

## HGAWBADA Bad Address

<b>JobAid #</b>	2	
<b>Version #</b>	2.0	
<b>Release Date</b>	12/22/21	
<b>Created By</b>	Tracie B. Jones	
<b>High Level Business Objective</b>	To assist campuses with identifying bad or incomplete addresses based on campus specific address hierarchy	
<b>Revision Release Date</b>	<b>Brief Description of Revision(s)</b>	<b>Updated By</b>
12/22/2021	Added state and federal wage codes to criteria. Included all eclases	TBJ

## HGAWBADA Bad Address

**Name of Report:** HGAWBADA\_v2

**Purpose of Report:** This report finds all bad addresses for internal codes SSAPAYROLL and W2ADDR defined on GTVSDAX.

**Parameters:** GTVDAX Internal Code (SSAPAYROLL or W2ADDR), Deduction Year (4 Digit Year) and Payroll Type (BW, MN or BOTH)

**Logic:** This program looks at the PERDTOT table for all employees with a BDCA code of '500','501','502','503','505','506','521','527','538','539', and '545' for the YEAR and Payroll type selected by the user. The report will find all instances of active addresses of the external codes for the internal codes SSAPAYROLL or W2ADDR (selected by the user at run-time) defined on the GTVSDAX table for each school. If all external codes are inactive or bad per the test cases below, the record will appear on the report. **The record will NOT appear on the report if at least one external code is active.**

### Sample Report:

The report output is the banner id, first name, last name, ecls, external code, seq no, and error.

Date: 12/22/2021 The University of North Carolina at Pembroke - GADEV3 Page: 1						
Time: 09.51.14 Employee Missing Address List						
HGAWBADA_v2 GADEV3						
Sorted by Last Name, First Name						
Internal Code: W2ADDR Payroll Type: BOTH						
Year Entered: 2019						
These active employees need a valid address per your GTVSDAX rules.						
BANNER ID	FIRST	LAST	ECLS	EXTERNAL CODE	SEQNO	ERROR
840143388	Oprah	Winfrey	UF	MA	1	INACTIVE ADDR
840143388	Oprah	Winfrey	UF	MA	1	INACTIVE ADDR
840143388	Oprah	Winfrey	UF	MA	1	INACTIVE DATE
840143388	Oprah	Winfrey	UF	MA	1	INVALID ZIP
840043091	Gail	King	SN	MA	1	MISSING ADDR LINE 1
840003432	Dan	Rather	SN			
840154884	Perry	Tyler	UG	MA	1	INACTIVE ADDR
840154884	Perry	Tyler	UG	MA	1	INACTIVE ADDR
840154884	Perry	Tyler	UG	MA	1	INACTIVE DATE
840154884	Perry	Tyler	UG	MA	1	INACTIVE DATE
840188865	Sawyer	Diane	GR	MA	1	MISSING STATE
If 'EXTERNAL CODE' and 'ERROR' fields are blank, there is no entry on the PPAIDEN form.						

See corresponding test cases below.

- 2.
- 4.
- 5.
- 3.
- 1.

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**Test Cases:** Below are the definitions of bad or missing addresses and corresponding error codes used to determine what displays on the report.

- 1. No address: This is represented by have no address in the spraddr table (address tab on form ppaiden will be empty) **ERROR CODE: BLANK FIELDS**

ellucian Identification PPAIDEN 9.3.7 (GADEV2)

799182

Identification	Alternate Identification	Address	Telephone	Biograph
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.S

From Date

To Date

Address Type \*

ence Number

Street Line 1

Street Line 2

Street Line 3

City

te or Province

or Postal Code

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- 2. Addresses marked inactive: **ERROR CODE: INACTIVE ADDRESS**

015469

Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
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LS

From Date 08/01/2014

To Date

Address Type MA Mailing

ence Number f

Street Line 1 26

Street Line 2

Street Line 3

City Cameron

ite or Province NC North Carolina

or Postal Code 28326

County 043

Nation 157

Telephone Type MA

Area Code

Phone Number

Extension

☒ Inactivat

Source

Delivery Point

Correction Digit

Carrier Route

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3. Addresses NOT marked inactive but have a TO DATE less than or equal to today: **ERROR CODE: INACTIVE DATE**

1000939

Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

From Date 07/07/2004 To Date 08/19/2019

Address Type MA Mailing

Sequence Number 1

Street Line 1  
Street Line 2  
Street Line 3

City Fayetteville

State or Province NC North Carolina

Zip or Postal Code 28304

County  
Nation  
Telephone Type MA  
Area Code  
Phone Number  
Extension  
☐ Inact  
Source CONV  
Delivery Point  
Correction Digit  
Carrier Route

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4. Active addresses with an invalid number of digits for the zip. (Length is not equal to 5 or 10): **ERROR CODE: INVALID ZIP**

From Date 05/06/2013 To Date

Address Type MA Mailing

Sequence Number 1

Street Line 1 411  
Street Line 2  
Street Line 3

City Fayetteville

State or Province NC North Carolina

Zip or Postal Code 2830

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5. Active addresses with no street line 1 but still active: **ERROR CODE: MISSING ADDR LINE 1**

043001 Krystal Love Dean

Identification	Alternate Identification	Address	Telephone	Biogra
.S				
From Date	07/18/2018			
To Date				
Address Type	MA ... Permanent Mailing			
Sequence Number	3			
Street Line 1				
Street Line 2				
Street Line 3				
City	Pembroke			
State or Province	NC ... North Carolina			
Zip or Postal Code	28372-3671 ...			
County				

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6. Active addresses with no state, but still active: **ERROR CODE: MISSING STATE**

ellucian Identification PPAIDEN 9.3.7 (GADEV3)

236 .

Identification	Alternate Identification	Address	Telephone	Biographical	E-ma
From Date	10/27/2015				
To Date					
Address Type	MA ... Permanent Mailing				
Sequence Number	2				
Street Line 1	408				
Street Line 2					
Street Line 3					
City	Pembroke				
State or Province	...				
Zip or Postal Code	28372-7754 ...				
County					

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Note: Error codes for **MISSING ZIP** and **MISSING CITY** will also appear when applicable.