

“CITY “– STANDARDS FOR ENTRY INTO PBED

REVISED 6/28/07

CITY = This field is the City portion of the Employee's address as entered into PBED (F1 screen).

City names entered into PBED must meet US Postal Standards. To assure Postal Service Acceptable Standards entry in PBED, do the following:

1. Click on <http://www.usps.com/zip4/citytown.htm> and click on: **Find all Cities in a ZIP Code.**
2. Then enter the zip code and click 'submit'. This will give you the “actual” or “acceptable” City names that can be used. Do not use the “unacceptable” choices in PPDB or those choices that have more than 15 characters.
3. If you determine the “acceptable city” name provided is too large for the “city” field, call DAS/HR Systems for assistance. Field name only holds 15 characters.
4. Do not enter punctuation in this field such as: commas, periods, or dashes.

COMMON ERRORS FOR CITY NAMES IN PBED

EXAMPLES OF CITIES WITH TWO NAMES - NEED SPACE BETWEEN:

- La Grande (97850)
- Scotts Mills (97375)
- Tolovana Park (97145)
- Grand Ronde (97347)
- Eagle Point (97524)

EXAMPLES OF COMMONLY MISPELLED ABBREVIATED CITIES WITH PREFIXES:

- St. Paul (97137) should be entered as “Saint Paul”
- St. Helens (97051) should be entered as “Saint Helens”
- Mt. Hood (97041) should be entered as “Mt Hood Prkdl” (not Mount Hood)
- Mt. Angel (97362) should be entered as “Mount Angel”
- N. Bend (97459) should be entered as “North Bend”
- N. Powder (97867) should be entered as “North Powder”

EXAMPLES OF OTHER COMMON CITY NAME ERRORS:

- Crooked River Ranch (97760) should be entered into PPDB as “Crooked River” or “Crkd Rvr Rnch” or “Terrebonne”
- Milton Freewater (97862) should be entered as “Milton Frwtr”