SR15418

PPS Requirements

Employee Self Service
Name and Address Changes

June 8, 1999

Final

Information Management
Information Resources and Computing
University of California
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Background

The Employee Systems Task Force (ESTF) report of December 30, 1997, which provided guidelines for future enhancements in the area of "Employee Systems" such as benefits and retirement, also included recommendations for several short-term projects. One of these recommendations was to provide Employee Self-Service applications, including "update of employee demographic data". The Employee Systems Implementation (ESI) Planning Committee subsequently approved a project to enable employees to update their name, home address, and home phone number using a web-based application.

Employee home address data from the Payroll/Personnel System's (PPS) Employee Data Base (EDB) is currently passed to a UCOP central data base and updated whenever there is a change. Consequently, this existing central database will be the initial source for obtaining the name and address data for current employees. A new application will be developed to allow employees to display this information and specify changes. The employee may also specify whether or not home address and phone information may be released to employee organizations for collective bargaining purposes. This application will then apply these changes to the central database and will develop transactions to update the campus EDB.

To support this new application, some additional data must be supplied from the Payroll/Personnel System (PPS). These requirements specify the PPS enhancements to provide this data.
PPS Modifications

A. EDB Data Element Changes

1. Obsolete Data Elements

The following data elements are being made obsolete and may be removed from the Employee Data Base (EDB), Data Element Table, and Code Translation Table.

   EDB 0211 – Home Address Disclosure Indicator
   EDB 0212 – Home Phone Disclosure Indicator
   EDB 0213 – Spouse Name Disclosure Indicator

2. New Data Elements

   - Employee Organization Home Phone Disclosure Code
     The Data Element Table should be modified to add this element with valid code values:
     
     Blank  - Default (No, do not release information)
     Y      - Yes (Yes, release information)
     N      - No (No, do not release information)

   - Home Address Release Code
     The Data Element Table should be modified to add this element with valid code values:
     
     Blank  - Default (No, do not release information)
     Y      - Yes (Yes, release information)
     N      - No (No, do not release information)

   - Home Phone Release Code
     The Data Element Table should be modified to add this element with valid code values:
     
     Blank  - Default (No, do not release information)
     Y      - Yes (Yes, release information)
     N      - No (No, do not release information)

   - Spouse Name Release Code
     The Data Element Table should be modified to add this element with valid code values:
     
     Blank  - Default (No, do not release information)
     Y      - Yes (Yes, release information)
     N      - No (No, do not release information)

   - NET ID
     The value is assigned by UCOP and is unique to each individual.

Note: New EDB data elements are being defined in these requirements. However, if during the design phase it is determined that one or more of the obsolete disclosure indicators should be redefined that is equally acceptable.
3. Data Element Name Change (EDB 0214)

For clarity, the data dictionary name for existing data element EDB 0214 will be changed from ‘Employee Organization Disclosure Code’ to ‘Employee Organization Home Address Disclosure Code’.

Refer to Attachment A for draft data dictionary pages reflecting the new elements and changes.

The four new disclosure fields should be enterable on the P5 transaction. The suggested placement on the transaction is:

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 2</td>
<td>3</td>
<td>4 – 12</td>
<td>13 – 18</td>
<td>58</td>
<td>59</td>
<td>60</td>
<td>61</td>
</tr>
<tr>
<td>P5</td>
<td>Blank</td>
<td>Employee ID</td>
<td>Entry date mmdyy</td>
<td>Org Home Phone Disclosure Code</td>
<td>Home Address Release Code</td>
<td>Home Phone Release Code</td>
<td>Spouse Name Release Code</td>
</tr>
</tbody>
</table>

B. Edits

The edit that issues system messages 08-078 and 12-078, ‘PEACE OFFICER DISCLOSURE CODES WILL BE SET TO NO’ when an attempt is made to set the employee’s ‘Home Address Disclosure Indicator’ (EDB 0211), ‘Home Phone Disclosure Indicator’ (EDB 0212), ‘Spouse Name Disclosure Indicator’ (EDB 0213), or ‘Employee Organization Home Address Disclosure Code’ (EDB 0214) value to “Y” (release information) if the title code is a police officer title should be modified. The edit should no longer check for ‘Home Address Disclosure Indicator’ (EDB 0211), ‘Home Phone Disclosure Indicator’ (EDB 0212), ‘Spouse Name Disclosure Indicator’ (EDB 0213) since these elements are now obsolete. Instead, the edit should check for the new data elements ‘Employee Organization Home Phone Disclosure Code’, ‘Home Address Release Code’, ‘Home Phone Release Code’, and ‘Spouse Name Release Code’.

C. On-line Screen Changes

The obsolete data elements EDB 0211, EDB 0212 and EDB 0213 should be removed from the following on-line screens:

- EPD1 - Employee Personnel Data 1 Screen (EDB Entry/Update)
- IPER - Personal Data Screen (EDB Inquiry)


Refer to Attachment B for samples of the screen changes.

D. On-line Screen Level Help

The on-line screen level help for screens EPD1 and IPER contain references to data elements EDB 0211, EDB 0212 and EDB 0213. These references can be removed.

Refer to Attachment C for modified screen level help text.
E. Employee Documents (IDOC)

The Personal Information segment of the employee documents needs to be modified to reflect the new disclosure codes.

The program that prints the Personal Information segment of the employee documents currently evaluates EDB 0211, EDB 0212 and EDB 0213 to determine what to print. This program should be modified so that it no longer evaluates those data elements.

The program should evaluate the new data element, ‘Employee Organization Home Phone Disclosure Code’ (EDB 0214) and should evaluate the new data elements ‘Home Address Release Code’, ‘Home Phone Release Code’, and ‘Spouse Name Release Code’ together.

The wording that prints on the IDOC statement, “You have chosen to disclose to the UC Directory:” should be changed to: “You have chosen to allow UC to use for business purposes:”

- If the values in Home Address Release Code, Home Release Code and Spouse Name Release code are:

<table>
<thead>
<tr>
<th>Display Home Address</th>
<th>Display Home Phone</th>
<th>Display Spouse Name</th>
<th>Print Statement #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>No or Blank</td>
<td>No or Blank</td>
<td>No or Blank</td>
<td>2</td>
</tr>
<tr>
<td>Yes</td>
<td>No or Blank</td>
<td>No or Blank</td>
<td>3</td>
</tr>
<tr>
<td>Yes</td>
<td>No or Blank</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>5</td>
</tr>
<tr>
<td>No or Blank</td>
<td>No or Blank</td>
<td>Yes</td>
<td>6</td>
</tr>
<tr>
<td>No or Blank</td>
<td>Yes</td>
<td>No or Blank</td>
<td>7</td>
</tr>
</tbody>
</table>

1. You have chosen to allow UC to use for business purposes: your home address, home phone and spouse’s name.
2. You have chosen to allow UC to use for business purposes: no personal information.
3. You have chosen to allow UC to use for business purposes: your home address.
4. You have chosen to allow UC to use for business purposes: your home address and spouse’s name.
5. You have chosen to allow UC to use for business purposes: your home address and home phone.
6. You have chosen to allow UC to use for business purposes: your spouse’s name.
7. You have chosen to allow UC to use for business purposes: your home phone.

- The wording “You have chosen to disclose to Employee Organizations” should remain, but the options that print after it should be expanded as follows:

<table>
<thead>
<tr>
<th>Display Home Address</th>
<th>Display Home Phone</th>
<th>Print Statement #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes or Blank</td>
<td>No</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Yes or Blank</td>
<td>Yes</td>
<td>3</td>
</tr>
<tr>
<td>No</td>
<td>No or Blank</td>
<td>4</td>
</tr>
</tbody>
</table>
1. You have chosen to disclose to Employee Organizations: your home address.

2. You have chosen to disclose to Employee Organizations: your home phone.

3. You have chosen to disclose to Employee Organizations: your home address and home phone number.

4. You have chosen to disclose to Employee Organizations: no personal information.

Refer to Attachment D for a revised IDOC layout.

F. Code Translation Table (CTT)

Data elements EDB 0211, EDB 0212 and EDB 0213 are being made obsolete and their code translations may be removed from the CTT.

New CTT code values need to be established for the new data elements, ‘Employee Organization Home Phone Disclosure Code’, ‘Home Address Release Code’, Spouse Name Release Code’ and ‘Home Phone Release Code’. Appropriate entries should be made to support printing on the IDOC as outlined in the previous section.

G. Forms

The Personal Data Form, UPAY 544, needs to be modified to reflect the changes being requested. UC HR/Benefits has responsibility for this form and the required changes will be coordinated with them.

H. IVR/WEB Extract Process Modifications

1. New Elements on Extract file

The following fields must be added to the Employee record on the IVR History file and IVR Extract file:

- Employee Home Telephone Number (EDB 0210)
- Employee Organization Home Address Disclosure Code (EDB 0214)
- Employee Organization Home Phone Disclosure Code (New EDB data element)
- Home Address Release Code (New EDB data element)
- Home Phone Release Code (New EDB data element)
- Foreign Address Code (EDB 0291)
- Address-Permanent-Foreign Country Code (EDB 1118)
- Address-Permanent-Foreign Postal Code (EDB 1119)
- Address-Permanent-Foreign Province (EDB 1120)
- Spouse Name Release Code (New EDB data element)
- Spouse Name (EDB 0312)

Note that these additional data elements will require that the length of the employee record be increased.

2. New Processing

- Currently a field is maintained on the IVR/Web History file and passed on the IVR/Web extract file to indicate whether the employee is Academic or Staff. This determination is made by looking up the Personnel Program Code associated with the employee's Primary Title Code.
The value of ‘1’, ‘2’, or ‘A’ is passed on the extract file. To satisfy anticipated future needs to be able to identify Senior Management, it is asked that a change be made to this process. The Personnel Program Code associated with the Primary Title Code will still be used. However, additional logic must be added to identify Senior Management by title code, as follows:

If the Personnel Program Code is 'A', pass 'A'.
If the Personnel Program Code is '1', pass '1'.
If the Personnel Program Code is '2', and the Primary Title Code is NOT in the range of 0001 through 0299, pass '2'.
If the Personnel Program Code is '2', and the Primary Title Code IS in the range of 0001 through 0299, pass '3'.

- Remove the logic that “compresses” foreign address data into regular address fields. Instead, determine which address fields to write to the IVR Extract File by examining the Foreign Address Code (EDB 0291).
- If the Foreign Address Code is **A** or Blank, pass:
  - Address-Line 1 (EDB 0204)
  - Address-Line 2 (EDB 0205)
  - Address-City (EDB 0206)
  - Address-Permanent-State (EDB 0207)
  - Address-Permanent-ZIP (EDB 0208)
- If the Foreign Address Code is **F**, pass:
  - Address-Line 1 (EDB 0204)
  - Address-Line 2 (EDB 0205)
  - Address-City (EDB 0206)
  - Address-Permanent-Foreign Province (EDB 1120)
  - Address-Permanent-Foreign Country Code (EDB 1118)
  - Address-Permanent-Foreign Postal Code (EDB 1119)

See Attachment E for the revised IVR Extract Employee record layout.
Attachments

Attachment A: Data Dictionary draft pages
Attachment B: Screen samples showing changes
Attachment C: Screen-level Help text
Attachment D: Personal Information IDOC changes
Attachment E: IVR/Web Extract File Layout
**Obsolete**

**System Number:** EDB 0211

**User Access Name:** 0211-4

**Programming Name:** ADDR_DISCLOSURE1 IN PPPPER

**Revision Date:** 03/05/98

**Edit Requirement:**

**Comments:**

**Source(s):** PPP120
**Use(s):** Reporting
**Location(s):** N/A

**Name:** HOME ADDRESS DISCLOSURE INDICATOR

**Type:** ALPHANUMERIC

**Length:** 1

**Format:**

**General Description:**

*Code indicating whether the individual has authorized the University to publish his or her permanent address.*

**Code Interpretation:**

- **Blank** – Default: list home (permanent) address
- **Y** – List home (permanent) address
- **N** – Do not list home (permanent) address
System Number: EDB 0212
User Access Name: 0212-5
Programming Name: ADDR_DISCLOSURE2 IN PPPPER
Revision Date: 03/05/98

Edit Requirement:

Comments:

Source(s): PPP120
Use(s): Reporting
Location(s): N/A

Name: HOME PHONE DISCLOSURE INDICATOR

Type: ALPHANUMERIC

Length: 1

Format:

General Description:

Code indicating whether the individual has authorized the University to publish his or her home phone number.

Code Interpretation:

Blank – Default: list home phone number
Y – List home phone number
N – Do not list home phone
Obsolescence

**System Number:** EDB 0213

**User Access Name:** 0213-6

**Programming Name:** SPOUSE_DISC_IND IN PPPPER

**Revision Date:** 03/05/98

**Edit Requirement:**

**Comments:**

**Source(s):** PPP120

**Use(s):** Reporting

**Location(s):** N/A

**Name:** SPOUSE NAME DISCLOSURE INDICATOR

**Type:** ALPHANUMERIC

**Length:** 1

**Format:**

**General Description:**

Code indicating whether the individual has authorized the University to publish his or her spouse’s name.

**Code Interpretation:**

- Blank – Default; list spouse’s name
- Y – List spouse’s name
- N – Do not list spouse’s name
New Data Element

**System Number:** EDBxxxx

**User Access Name:**

**Programming Name:**

**Revision Date:**

**Edit Requirement:**

**Comments:**

**Source(s):** PPP120

**Use(s):** Reporting

**Location(s):** N/A

**Name:** EMPLOYEE ORGANIZATION HOME PHONE DISCLOSURE CODE

**Type:** ALPHANUMERIC

**Length:** 1

**Format:**

**General Description:**

Code indicating whether the individual has authorized the University to release his or her home telephone number to employee organizations.

**Code Interpretation:**

- **Blank** – Default (No, do not release home phone number)
- **Y** – Yes, release home phone number
- **N** – No, do not release home phone number
# New Data Element

**System Number:**  
*EDBxxxx*

**User Access Name:**

**Programming Name:**

**Revision Date:**

**Edit Requirement:**

**Comments:**

<table>
<thead>
<tr>
<th>Source(s):</th>
<th>PPP120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use(s):</td>
<td>Reporting</td>
</tr>
<tr>
<td>Location(s):</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Name:**  
*HOME ADDRESS RELEASE CODE*

**Type:**  
*ALPHANUMERIC*

**Length:**  
1

**Format:**

**General Description:**

Code indicating whether the individual has authorized the University to release his or her home address for normal campus business purposes.

**Code Interpretation:**

- **Blank** – Default (No, do not release address information)
- **Y** – Yes, release address information
- **N** – No, do not release address information
New Data Element

System Number: \textit{EDBxxxx}

User Access Name:

Programming Name:

Revision Date:

Edit Requirement:

Comments:

Source(s): \textit{PPP120}

Use(s): \textit{Reporting}

Location(s): \textit{N/A}

Name: \textit{HOME PHONE RELEASE CODE}

Type: \textit{ALPHANUMERIC}

Length: 1

Format:

General Description:

Code indicating whether the individual has authorized the University to release his or her home phone number for normal campus business purposes.

Code Interpretation:

\begin{itemize}
  \item \textit{Blank} – Default (No, do not release home phone number)
  \item \textit{Y} – Yes, release home phone number
  \item \textit{N} – No, do not release home phone number
\end{itemize}
New Data Element

**System Number:**  
EDBxxxx

**User Access Name:**

**Programming Name:**

**Revision Date:**

**Edit Requirement:**

**Comments:**

**Source(s):**  
PPP120

**Use(s):**  
Reporting

**Location(s):**  
N/A

**Name:**  
SPOUSE NAME RELEASE CODE

**Type:**  
ALPHANUMERIC

**Length:**  
1

**Format:**

**General Description:**

Code indicating whether the individual has authorized the University to release his or her Spouse’s name for normal campus business purposes.

**Code Interpretation:**

- **Blank** – Default (No, do not release Spouse Name)
- **Y**  – Yes, release Spouse Name
- **N**  – No, do not release Spouse Name
System Number: EDBxxxx

User Access Name:

Programming Name:

Revision Date:

Edit Requirement:

Comments:

Source(s): PPP120
Use(s): Reporting
Location(s): N/A

Name: NET ID

Type: ALPHANUMERIC

Length: 10

Format:

General Description:

Code Interpretation:
System Number: EDB 0214

User Access Name: 0214-7

Programming Name: EMP_ORGAN_DISCLO IN PPPPER

Revision Date: 03/05/98

Edit Requirement:

Comments:

Source(s): PPP120
Use(s): Reporting
Location(s): N/A

Name: EMPLOYEE ORGANIZATION HOME ADDRESS DISCLOSURE CODE

Type: ALPHANUMERIC

Length: 1

Format:

General Description:

Code indicating whether the individual has authorized the University to release his or her home address to employee organizations.

Code Interpretation:

Blank – Default (Yes, release home address)
Y     – Yes, release home address
N     – No, do not release home address
Remove the current field labels, ‘UC Directory Disclosures’, Spouse Name’ and ‘Employee Organization Home Address Disclosure’ and replace with new field labels, Campus Release Codes’ and Employee Organization Disclosures’.
1 Remove the current field labels 'UC Directory Disclosures', 'Spouse Name' and 'Addr Discl' and insert new field label, 'Emp Org Disclosures'.

2 Currently, the field label 'Perm Addr' displays data from data element EDB 0211 and the field label 'Hm Phone' displays data from data element EDB 0212. These labels should not change, but field label, 'Perm Addr' should display data from data element DE 0214 and field label, 'Home Phone' should display data from the new data element, 'Employee Organization Home Phone Disclosure Code'.

3 Insert new field labels and data for 'Home Address Rlse', 'Spouse Name Rlse' and 'Home Phone Rlse'.

---

ID: 000050020 Name: ABSENT,MARCUS SSN: 555-55-5020
Hm Dept: 804918 CHAN OFFICE Emplmt Status: A Pri Pay: MO
Hm Dept Addr: GAYLE MEMORIAL TOWER

Campus Mail Addr: UCB Spouse Name: PROG/ANALYST III,APS
Room: 305 Emp Org Disclosures: Student Status: 1
Building: STUDIO Perm Address: YES Educ Level:
Phone 1: Home Phone: YES Educ Level Yr: 00
Phone 2: Home Address Rise: Yes Empl Serv Credit: 120
Hm Phone: Home Phone Rise: YES From Date: 07/87
Foreign Addr Ind: Spouse Name Rise: Yes UC/State Serv:
Perm Ad 2039 SHATTUCK AVE. Pr Serv Mnth:
       BERKELEY CA 94720 Corp Credit Card
Foreign Addr: Type:
Country: Status:

Next Func: ID: Name: SSN:

---

P: 1-Help 2-Browse 3-PrevMenu 4-Print
Function: EPD1 enables the user to enter and update personal information about the employee including campus and home address and telephone numbers, spouse name, and other demographic information.

Nature of Information: EPD1 contains permanent and campus address information, campus and home telephone numbers, spouse name, codes indicating employee-selected disclosures to employee organizations, and personal demographic information such as sex and ethnicity.

There are no highly abbreviated or group field labels on EPD1.
PERSONAL INFORMATION Segment for Employee Documents (IDOC)

You have been issued Employee Identification Number 000050020.
Your Date of Birth has been recorded as 09/18/57.
Your Social Security Number is 555-55-5020.
Your citizenship status is: U.S. Citizen
Your Visa Type is: Work Permit End Date: Date of Entry:
You have chosen the following Withholding Allowances:
  Federal Tax Status: Married 0
  State Tax Status: Married 0
  Additional State Allowances: 0
Your most recent date of hire is: 07/01/87
We have as your Permanent Address: Phone Number: Spouse's Name:
  2039 SHATTUCK AVE. 5109870397 SMITH, JOHN
  BERKELEY CA, 94720
You have chosen to disclose to the UC Directory: Home Address and Home Phone.
  You have chosen to allow UC to use for business purposes: your home address, home phone and spouse's name.
  no personal information.
  your home address.
  your home address and spouse's name.
  your home address and home phone.
  your spouse's name.
  your home phone.
You have chosen to disclose to Employee Organizations: your home address.
  your home phone.
  your home address and home phone.
  no personal information.

Your sick leave balance is: 606.708871 hours
Counting from , you have 119 months of employment service credit
and  months prior UC/State Service.

1 The wording, ‘You have chosen to disclose to the UC Directory:’ should be changed to: ‘You have chosen to allow
  UC to use for business purposes:’. There are seven possible options determined by the values in the Home Address

2 Four possible options determined by the values in Employee Organization Home Address Disclosure Code and
  Employee organization Home Phone Disclosure Code fields.
## File Layout for IVR Extract File

**Employee Record**

<table>
<thead>
<tr>
<th>Data Element Name</th>
<th>Position</th>
<th>Length/Format</th>
<th>EDB#</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Change/Delete</td>
<td>01</td>
<td>01</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>IVR Employee Record Update Date</td>
<td>02</td>
<td>10 mm/dd/yyyy</td>
<td>n/a</td>
<td>Update Date is set to the current date when PPS program PPIIVR detects that a change has been made to any field in the IVR employee record.</td>
</tr>
<tr>
<td>Location Code</td>
<td>12</td>
<td>02</td>
<td>n/a</td>
<td>A unique code assigned to each campus, lab, Hastings, and ASUCLA.</td>
</tr>
<tr>
<td>Employee SSN</td>
<td>14</td>
<td>09</td>
<td>0111</td>
<td></td>
</tr>
<tr>
<td>Employee ID#</td>
<td>23</td>
<td>09</td>
<td></td>
<td>EDB record key</td>
</tr>
<tr>
<td>Employee Name</td>
<td>32</td>
<td>26</td>
<td>0105</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>58</td>
<td>10 mm/dd/yyyy</td>
<td>0107</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td>68</td>
<td>01</td>
<td>0108</td>
<td></td>
</tr>
<tr>
<td>Hire Date</td>
<td>69</td>
<td>10 mm/dd/yyyy</td>
<td>0113</td>
<td></td>
</tr>
<tr>
<td>Home Department Code</td>
<td>79</td>
<td>06</td>
<td>0114</td>
<td></td>
</tr>
<tr>
<td>Leave Begin Date</td>
<td>85</td>
<td>10 mm/dd/yyyy</td>
<td>0137</td>
<td></td>
</tr>
<tr>
<td>Leave Return Date</td>
<td>95</td>
<td>10 mm/dd/yyyy</td>
<td>0138</td>
<td></td>
</tr>
<tr>
<td>Leave Type Code</td>
<td>105</td>
<td>02</td>
<td>0139</td>
<td></td>
</tr>
<tr>
<td>Separation Date</td>
<td>107</td>
<td>10 mm/dd/yyyy</td>
<td>0140</td>
<td></td>
</tr>
<tr>
<td>Employment Status Code</td>
<td>117</td>
<td>01</td>
<td>0144</td>
<td></td>
</tr>
<tr>
<td>Primary Title Code</td>
<td>118</td>
<td>04</td>
<td>0460</td>
<td></td>
</tr>
<tr>
<td>Personnel Program Code for Primary Title</td>
<td>122</td>
<td>01</td>
<td>n/a</td>
<td>The Personnel Program Code for the Primary Title Code is looked up on the PPS TCT (Title Code Table). Valid values are: 1, 2, 3 or A</td>
</tr>
<tr>
<td>FICA Eligibility Code</td>
<td>123</td>
<td>01</td>
<td>0120</td>
<td></td>
</tr>
<tr>
<td>Prior Year FWT Gross</td>
<td>124</td>
<td>10 9(07).99</td>
<td>0481</td>
<td></td>
</tr>
<tr>
<td>Address-Line 1</td>
<td>134</td>
<td>30</td>
<td>0204</td>
<td></td>
</tr>
<tr>
<td>Address-Line 2</td>
<td>164</td>
<td>30</td>
<td>0205</td>
<td></td>
</tr>
<tr>
<td>Address-City</td>
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