

Oracle Fusion Cloud Human Resources

**How do I configure addresses for
the US?**

FA Latest



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G35734-02

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Contents

Get Help	i
<hr/>	
1 How Do I Configure Addresses for the US?	1
How Do I Configure Addresses for the US?	1
2 Address Styles	3
Address Styles for the US	3
Address Style Format Mapping for the US	4
3 Address Validation	7
Address Validation for the US	7
How do I validate my addresses for the US?	8
Disable Address Validation for the US	8
4 Address Field Configuration	9
Control Address Field Visibility for the US	9
Change the Sequence of Address Fields for the US	10
Hide the Primary Address Region for the US	10
5 Troubleshooting	11
Interpreting Address Validation Status Codes and Messages	11
Troubleshoot Address and Tax Issues for the US	14
6 Reports and Processes	17
Address Validation Process Flow	17
File-Based Address Validation Process	21

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">• Hide fields• Rename fields• Change field layout Your changes affect all UI pages. Run this task from your implementation project.
Application Composer	Hides the Primary Address region in the Edit Account 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.
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 Primary Address on the Edit Account Profile 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 the address validation method configured.
 - 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	<p>Provides the fundamental set of address attributes for a country or territory. In some cases, this style adds supplemental attributes.</p> <p>Used with these product extensions.</p> <ul style="list-style-type: none">• Human Resources or None• Payroll Interface
Supplemental Taxation and Reporting Address	<p>Provides all attributes necessary to identify an address for payroll, tax, and reporting purposes.</p> <p>Enforces validation to attribute changes.</p> <p>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.</p> <p>Used with all product extensions.</p> <p>Note: Use the Supplemental Taxation style for the Human Resources or None and Payroll Interface extensions only if:</p> <ol style="list-style-type: none">1. You have the address validation method configured.2. You have installed the master geography data set delivered by Oracle.

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

For further info, see Address Style Format Mapping for the US in the Help Center.

To ensure accurate address validation, you must update your geographies regularly. For further info, see Manage Geography Info for the US in the Help Center.

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 address validation for your organization. For example, if you're performing large batch load of addresses, you may find it faster to temporarily disable the automatic address validation.

You must validate your address data prior to using any payroll features if you have:

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

For further info, see Oracle Cloud Payroll: Types of License in Global Payroll (1611941.1) on My Oracle Support.

For info on disabling address validation, see Disable Address Validation for the US in the Help Center.

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>
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>

To set the level of your US-specific address programmatic validation rules:

1. Start the Features by Country or Territory task.
2. Locate the **United States** legislation.
3. Select **Address Validation** to enable it. Deselect to disable it.

Note: Never disable it if you're using the **Payroll** product extension.

4. Expand **United States**.
5. 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.

6. Click **Save**.

Related Topics

- [Address Styles for the US](#)

How do I validate my addresses for the US?

Use the Address Validation Process to check addresses that are in the system but haven't been validated, such as after uploading through HCM Data Loader (HDL) with validation disabled.

Disable Address Validation for the US

When you disable address validation, you disable the US-specific programmatic validation rules. You can disable address validation on through the Manage Features by Country or Territory task.

Note: The Manage Geographies task provides predefined rules for validating address structure, format, and values. Disabling address validation doesn't have any impact on these validations.

If you're using the **Payroll** product extension, never disable this programmatic validation.

For example, suppose you have chosen Human Resources with address validation enabled. During data conversion, you want to temporarily bypass address validation rules to load a batch of worker data. You can achieve this by deselecting the **Address Validation** check box before loading your data. After loading the batch, if the address validation remains disabled, any new address data you enter later could be potentially invalid. Errors can occur in subsequent processes and reports. As a result, you must reenable address validation and update your existing address data to resolve validation errors.

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

Interpreting 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 certain address attributes were added or modified during validation.</p> <p>These messages are informational only.</p> <p>These codes aren't retained by Oracle.</p>
Address Verification HRX_US_AV%	<p>Provides the process's evaluation of the verified address's quality.</p> <ul style="list-style-type: none"> Code HRX_US_AV24 indicates the address is valid to the premise level. Code HRX_US_AV25 indicates the address is valid to the premise unit number (APT, STE, and so on). Addresses with any other code in this category require review and correction. <p>The process stores these codes in the address table against the verified address record for reference and downstream reporting.</p>
Address Error HRX_US_AE%	<p>These codes indicate the input address is either invalid or couldn't be verified and therefore must be corrected.</p> <p>When entering an address on a UI page, the page attempts verify it. If it can't, it displays one of these error codes.</p> <ul style="list-style-type: none"> HRX_US_AE01 HRX_US_AE02 HRX_US_AE03 HRX_US_AE05 HRX_US_AE07 HRX_US_AE10 HRX_US_AE11 <p>If these codes occur during HCM Data Loader (HDL) uploads or REST address verification service calls, the record fails.</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"> Status HRX_US_GS05 and HRX_US_GS06 indicate the address was validated with roof-top accuracy.

Section	Columns and description
	<ul style="list-style-type: none"> Addresses with any other status in this category require review and correction. <p>For Payroll licenses, you must review these issues. An address's geospatial coordinates directly impacts payroll calculations at the local level.</p> <p>If you have Human Resources or None or Payroll Interface licenses, no action is required.</p> <p>The process stores these messages in the address table against the verified address record for future use.</p>

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.
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.

Validation status code	Description
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.
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.

Validation status code	Description
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

The installation and maintenance Vertex geocode and tax info is required for payroll processing. You may encounter some issues when managing your geocode data.

Diagnostic tests for address and tax hygiene

Run the Load Geographies and the Load Payroll Tax Information for US flows on a regular basis to maintain the latest geography data set.

For further info, see the following topics in the Help Center.

- Load Payroll Tax Info for the US
- Manage Geography Info for the US

If you experience any issues when running these tasks, use the tests provided in the Diagnostic Dashboard to help identify the problems.

For further info, see Diagnostic Tests for the US in the Help Center.

How to troubleshoot address issues

Here are some issues you may encounter with your addresses.

What happened	How you can resolve it
Invalid address data	<p>To identify potentially invalid address data, run these diagnostic tests.</p> <ul style="list-style-type: none"> US HR and Payroll Geography Diagnostics Details US HR and Payroll Geography Setup and Health Check Report US HR and Payroll Geography Type Validity <p>Use the US Postal Service's website to confirm combination you're trying to enter is valid.</p> <p>If valid, contact Oracle Support.</p> <p>Note: You can configure your addresses such that when you enter the ZIP Code, the other fields automatically populate appropriately.</p>
You don't have a Payroll license and don't want address validation	<p>Use the Manage Features by Country or Territory task to switch your product extension to Human Resources or None, and run the Load Geographies flow again.</p> <p>If you have never run this process, don't run it. Setting the product extension to HR-only should suffice.</p> <p>For further info, see Manage Geography Info for the US in the Help Center.</p>

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"> Confirm you have properly associated a tax reporting unit (TRU) with the person's Tax Withholding card. Confirm you have a Tax Jurisdictions Card associated with the person record. To help identify the cause of the errors, run the payroll diagnostic tests from the Diagnostic Dashboard.
Error during payroll calculation that a geography code is missing or primary work address is missing	<ul style="list-style-type: none"> To help identify the cause of the error, run the geography and payroll person diagnostic tests from the Diagnostic Dashboard. Check the Regional Tax Info 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. <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 Work Tax Jurisdiction through the Locations task.</p> <p>Run the Sync Calculation Cards process.</p>

What happened	How you can fix it
Periodic Archive isn't archiving US balances	To help identify the cause of the problem, run the US Federal Tax Registration Check for TRUs test from the Diagnostic Dashboard. This identifies all TRUs that don't have the United States Federal Tax registration.
Payroll run produces inaccurate tax calculations	<p>To help identify the cause of the problem:</p> <ol style="list-style-type: none">1. Run the Tax Calculation Report. This shows detailed steps of the process's tax calculations.2. Run the payroll diagnostic tests from the Diagnostic Dashboard.3. Verify the employee has a Tax Jurisdictions Card defined with the expected resident and work tax addresses.4. Verify the derived tax jurisdictions, and confirm any overrides.5. Verify the following for the affected employee.<ul style="list-style-type: none">○ They have a Tax Withholding card.○ The tax card is associated with a TRU.○ Their filing status and number of exceptions are correct.6. Confirm that the appropriate state or local taxes have been applied, based on the employee's resident and work address. <p>Confirm the calculation against the rates and rules provided in the Vertex Payroll Tax Calculation Guide for the United States.</p> <ol style="list-style-type: none">7. Verify your federal and state wage basis rules.

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 **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 all active Person and Location HCM addresses.

This flow validates and standardizes all person or location addresses in your legislative data group (LDG) up to Address Line 1. Use this flow to validate and update any unverified addresses in the Person or Location work areas.

If you're using the **Payroll** extension, use this flow to validate all Person and Location addresses.

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

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	<p>Processes addresses that are in an unverified status. Select this option the first time you run this flow.</p> <p>An address record is unverified if it is missing any of these attributes.</p> <ul style="list-style-type: none">• Geospatial coordinates (latitude or longitude)• Validation status code

Value	What it does
	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 status.
User-verified address records	Processes only addresses having the HRX_UV01 validation status code in the HCM address backend table (PER_ADDRESSES_F). This status applies to: <ul style="list-style-type: none"> Addresses the user has defined manually Addresses uploaded with HDL without verifying them at the object or file levels

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 1st, 2022.

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 and agree with the changes, run the flow again in Final mode. This commits the verified address record changes.

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	<p>Describes the person or location address data. It includes:</p> <ul style="list-style-type: none"> Person Name Location Name Either a person name or location definition name, depending on your selections at process run time. Person Number Location Code Either a person number or location code, depending on your selections at process run time. Person Type User-defined person types associated with the Person record.
Source Address Attributes	<p>Describes the source address data. It includes:</p> <ul style="list-style-type: none"> Address Usage Type Effective Start Date Effective End Date Address Line 1 Address Line 2 City County State ZIP Code
Validated Address Attributes	<p>Describes the validated address data, including suggested changes. It includes:</p> <ul style="list-style-type: none"> Address Line 1 Includes the premises number, such as house or building, followed by the street name. Address Line 2 Includes premise unit number info like suite or apartment. City County State ZIP Code ZIP + 4 Longitude Latitude

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

Tax Jurisdiction 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"> Person Name Location Name <p>Either a person name or location definition name, depending on your selections at process run time.</p> <ul style="list-style-type: none"> Person Number Location Code <p>Either a person number or location code, depending on your selections at process run time.</p> <ul style="list-style-type: none"> Person Type <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"> Address Usage Type Effective Start Date Effective End Date Address Latitude Longitude Validation Status Codes <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"> County <p>This derived county may not be the same as the USPS address's county.</p> <ul style="list-style-type: none"> City <p>This derived city may not be the same as the USPS address's city.</p>

Section	Columns and descriptions
	<ul style="list-style-type: none">• Tax District Taxing townships or zones that impose local taxes, such as Ohio Joint Economic Development Districts (JEDDs) and Joint Economic Development Zones (JEDZs).• School District Taxing school districts in Ohio, Pennsylvania, and Kentucky.• PA PSD Code Derived Pennsylvania political subdivision (PSD) code based on the county, city or tax district, and school district combination.• Special Tax District Addresses within the Oregon Portland Metropolitan Area.

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	<p>Describes the address data you provided as input into the flow. It includes:</p> <ul style="list-style-type: none">• Address Line 1• Address Line 2• City• County• State• ZIP Code• Additional Details <p>This is the additional info you provided in the upload file.</p>
Validation Details	<p>Address data after it has been verified with suggested changes. It includes:</p> <ul style="list-style-type: none">• Address Line 1 Includes the premises number, such as house or building, followed by the street name.• Address Line 2 Includes premise unit numbers like suite or apartment.• City• County• State• ZIP Code• ZIP + 4• Longitude• Latitude• Validation Status Codes <p>These codes are captured in backend address table along with other address attributes.</p>

Section	Columns and descriptions
	<ul style="list-style-type: none">Validation Status Messages <p>These messages describe the codes returned by the flow. It doesn't store them in the backend address table.</p>

