to SES			
SES Criteria	C - Confidential (SF) *		
Original SES Criteria			
Probationary Period	0 Months *		
Regulatory Response			
Financial Disclosure	<input type="checkbox"/>		
Vendor Invoice	<input type="checkbox"/>		
Special Risk Retirement	<input type="checkbox"/>		
Supervisor Indicator	<input type="checkbox"/>		
Shared Indicator	<input type="checkbox"/>		
Restricted Employee Indicator	<input type="checkbox"/>		
Seasonal Indicator	<input type="checkbox"/>		
Telework Eligible	<input type="checkbox"/>	Telework Eligible Percentage	<input type="text"/>
Telework Required	<input type="checkbox"/>	Telework Required Percentage	<input type="text"/>

Edit Save Cancel

- **Employee Performs Job Duties Away from the Official Worksite** – this type of employee (e.g., inspectors that work in the field and never report to an office location) must be assigned a valid FL-SOLARIS facility on the position Location Address screen. The agency’s FL-SOLARIS account manager/lease liaison will need to work with REDM, Bureau of Leasing to determine how the employee’s facility assignment should be made.
- **Employee Assigned to Facility Not Owned or Leased by Employing Agency** – for employees that are housed in another agency’s facility and there is no lease/agreement with the employing agency, the employing agency’s FL-SOLARIS account manager/lease liaison will need to work with REDM, Bureau of Leasing to:
 - Submit the required documentation and facility information to REDM, Bureau of Leasing to have the employing agency associated with the applicable facility where their employees are located. Once the

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agency request is approved, REDM, Bureau of Leasing will associate the facility with the employing agency in FL-SOLARIS and the facility will be sent on the FL-SOLARIS interface file.

- **Note:** The process for creating a new facility in FL-SOLARIS could take several business days after the agency request is approved.
- Questions related to the above process should be coordinated through the agency's FL-SOLARIS account manager/lease liaison. A list of agency FL-SOLARIS account manager/lease liaisons can be found at http://www.dep.state.fl.us/lands/files/fl-solaris_FITS_acct_manager.pdf
- **Inactive Facility Assigned to Position** – there are times when a facility that has been on the FL-SOLARIS interface file stops being sent on the file (e.g., facility lease expires). When this occurs, the agency must assign the positions impacted to a new facility by following the steps for creating a Location Address record in the Process Steps section of this instructional guide or if applicable, processing a mass load (must be 100 or more records).
 - When a position is assigned to a FL-SOLARIS facility that is not active (no longer being sent on FL-SOLARIS interface), the message “The assigned facility is not active, please select an active facility number.” will be presented when the Location Address record is selected.

Addresses(Position/Organization)->Details

The assigned facility is not active, please select an active facility number.

Effective Date 07/25/2015 * End Date 12/31/9999 *

Address Type LOC - Location Address *

County 042 - Marion *

Facility Number F429259 * CASCADES BUILDING

Facility Type Leased Private

Address Line 1 1515 E SILVER SPRINGS BLVD

Address Line 2

City Ocala

State FL ZIP Code 34470-0000

Campus Name

Room Floor Number

411 Phone * 411 Phone Extension 0000

Fax

Cell

Alternate Phone Alternate Phone Extension

Edit Save Cancel

- To identify positions assigned to inactive facilities, refer to the [Position to Facility Relationship Report](#) instructional guide.
- To identify only active facilities that can be assigned to a position, refer to the [Active Facilities Report](#) instructional guide.
- **Position Actions** – the Location Address screen is presented in the workflow when processing Establish Position, Create OPS Position, Reclassify Position, Org Change/Position Move and Re-activate Abolished Position actions. When processing these position actions:

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- Location Address screen is validated to ensure a valid location address record exists (i.e., record is active and the facility assigned is on the FL-SOLARIS interface).
- The message “The assigned facility is not active, please select an active facility number.” will be displayed on the Location Address screen if the position is assigned to a FL-SOLARIS facility that is not active (no longer being sent on FL-SOLARIS interface).
- Next button will only be available for selection if the Location Address record is created and/or facility is active.
- If a Location Address record is not created or an active facility is not assigned during the position action, the position will be locked and no further changes can be made until the issue with the address is resolved.
 - If a position is locked, an alert will be displayed in the My Alerts section on the user’s People First home page. The position action must be restarted and the Location Address record created and/or active facility assigned before the action is fully processed.
- **Mass Loads** – A mass load can be processed to create or update a position’s Mailing Location or Location Address record by providing address data to the DMS/People First team, using the established templates (Mailing Address Template and/or Location Address Template).
 - A minimum of 100 records are required in order to process a mass load.
 - Requests for mass loads should be submitted to Toni Estes at Toni.Estes@DMS.MyFlorida.com.