

University Name and Address File

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

OVERVIEW

The University Name and Address File (UNAF) is a comprehensive data file maintained in Workday which includes address data about University personnel and associates, e.g., faculty, students, staff, parents, and alumni.

Personal Information (Workday)

Individuals use the Getting Started function in Workday to update address, telephone number, and/or restriction data in the UNAF. See the Workday Modify Your Personal Information reference guide for instructions.

An individual must have a Network ID to access the online Workday system. See *BPPM 85.37*.

University Name and Address File Availability

WSU units with a WSU business-related need to access the data may use the address view screens provided in Workday. See the applicable Workday Manager Self-Service reference guides for instructions.

Other Address Files

Accounts Payable

Accounts Payable maintains a separate computer address file for suppliers and customers but uses the University Name and Address File to provide addresses to mail payments to employees and students.

Payroll Services

Payroll Services maintains a separate computer address file for employees and students. Payroll Services addresses are limited to 25 characters and do not use punctuation.

Mailing Services

Mailing Services maintains a separate computer address file prepared by the Provost's Office, which is used to mail information to WSU administrative units.

Graduate School

Graduate School maintains a separate computer address file for Graduate School correspondence with graduate students. Departments and other administrative offices may have access to the Graduate School address file for routing information if no address for a student is available in the UNAF in Workday.

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ADDING NAMES AND ADDRESSES

Authorized departmental users may add employee names and addresses to the UNAF file in Workday.

The Office of the Registrar, Admissions, the Global Campus, the Library, Cougar Club, and WSU Foundation—Finance and Gift Accounting also add student and alumni names and addresses to the file.

FILE MANAGEMENT

Employees/Students

Payroll Services manages the UNAF for current and former employees and for WSU students.

Employees or students may update addresses and/or telephone numbers in Workday or by completing an address change form at the Payroll Services window, French Administration 236.

Alumni

The WSU Foundation (WSUF)—Gift Accounting and Advancement Records office uses Workday and the UNAF to create and/or review records for alumni and friends. WSUF Gift Accounting and Advancement Records is located in the Town Centre, 255 E. Main Street, Suite 201, in downtown Pullman; telephone 509-335-1686.

Name Changes

Payroll Services processes name changes for employees and students.

See *BPPM 90.75* for coding conventions and required documentation to support a name or legal sex designation change.

Changing or Restricting an Address or Telephone Number

Faculty, staff, and students change addresses, telephone numbers, and/or add restrictions through Workday. See the Workday Modify Your Personal Information reference guide.

Student or Student Employee Address Restriction

A student or student employee address restriction results in the withholding of the student's name, address, and telephone number from University directories, WSU telephone directory assistance, and any WSU press releases (including the President's Honor Roll).

The directory restriction remains in effect after a student no longer attends the University unless rescinded. The student may rescind the restriction by using Workday or by submitting a written request to the Office of the Registrar.

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Address Restriction (cont.) A student using directory restriction is advised that financial aid providers and other interested agencies are not be able to confirm their status as a student by telephone.

For more information on directory restrictions, contact the Office of the Registrar, French Administration 346, or select the FERPA—Rights and Privacy link on the Office of the Registrar's website at:

registrar.wsu.edu/

Other Student Records Restrictions In addition, dates of attendance, degrees earned, awards received, weight and height of athletic team members, participation in officially recognized sports, and last school attended are not released outside the University without the student's written consent.

NOTE: Consent to remove a directory restriction is separate from consent to release other types of student records. See *BPPM 90.06* regarding release of student education records.

Exceptions

Residence Halls and University Housing Housing Services updates the UNAF for students living in residence halls and University housing.

Upon leaving WSU housing, students must update their own address changes through Workday.

WSU Retiree Addresses A retiree may submit an address change by e-mail or postal mail to Payroll Services; e-mail payroll@wsu.edu; postal mail P.O. Box 641024, Pullman, WA 99164-1024.

Include full name and the last four digits of the social security number with the address change request.

Effective Date Employee address changes must be completed at least five working days prior to a pay date in order for their paycheck to be sent to the new address.