

Work Physical and Work Mailing Addresses

- Work Physical and Work Mailing Address Line
 - Line1: Bldg and Room/Suite Number
 - Line 2: Street Address
- Unless only the Room/Suite Number were provided with Street Address. Then it should be updated as follows:
 - Line 1: Street Address and Suite Number
- Work mailing address:
 - Line 1: Bldg and room #
 - Line 2: Street Address (If work mailing address box is checked on ISR, this address will be the same as the work physical address)

Examples:

Examples of Address on ISR	What's' entered into Addresses (IT000):
Line 1: 3910 Keswick Road Line2: Suite 5100	Line1: 3910 Keswick Rd Ste 5100 Line2: N/A
Line 1: GILDEN HALL Room B-111 Line2: 3400 North Charles Street	Line 1: Gildden Hall Rm B111 Line2: 3400 N Charles St
Line 1: Bloomburg Children's Building Line2: 1800 Orleans St.	Line 1: 1800 Orleans St Line2: N/A
Line 1: CMSC Line 2: 600 N Wolfe St.	Line 1: 600 N Wolfe St Line 2: N/A
Line 1: Meyer 6 181 Line 2: 600 North Wolfe St.	Line 1: Meyer 6 181 Line 2: 600 N Wolfe St
Line 1: Sheik Zayed Lower Level 2 Line2: 1800 Orleans St.	Line 1: Sheik Zayed Lower Level 2 Line2: 1800 Orleans St
Line 1: O'Connor Recreation Center Line2: 3400 N. Charles Street	Line 1: 3400 N Charles St Line2: N/A
Line 1: NICU CMSC 2 Room 224 Information Desk Line2: 600 North Wolfe St.	Line 1: NICU CMSC 2 Rm 224 Line2: 600 N Wolfe St
Line 1: 3910 Keswick Road, Room 34, Suite 11A Line2: N/A	Line 1: 3910 Keswick Rd Rm 34 Ste 11A Line2: N/A

Telecommuting: For an individual where the permanent address and work physical are the same (work from home), please do not put their home address in address line 1 of the work physical location. Address line 1 of the work physical location downloads into JHED. For privacy reasons, we do not want an individual's home address in JHED. In these cases, please populate the work physical address as follows:

Line 1: Telecommuting	State: State of permanent Address
Line 2: Street Address	Zip: Zip of permanent Address
City: City of permanent Address	Work Telephone: Leave blank

- **Remove all commas, periods, dashed and adjust words that are in all caps.**

Common Used Abbreviations:

Administration: Admn	Court: Ct	Lane: Ln	Pines: Pnes
Apartment: #	Cove: Cv	Landing: Lndg	Suite: Ste
Avenue: Ave	Crossing: Xing	Level: Lvl	Spring/s: Spg/Spgs
Branch : Brnch	Department: Dept	Port: Prt	Square: Sq
Building: Bldg	Freeway: Fwy	Room: Rm	Street: St
Boulevard: Blvd	Floor: Fl	Road: Rd	Stream: Strm
College: Clg	Drive: Dr	Parkway: Pkwy	Terrace: Ter
Circle : Cir	Heights: Hts	Point: Pt	Trail: Trl
Center: Ctr	Highway: Hwy	Route: Rt	University: Univ
Corner: Cor	Island: Is	Plaza: Plz	Village: Vlg