

Add Home & Work Addresses

Last Modified on 11/07/2023 1:31 pm BST

Add a Work
Address

Add a Home
Address

Permissions

You will require an Access Role with the following permissions:

- Employees

1. Navigate from the **Home** page to **Administrative Settings | User Management | Employees**.

Employees

Search Options

Enter surname of employee (or lead characters) Username

E-mail Address

Role

Signoff Group

Default Department

Default Costcode

2. Using the available search filters, search for the required employee and click the  edit icon.

Employees

Display Filter

    	Username	Title (Mr/Mrs/Dr)	First Name	Surname	Group Name	E-mail Address ▼
   	Peter	Mr	Peter	Cowen	Line Manager	peter.cowen@allocatesoftware.com

3. Click **Work Addresses** in the 'Page Options' menu and then click **New Work Address** to open the 'General Details' window.

Page Options

- [Employee Details](#)
- [Vehicles](#)
- [Pool Vehicles](#)
- [Corporate Cards](#)
- [Work Addresses](#)
- [Home Addresses](#)

Page Options

- [New Work Address](#)

Note: If multiple work addresses are added to an employee record, when claiming a mileage expense, if a work address is not entered into the journey grid, the date of the expense will determine which active work address will be applied for Home and Office calculations.

4. Complete the **General Details** fields:

General Details

Address*

Start Date* End Date

Temporary Address Nominated base

save cancel

Field	Description
Address*	Search for the address or enter a manual address, if permitted.
Start Date*	Enter a Start Date of the work address by clicking and then clicking the appropriate date from the calendar.
End Date	If applicable, enter the End Date for the work address by clicking and then clicking the appropriate date from the calendar.
Temporary Address	Specify if the work address is temporary by selecting the Temporary Address checkbox. This is most commonly used for employees who are reclaiming relocation mileage to an address that is short term (temporary).
Nominated Base	Specify if the work address is a Nominated Base (only used in conjunction with the Junior Doctors Rotational Mileage rule).

5. Click **Save** to store the work address against the employee's record.

