

# Oracle Fusion Cloud Human Resources

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## **Configure Addresses for the US**

FA Latest



Oracle Fusion Cloud Human Resources  
Configure Addresses for the US

FA Latest

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# Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

## Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

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Thanks for helping us improve our user assistance!



# 1 How Do I Configure Addresses for the US?

There are multiple tool available to help you configure addresses.

Use this tool	To do this
Address Formats task	Configures address styles and fields. Use this task to: <ul style="list-style-type: none"> <li>• Hide fields</li> <li>• Rename fields</li> <li>• Change field layout</li> </ul> Your changes affect all UI pages.  Run this task from your implementation project.
Application Composer	Hides the <b>Primary Address</b> region in the <b>Edit Account</b> page.
Page Composer	Use this to change the prompts on address fields on individual UI pages.  Don't use it to hide address regions.

Here's some things you can do to configure addresses.

What do you want to do	How you do it
Set the address style	Use the Manage Features by Country or Territory task from your implementation project.
Enable and disable address validation	Use the Manage Features by Country or Territory task from your implementation project.
Select address validation method	Use the Manage Features by Country or Territory task from your implementation project.
Control address field visibility	Use the Address task from your implementation project.
Change the field sequence so users can enter the ZIP Code before the city, state, and county	Use the Address Formats task from your implementation project.
Hide <b>Primary Address</b> on the <b>Edit Account Profile</b> page	Use the Application Composer.



# 2 Address Styles

## Address Styles for the US

Use the Manage Features by Country or Territory task to control address styles for your organization.

The values available to you depend your implementation strategy.

For example:

- **Human Resources or None** and **Payroll Interface** extensions can select either the Postal Address or Supplemental Taxation and Reporting Address styles.

Use the Supplemental Taxation style for these extensions only if:

- a. You have selected an address validation method.
  - b. You have installed the master geography data set delivered by Oracle.
- **Payroll** extension must use the Supplemental Taxation and Reporting Address style.

The address style you select determines which address attributes you can use. The combination of address style and address validation determines the level of validation.

You have these address style options. Each address style provides its own validation.

This address style	Does this
Postal Address	Provides the fundamental set of address attributes for a country or territory. In some cases, this style adds supplemental attributes.  Used with these product extensions. <ul style="list-style-type: none"> <li>• Human Resources or None</li> <li>• Payroll Interface</li> </ul>
Supplemental Taxation and Reporting Address	Provides all attributes necessary to identify an address for payroll, tax, and reporting purposes.  Enforces validation to attribute changes.  For example, this would provide ZIP Code validation. You wouldn't be able to enter a California ZIP Code, such as 94065, for a Columbus Ohio address.  Used with all product extensions.

Use the Manage Features by Country or Territory task to view these address styles.

To ensure accurate address validation, you must update your geographies regularly.

## How to change address styles

The US product extension enforces its default address style, preventing you from making changes. However, when the address style isn't enforced, such as a customer-configured legislation, changing address styles can affect validation rules. This might lead to address data integrity and validation issues.

For example, if you initially implement Human Resources using the Postal Address style and then later change the extension to Payroll, you must also change the address style to **Supplemental Taxation and Reporting Address**. As a result, you must update your existing address data to resolve validation errors.

**Note:** The **Supplemental Taxation and Reporting Address** style, once selected, impacts both the Person and HCM Locations address styles. Be sure to test any changes you make to address style or validation for a new country or territory before you implement them in a production environment. You must test your changes if you provide data to a third party, such as a payroll or benefit provider, statutory recipients, or financial institutions. Changes to validation or address styles may result in missing data or unrecognized data.

Use the Address Formats task to review and configure how addresses appear.

## Address Style Format Mapping for the US

The address style the UI enforces depends on your product extension.

This product extension	Uses this address style
Payroll	United States Tax Address Format
Human Resources or None Payroll Interface	United States Postal Address Format

To set the style for address validation:

1. Start the Geographies task from your implementation project.
2. Search for **United States**.
3. In the search results, click **Validation Defined** for the United States.
4. Select the appropriate address style, based on your product extension.

The Address Style Format Mapping table updates with the current mapping of the style.

5. In **Geography Mapping and Validation**, select or deselect **Enable List of Values** as appropriate for each geography type.

**Note:** Don't change the predefined **Tax Validation** and **Geography Validation** settings. Oracle Fusion HCM applications don't use this functionality.

6. Click **Save and Close**.

# 3 Address Validation

## Address Validation for the US

Use the Manage Features by Country or Territory task to control US-specific programmatic validation rules and address validation for your organization.

Your person residence and work address data must be validated to the street level if you have:

- Switched the product extension from **Payroll Interface** or **Human Resources or None** to **Payroll**
- Made changes to addresses while address validation wasn't turned on
- Never activated address line 1 or street-level validation

Oracle offers address search and validation down to the street level. You must enable the feature by setting the validation method.

Validation method	What it provides
Address verification without search	<p>Provides address validation to the street level, which can include validation of premise unit numbers, such as apartments, suites, and so on.</p> <p>Doesn't provide address search on flows related to HR and address maintenance, such as Hire an Employee.</p> <p><b>Note:</b>                      A Federal Risk and Authorization Management Program (FedRAMP) compliant version of address search functionality isn't available. If you're an Oracle Government Cloud Services customer and would like to use a FedRAMP-compliant version of Address verification without search to access address verification down to the street level, log a service request (SR) with Oracle and prefix your SR with "USOPTTE".</p>
Full address verification service	<p>Includes address validation down to the street level, which can include validation up to premise unit numbers, such as apartments, suites, and so on.</p> <p>Provides address search on flows related to HR and address maintenance, such as Hire an Employee.</p>

These address validation methods use the ORA\_HCM geographies file, which you import through the Load Geographies process.

To set the validation method:

1. Start the Features by Country or Territory task.
2. Locate the **United States** legislation.
3. Expand **United States**.
4. Select your address validation method.

**Payroll** license implementations must verify worker residence and work addresses to the street level to ensure accurate local tax withholdings.

- 5. Click **Save**.

## How do I validate my addresses for the US?

There are a couple ways to validate location and person addresses.

- If you've enabled address validation, all location and person addresses are automatically validated to the street address line 1 level. This includes addresses you:
  - Entered manually in the UI
  - Uploaded through HCM Data Loader (HDL) or Representational State Transfer (REST) API
- Use the Address Validation Process to check addresses that are in the system but haven't been validated, such as after uploading them with validation disabled.

**Note:** This process doesn't validate address records associated with candidates, contingent workers, or contacts.

## Can I disable address validation for the US?

You can disable address validation, but the only recommended reason would be prior to controlled data conversion or batch data load activities. You would do this so you can load the address data into the system before performing the validation.

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You can disable address validation, but the only recommended reason would be prior to controlled data conversion or batch data load activities. You would do this so you can load the address data into the system before performing the validation.

In this case, you have two options.

Method	How you do it
Legislative level	<p>Never use this method if you're using the Payroll extension. This bypasses US-specific payroll and taxation validation logic and can result in incorrect payroll tax calculations.</p> <p>If you're using the <b>Payroll Interface</b> or <b>Human Resources or None</b> extension with address validation enabled:</p> <ol style="list-style-type: none"> <li>1. Start the Manage Features by Country or Territory task.</li> <li>2. Locate the United States legislation.</li> <li>3. Deselect <b>Address Validation</b>.</li> <li>4. Save your work.</li> <li>5. Load your data with HDL.</li> </ol>

Method	How you do it
	<p><b>6.</b> After loading the batch, reenable address validation.                      If you leave address validation disabled:</p> <ul style="list-style-type: none"> <li>• You would have no indication whether new address data you enter is invalid.</li> <li>• Invalid address data could cause ongoing errors in downstream processing, reporting, and payroll runs.</li> </ul>
Individual object or file level	<p>To disable at the object level:</p> <ol style="list-style-type: none"> <li><b>1.</b> From your implementation project, search for and start the Configure HCM Data Loader task.</li> <li><b>2.</b> In <b>Business Object Parameters</b>, search for one of these parameters, depending on the validation you're disabling.                             <ul style="list-style-type: none"> <li>○ Enable Location Address Validation</li> <li>○ Enable Worker Address Validation</li> </ul> </li> <li><b>3.</b> Select <b>No</b> as the override.</li> <li><b>4.</b> Click <b>Save and Close</b>.</li> </ol> <p>For further info, see HCM Data Loader Configuration Parameters in the Help Center.</p>

**Note:** The Manage Geographies task provides predefined rules for validating address structure, format, and values. Disabling address validation doesn't affect structural address validations defined through this task, which always remain enforced.

## How do I preserve Secondary Address Information in my validated addresses?

The US Postal Service (USPS) maintains the data set that determines the valid US address format. The USPS refers to any content outside this dataset as Secondary Address Information. Oracle's address verification processes automatically strip any Secondary Address Information from addresses.

Oracle's address verification process standardizes an address's Line 1 and Line 2 against the USPS address data set. As part of this process, it may remove any Secondary Address Information you may have entered, such as internal-site names, shipping locators, or any other nonaddress-related info.

To preserve this address info from the verification processes, enter it in ADDRESS\_LINE3.

**Note:** Oracle HCM payroll and reporting processes ignore any info in ADDRESS\_LINE\_3.

Oracle HCM uses these attributes to capture and validate address info.

- ADDRESS\_LINE\_1
- ADDRESS\_LINE\_2
- TOWN\_OR\_CITY
- ADDL\_ADDRESS\_ATTRIBUTE4

- REGION\_1
- REGION\_2
- POSTAL\_CODE
- LONG\_POSTAL\_CODE
- COUNTRY
- LONGITUDE
- LATITUDE
- VALIDATION\_STATUS\_CODES
- PROVIDER

# 4 Address Field Configuration

## Control Address Field Visibility for the US

You can set what address fields are visible in the address maintenance pages and flows across Redwood and Responsive Human Capital Management (HCM).

1. Sign in as a Setup user.
2. Start the Address Formats task from your implementation project.
3. Search for and select **United States** as the country name.
4. Select the address format to modify, and click **Edit**.
5. Expand **Format Variation**, and select the variation number you're modifying.
6. From the **Action** menu, select either **Add** or **Delete**.
7. If adding fields:
  - a. From the **Action** menu, select **Add** or **Delete**.
  - b. Specify the following.

Field name	How you use it
Line	Sequence of where you want to display the field.
Position	Position on the line for that field.
Prompt	Name of the field.
Address Element	Type of field.

- c. Indicate if the field is required.
- d. Indicate if it should appear as upper case.

If deleting fields:

- a. Select the line you want to remove.
  - b. From the **Action** menu, select **Delete**.
8. Click **Save**.
  9. Click **Preview Layout** to review your changes.

## Change the Sequence of Address Fields for the US

You can change the field sequence, so users can enter the ZIP Code before the city, state, and county. With this enabled, when a user enters the ZIP Code, other fields are automatically populated, like the city, state, and county.

Changing the display sequence applies to the tax address format only.

To enable this:

1. Sign in as a Setup user.
2. Start the Address Formats task from your implementation project.
3. Search for and select **United States** as the country name.
4. Select the address format you want to modify, and click **Edit**.
5. Starting at the bottom with **Country**, update the line number to be one greater than the current line number.

For example: Assign Country to line 8, County to line 7, and so on.

6. Click **Save** after each line number update.
7. Update each line up to **ZIP Code**. Keep **ZIP Code** on line 4.
8. Change the position to **1**, and click **Save**.
9. To view your changes, click **Preview Layout**.
10. Click **Save and Close**.
11. Click **Done**.

## Hide the Primary Address Region for the US

Use Application Composer to hide the entire **Primary Address** region on the Edit Account Profile page.

To hide the region:

1. Create a sandbox for Application Composer.
2. From the Navigator, expand **Configuration** and select **Application Composer**.
3. Select **CRM Cloud** from the **Application** list.
4. Expand the **Standard Objects** and **Account** nodes in the left side of the page.
5. Click **Pages**.
6. In **Details Page Layouts**, select the link of the layout you want to configure.

You can create a layout by duplicating an existing one.

7. Select **Profiles** on the left side of the page.
8. Click **Hide**.
9. Click **Done**.

# 5 Troubleshooting

## Address Validation Status Codes and Messages

When you run the Address Validation Process or perform file-based address validation, they report the verified addresses with validation status codes and messages. They fall into one of these categories.

Section	Columns and description
Address Change HRX_US_AC%	<p>Indicates the process added or modified an address's attributes to establish an exact or approximate match with a valid address.</p> <p>These messages are informational only.</p> <p>When you run the process in Final mode, it discards these codes.</p>
Address Error HRX_US_AE%	<p>Indicates the input address is either invalid or couldn't be verified. These addresses may result in incorrect derivation of applicable local tax jurisdictions and must be corrected.</p> <p>If these codes occur during HCM Data Loader (HDL) address uploads or Representational State Transfer (REST) API address verification service calls, the record fails.</p> <p>Correct these addresses, and try again.</p> <ul style="list-style-type: none"> <li>• HRX_US_AE01</li> <li>• HRX_US_AE02</li> <li>• HRX_US_AE03</li> <li>• HRX_US_AE05</li> <li>• HRX_US_AE07</li> <li>• HRX_US_AE10</li> <li>• HRX_US_AE11</li> </ul>
Address Verification HRX_US_AV%	<p>Provides the process's evaluation of the verified address's quality.</p> <ul style="list-style-type: none"> <li>• Code HRX_US_AV24 indicates the address is valid to the premise level.</li> <li>• Code HRX_US_AV25 indicates the address is valid to the premise unit number (APT, STE, and so on).</li> <li>• Addresses with any other code in this category require review and correction.</li> </ul> <p>The process stores these codes in the address table against the verified address record for reference and downstream reporting.</p>
Geospatial Coded Status HRX_US_GS%	<p>Identifies the precision of an address's derived geospatial coordinates (latitude, longitude).</p> <ul style="list-style-type: none"> <li>• Codes HRX_US_GS05 and HRX_US_GS06 indicate the address was validated with roof-top accuracy.</li> <li>• Any other codes represent addresses with only partial rooftop accuracy, which could impact payroll calculation at a local level.</li> </ul>

Section	Columns and description
	<ul style="list-style-type: none"> <li>• You can't directly modify the latitude and longitude coordinates.</li> <li>• You must review and correct addresses where applicable.</li> <li>• For <b>Payroll</b> licenses, you must review records with less than roof-top accuracy in states where local taxes are applicable. If you have <b>Human Resources or None</b> or <b>Payroll Interface</b> licenses, no action is required.</li> <li>• The process stores these codes in the address table against the verified address record for downstream reporting.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If the reported address is valid and deliverable, but the geospatial coded status represents partial rooftop accuracy:                             <ol style="list-style-type: none"> <li>a. Identify whether the reported address is in a state with local payroll taxes.</li> <li>b. If there aren't local payroll tax implications, ignore these messages. The accuracy of address's geospatial coordinates won't affect payroll tax calculations.</li> </ol> </li> <li>• If the reported address in in a state with local payroll taxes:                             <ol style="list-style-type: none"> <li>a. Review the derived jurisdictions on person's Tax Jurisdictions card.</li> <li>b. Enter overrides on the card as needed to resolve the error.</li> <li>c. If this doesn't resolve the issue, log an SR with Oracle. Include the address records verified with the incomplete or undetermined geospatial coordinates along with other details, such as its USPS-validated address for further investigation.</li> </ol> </li> </ul>

Here's a list of address validation status codes and their meanings.

Validation status code	Description
HRX_UV01	This address is user verified and not validated by the address validation service provider.
HRX_US_AC01	The ZIP Code was added or changed by the address validation service.
HRX_US_AC02	The state was added or changed.
HRX_US_AC03	The city or municipality name was added or changed.
HRX_US_AC09	The dependent locality or urbanization was added or changed.
HRX_US_AC10	The street name was added or changed.
HRX_US_AC11	The street suffix was added or changed, such as from St to Rd.

Validation status code	Description
HRX_US_AC12	The street prefix or suffix was added or changed, such as from N to NW.
HRX_US_AC13	The premise unit type was added or changed, such as from STE to APT.
HRX_US_AC14	The premise unit number was added or changed.
HRX_US_AC16	The county was added or changed.
HRX_US_AC18	The PO Box was added or changed.
HRX_US_AC19	The premise type was added or changed, such as from house to building.
HRX_US_AE01	The address couldn't be verified because of a missing or incorrect ZIP Code. Update the input address and try again.
HRX_US_AE02	The verification service couldn't identify the input street, either because of no matches or too many matches. Update the input address and try again.
HRX_US_AE03	The combination of directions, such as N, E, SW, and the suffix, such as AVE, ST, BLVD, matches multiple addresses. Update the input address and try again.
HRX_US_AE05	There's not enough information in the input address to match a single location. Update the input address and try again.
HRX_US_AE07	Not enough address details were provided for the verification service to identify the address. Update the input address and try again.
HRX_US_AE08	The premise unit number couldn't be found. Update the input address and try again.
HRX_US_AE09	The premise unit number is missing. Update the input address and try again.
HRX_US_AE10	The street number for the address couldn't be found. Update the input address and try again.
HRX_US_AE11	The street number for the address is missing. Update the input address and try again.
HRX_US_AE12	The PO, RR, or HC Box number couldn't be found. Update the input address and try again.
HRX_US_AE13	The PO, RR, or HC Box number is missing. Update the input address and try again.
HRX_US_AE14	The Private Mail Box number for this CMRA is missing. Update the input address and try again.
HRX_US_AV11	The verification service could verify this address only to the state level. Update the input address and try again.

Validation status code	Description
HRX_US_AV12	The verification service could verify this address only to the city level. Update the input address and try again.
HRX_US_AV13	The verification service could verify this address only to the street name. Update the input address and try again.
HRX_US_AV14	The verification service could verify this address only to the street number. Update the input address and try again.
HRX_US_AV21	The address has been verified to only the state level. Verify the input address and try again.
HRX_US_AV22	The address has been verified to only the city level. Verify the input address and try again.
HRX_US_AV23	The address has been verified to only the street level. Verify the input address and try again.
HRX_US_AV24	The address was verified to the premise, such as house or building level.
HRX_US_AV25	The address has been verified to the premise unit number, such as apartment, suite, or PO Box level.
HRX_US_GS01	The geospatial coordinates for this address could be identified only to the street level. Update the input address and try again.
HRX_US_GS02	The geospatial coordinates for this address could be identified only to the neighborhood level. Update the input address and try again.
HRX_US_GS03	The geospatial coordinates for this address could be identified only to the community level. Update the input address and try again.
HRX_US_GS04	The geospatial coordinates for this address could be identified only to the state level. Update the input address and try again.
HRX_US_GS05	The geospatial coordinates for this address are identified to the rooftop or building.
HRX_US_GS06	The geospatial coordinates for this address are identified within the property boundaries.

## Troubleshoot Address and Tax Issues for the US

You may encounter some issues when managing your geocode data.

## How to check address and tax hygiene

Run the Validation Report to generate a list of workers with missing or noncompliant payroll data. Use this report to verify if the required data setup for all workers for the payroll run or process is complete.

For further info, see [Validation Report for Payroll for the US](#).

## How to troubleshoot address issues

Here are some issues you may encounter with your addresses.

What happened	How you can resolve it
Address Validation Process has detected one or more unverified or partially-verified addresses	<p>You've run the Address Validation Process flow in Draft mode, and it has detected one or more addresses requiring correction.</p> <ol style="list-style-type: none"> <li>1. Review each invalid or partially-verified addresses (error code HRX_US_AE%), and correct them at the source.</li> <li>2. Rerun the Address Validation Process in Draft mode to ensure all addresses are validated.</li> <li>3. Run the Address Validation Process in Final mode.</li> </ol> <p><b>Note:</b>                      If you believe the process has reported an address in error, verify it against the US Postal Service's Delivery Point Validation (DPV). If the address is valid, save it as user-verified.</p>
Address is valid but doesn't report full geospatial roof-top accuracy	<p>In the unlikely event this occurs:</p> <ul style="list-style-type: none"> <li>• If the state doesn't impose local taxes, you can disregard the partial geospatial accuracy. It won't affect payroll tax calculations.</li> <li>• If the state imposes local taxes:                             <ol style="list-style-type: none"> <li>a. Review the derived jurisdictions, and set any necessary overrides.                                     <ul style="list-style-type: none"> <li>- For an individual employee, set the resident jurisdiction override on their Tax Jurisdictions card.</li> <li>- For all employees associated with a location, update its jurisdictions on <b>Work Tax Jurisdictions</b> on the Locations task.</li> </ul> </li> <li>b. Optionally, file a Service Request (SR) Oracle Support to share details of the address record for further investigation.</li> </ol> </li> </ul>
Geography upload problems	<p>The Address Validation Report includes errors related to missing Geocode identifiers. To resolve these issues, check that you have the latest geographies imported in your environments. You can run the Load Geographies task manually to import the latest data set.</p> <p>If you receive errors when you run the Load Geographies tasks, you can use these diagnostic tests from the Diagnostic Dashboard to help identify what went wrong.</p> <ul style="list-style-type: none"> <li>• US HR and Payroll Geography Loader Details Test</li> <li>• US HR and Payroll Geography Diagnostics Details</li> <li>• US HR and Payroll Geography Setup and Health Check Report</li> <li>• US HR and Payroll Geography Type Validity</li> </ul>

Contact Oracle Support with any issues not resolved using the troubleshooting tips.

## How to troubleshoot tax issues

There are a variety of issues you may encounter when uploading and using the tax info.

What happened	How you can fix it
Errors during payroll calculation	<ul style="list-style-type: none"> <li>• Confirm you have properly associated a tax reporting unit (TRU) with the person's Tax Withholding card.</li> <li>• For workers in Pennsylvania, confirm they have <b>Pennsylvania PSD</b> components on their tax cards.</li> <li>• To help identify the cause of the errors, run the payroll diagnostic tests from the Diagnostic Dashboard.</li> </ul>
Error during payroll calculation that a geography code is missing or primary work address is missing	<ul style="list-style-type: none"> <li>• To help identify the cause of the error, run the geography and payroll person diagnostic tests from the Diagnostic Dashboard.</li> <li>• Check the <b>Regional Tax Info</b> component on the person's Tax Jurisdictions card. Ensure the unemployment insurance (SUI) state, disability insurance (SDI) state, and primary work address are populated correctly.</li> </ul> <p>These fields are predefined when you create the tax card association.</p> <p>If the work location is missing for the employee's assignment, these fields aren't predefined. You must manually define them.</p>
Updated work Pennsylvania subdivision (PSD) code not reflected on the worker's PSD Component	<p>The likely cause is a change to a location's PSD code in <b>Work Tax Jurisdiction</b> through the Locations task.</p> <p>Run the Sync Calculation Cards process.</p>
Periodic Archive isn't archiving US balances	<p>To help identify the cause of the problem, run the <b>US Federal Tax Registration Check for TRUs</b> test from the Diagnostic Dashboard. This identifies all TRUs that don't have the United States Federal Tax registration.</p>
Payroll run produces inaccurate tax calculations	<p>To help identify the cause of the problem:</p> <ol style="list-style-type: none"> <li>1. Run the Tax Calculation Report. This shows detailed steps of the process's tax calculations. Compare its results against your expected results.</li> <li>2. Run the Validation Report for Payroll for the US. Its results can help identify issues.</li> <li>3. Verify the employee has a Tax Jurisdictions Card defined with the expected resident and work tax addresses.</li> <li>4. Verify the derived tax jurisdictions, and confirm any overrides.</li> <li>5. Verify the following for the affected employee.                         <ul style="list-style-type: none"> <li>○ They have a Tax Withholding card.</li> <li>○ The tax card is associated with a TRU.</li> <li>○ Their filing status and number of exceptions are correct.</li> </ul> </li> <li>6. Confirm that the appropriate state or local taxes have been applied, based on the employee's resident and work address.</li> <li>7. Verify your federal and state wage basis rules.</li> </ol>

# 6 Reports and Processes

## Address Validation Process Flow

If you have done any of the following, you must validate your address data prior to using any payroll features.

- Switched the product setting from **Payroll Interface** or **Human Resources or None** to **Payroll**
- Made changes to addresses while address validation was disabled
- Never have enabled address validation

Use the Address Validation Process flow to verify and update:

- Active location addresses
- Addresses associated persons who are employed and eligible for payroll processing
- It doesn't process address records associated with candidates, contingent workers, or contacts

This flow validates and standardizes all active addresses in your legislative data group (LDG) up to Address Line 1.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **Address Validation Process**.

### Before you start

Confirm your address validation method.

1. Start the Features by Country or Territory task.
2. Under the US Legislation, confirm the address validation method is either **Full address verification service** or **Address verification without search**.

### Flow parameters

#### Address Type

Select the HCM work area of the addresses you are validating, Person or Location.

You can select only one address type per flow run. To process all addresses, you must run this flow twice, once for each type.

#### Verification Status

Select the verification status of the addresses you want to check.

Value	What it does
Unverified	Processes addresses that are in an unverified status. Select this option the first time you run this flow. An address record is unverified if it is missing any of these attributes.

Value	What it does
	<ul style="list-style-type: none"> <li>Geospatial coordinates (latitude or longitude)</li> <li>Validation status code</li> </ul> This happens when an address hasn't been previously validated.
Person address records by object group	Processes only Person addresses within a specified payroll relationship group, regardless of their verification or employment status.
User-verified address records	Processes only addresses having the <b>HRX_UV01</b> validation status code in the HCM address backend table (PER_ADDRESSES_F).  This status applies to: <ul style="list-style-type: none"> <li>Addresses the user has defined manually</li> <li>Addresses uploaded with HDL without verifying them at the object or file levels</li> </ul>

**Modified Address Date From and Date To**

The flow processes all addresses modified within the range of these dates. This is based the address's LAST\_UPDATE\_DATE in the HCM address table.

Use these parameters to process addresses you've changed since the last time you ran this flow.

Leave blank to validate address records that are active on or after January 1 of the current calendar year.

**Mode**

Run this process initially in Draft mode, and then review the output report to see the proposed address changes and validation status messages.

Once you have resolved any problems, run the flow again in Final mode. This commits the address record changes. For **Payroll** or **Payroll Interface** extensions, the process also updates the employee's Tax Jurisdictions card with the derived local tax jurisdictions. If the person doesn't have the card, it creates it.

**Payroll Relationship Group**

Use payroll relationship groups to process address record for a subset of addresses associated with person records.

Use this parameter only when processing addresses with the Person address records by object group verification status.

**Person**

Selecting a person here causes the flow to validate only addresses associated with that person.

**Note:** If you enter a value in this field, you must select the Person address type.

**Location**

Selecting a location here causes the flow to validate only addresses associated with that location.

**Note:** If you enter a value in this field, you must select the Location address type.

## Flow output

This flow produces two output reports suitable for viewing in a spreadsheet application, such as Microsoft Excel.

**Note:** The Tax Jurisdictions Report is available to only **Payroll** and **Payroll Interface** extensions.

### Address Validation Report

Use this report to review the addresses the process validated along with any messages it generated.

Section	Columns and descriptions
Person or Location Details	Describes the person or location address data. It includes: <ul style="list-style-type: none"> <li>• Person Name   Location Name  Either a person name or location definition name, depending on your selections at process run time.</li> <li>• Person Number   Location Code  Either a person number or location code, depending on your selections at process run time.</li> <li>• Person Type  User-defined person types associated with the Person record.</li> </ul>
Source Address Attributes	Describes the verified address data. It includes: <ul style="list-style-type: none"> <li>• Address Usage Type</li> <li>• Effective Start Date</li> <li>• Effective End Date</li> <li>• Address Line 1</li> <li>• Address Line 2</li> <li>• City</li> <li>• County</li> <li>• State</li> <li>• ZIP Code</li> </ul>
Validated Address Attributes	Describes the validated address data, including suggested changes. It includes: <ul style="list-style-type: none"> <li>• Address Line 1  Includes the premises number, such as house or building, followed by the street name.</li> <li>• Address Line 2  Includes premise unit number info like suite or apartment.</li> <li>• City</li> <li>• County</li> <li>• State</li> <li>• ZIP Code</li> </ul>

Section	Columns and descriptions
	<ul style="list-style-type: none"> <li>• ZIP + 4</li> <li>• Longitude</li> <li>• Latitude</li> <li>• Validation Status Codes</li> </ul> <p>These codes are captured in backend address table along with other address attributes.</p> <ul style="list-style-type: none"> <li>• Validation Status Messages</li> </ul> <p>These messages describe the codes returned by the flow. It doesn't store them in the backend address table.</p>

### Tax Jurisdictions Report

Use this report to review the derived local tax jurisdictions, such as the tax districts, school districts, Pennsylvania political subdivision (PSD) codes, and so on. The process identifies these jurisdictions by comparing addresses' geospatial coordinates (latitude, longitude) against the shape data repository.

Section	Columns and descriptions
Person or Location Details	<p>Describes the person or location address data. It includes:</p> <ul style="list-style-type: none"> <li>• Person Name   Location Name</li> </ul> <p>Either a person name or location definition name, depending on your selections at process run time.</p> <ul style="list-style-type: none"> <li>• Person Number   Location Code</li> </ul> <p>Either a person number or location code, depending on your selections at process run time.</p> <ul style="list-style-type: none"> <li>• Person Type</li> </ul> <p>User-defined person types associated with the Person record.</p>
Source Address Attributes	<p>Describes the source address data. It includes:</p> <ul style="list-style-type: none"> <li>• Address Usage Type</li> <li>• Effective Start Date</li> <li>• Effective End Date</li> <li>• Address</li> <li>• Latitude</li> <li>• Longitude</li> <li>• Validation Status Codes</li> </ul> <p>Displays the status of geospatial coordinates for the address.</p>
Derived Local Jurisdictions	<p>Identifies the local jurisdictions associated with an address.</p> <ul style="list-style-type: none"> <li>• County</li> </ul> <p>This derived county may not be the same as the USPS address's county.</p>

Section	Columns and descriptions
	<ul style="list-style-type: none"> <li>• City  This derived city may not be the same as the USPS address's city.</li> <li>• Within City Limits  Identifies if an address is within or outside city limits.</li> <li>• Tax District  Taxing townships or zones that impose local taxes, such as Ohio Joint Economic Development Districts (JEDDs) and Joint Economic Development Zones (JEDZs).</li> <li>• School District  Taxing school districts in Ohio, Pennsylvania, and Kentucky.</li> <li>• PA PSD Code  Derived Pennsylvania political subdivision (PSD) code based on the county, city or tax district, and school district combination.</li> <li>• Special Tax District  Addresses within the Oregon Portland Metropolitan Area.</li> </ul>

## File-Based Address Validation Process

Use the File-Based Address Validation process to validate your employee or location addresses using an offline copy of your addresses data. It is most useful for validating addresses from a legacy application before you load them into Oracle Fusion Human Capital Management.

**Note:** This process doesn't update the addresses in the Oracle application. After using this process to validate your addresses, create your own HCM Data Loader (HDL) file and upload them into Oracle. The HDL upload process performs its own address validation on the data file. Since you're using validated data from the file-based address validation process, be sure to disable HDL validation before you perform the upload.

To run this process:

1. From **My Client Groups**, click **Payroll**.
2. Click **Submit a Flow**.
3. Select your US legislative data group (LDG).
4. Search for and select **File-Based Address Validation**.

### Before you start

Prepare an input file in CSV format with these columns in this order.

- Address Line 1
- Address Line 2
- City
- County

- State
- ZIP Code
- Additional Details

This column is for notes or address identifiers to help you track this info. It isn't used in address validation.

## Process parameters

### Upload File

Click to select and upload your CSV file.

### Content ID

After you select and upload your CSV file, this read-only field displays your UCM ID.

## Process output

This process produces an output file suitable for viewing in a spreadsheet application, such as Microsoft Excel. Use this report to identify invalid address combinations, so you can correct the input source and resubmit those addresses.

Once verified, upload the addresses into Oracle HCM using HCM Data Loader (HDL). Before you do, disable HDL's address verification to avoid reprocessing your addresses.

Section	Columns and descriptions
Address	Describes the address data you provided as input into the flow. It includes: <ul style="list-style-type: none"> <li>• Address Line 1</li> <li>• Address Line 2</li> <li>• City</li> <li>• County</li> <li>• State</li> <li>• ZIP Code</li> <li>• Additional Details</li> </ul> This is the additional info you provided in the upload file.
Validation Details	Address data after it has been verified with suggested changes. It includes: <ul style="list-style-type: none"> <li>• Address Line 1                             <p>Includes the premises number, such as house or building, followed by the street name.</p> </li> <li>• Address Line 2                             <p>Includes premise unit numbers like suite or apartment.</p> </li> <li>• City</li> <li>• County</li> <li>• State</li> <li>• ZIP Code</li> </ul>

Section	Columns and descriptions
	<ul style="list-style-type: none"><li>• ZIP + 4</li><li>• Longitude</li><li>• Latitude</li><li>• Validation Status Codes</li></ul> <p>These codes are captured in backend address table along with other address attributes.</p> <ul style="list-style-type: none"><li>• Validation Status Messages</li></ul> <p>These messages describe the codes returned by the flow. It doesn't store them in the backend address table.</p>

