Subject: EMPLOYEE ADDRESS LABELS

A. Each location has the ability to print employee address labels using the “Employee Address Labels” program on the AS/400. The labels will print at the location and will include ALL employees that are on the AS/400 for that location at the time the program is run. (See A-48 in Appendix A.)

B. Keep in mind that if running labels for a summer mailing, the names of employees assigned to a location should be reviewed. It is possible that new hires may not yet be on the list and/or employees that have left the location may not have had the location changed or the assignment inactivated.

C. Remember that these labels are for school use only and are not to be given out or used by anyone else.