

## New process populates missing addresses <sup>[1]</sup>

October 4, 2017 by [Employee Services](#) <sup>[2]</sup>

A new HCM process will run automatically each night to populate missing home and mailing addresses for some employees. This will alleviate much of the manual work associated with correcting regulatory reports with missing information.

It works two ways:

1. If a home address is not on file but a mailing address is, then the mailing address will be copied and added in HCM as a home address with a current effective date.
2. Alternatively, if a mailing address is not on file but a home address is, the home address will be copied and added in HCM as a mailing address with a current effective date.

Other address types will not be copied or filled in.

If you have questions about this process or what you are seeing in the employee portal self-service, please call an HCM Support Professional at 303-860-4200, option 2, or email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) <sup>[3]</sup>.

[address](#) <sup>[4]</sup>, [missing addresses](#) <sup>[5]</sup>

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[1] <https://www.cu.edu/blog/hcm-community/new-process-populates-missing-addresses>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] [mailto:HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu)

[4] <https://www.cu.edu/blog/hcm-community/tag/address>

[5] <https://www.cu.edu/blog/hcm-community/tag/missing-addresses>