



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES  
MEAT AND POULTRY INSPECTION DIVISION  
Raleigh, North Carolina**

*Steve Troxler, Commissioner*

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| <b>MPID NOTICE</b> | <b>18-25</b> | <b>10-31-2025</b> |
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**Instructions for Personnel Address and Name Changes**

**I. PURPOSE**

This notice is to provide MPID Team members guidance on how to update their address and name when a change has occurred.

**II. CANCELLATION**

MPID Notice 14-23 dated 9-11-2023

**III. REFERENCE**

None

**IV. POLICY**

When someone changes addresses, there are three different places within the State system that need updating.

- MPID's database
- Fiori
- Travel Reimbursement system

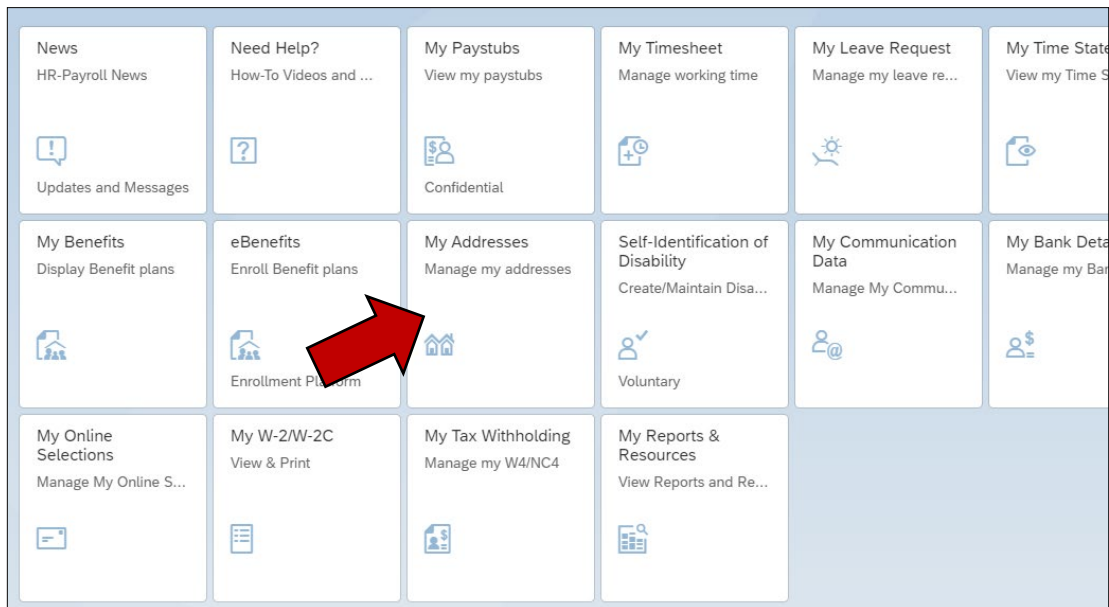
When someone changes their name, their name will need to be changed in both the State and Federal systems.

- MPID's database
- Fiori
- HR Benefits
- Person Model
- PHIS
- AgLearn
- Email
- Active Directory

## V. PROCEDURE FOR ADDRESS CHANGES

For changes to **MPID's database**, you will need to send an email with the new address to Kenyatta Daniel ([Kenyatta.Daniel@ncagr.gov](mailto:Kenyatta.Daniel@ncagr.gov)) and copy Laura Zefiretto ([Laura.Zefiretto@ncagr.gov](mailto:Laura.Zefiretto@ncagr.gov)) and Sharmila Logendran ([Sharmila.Logendran@ncagr.gov](mailto:Sharmila.Logendran@ncagr.gov)).

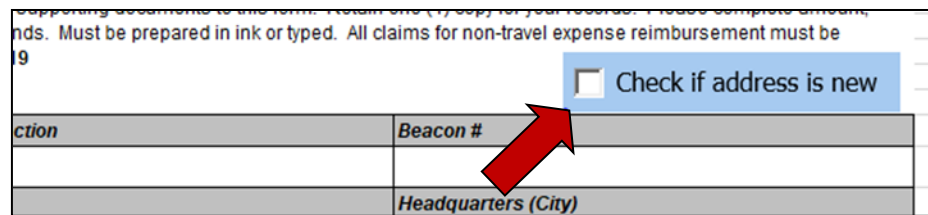
When changing your address in the **Fiori** system you would select the “My Addresses” block once you have logged in.



From here you will be able to change your “Permanent residence”, Emergency contact”, and “Mailing address” by selecting the item and then “Edit”. Be sure to click “Save” after you have updated your information.

| Permanent residence                                                                                                                                                                                                                                                                              | Emergency contact | Mailing address |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|
| Valid from 02/28/2023 <span>Edit</span>                                                                                                                                                                                                                                                          |                   |                 |
| Address                                                                                                                                                                                                                                                                                          |                   |                 |
| <div><p><b>i</b> Address lines 1 and 2 are limited to 32 characters. If making an in/out of state change to your Permanent residence, ensure your Tax Withholding Information is updated. If your county is incorrect after changing your Permanent residence, contact your HR office.</p></div> |                   |                 |

For an address change in the **Travel Reimbursement System** enter your new address on the travel reimbursement form and check the blue box (“Check if address is new”) on the top right of the form on the first reimbursement request after the change.



The image shows a portion of a travel reimbursement form. At the top, there is a blue box with the text "Check if address is new" and an unchecked checkbox. A red arrow points from the bottom left towards this checkbox. Below the blue box, there is a table with two columns. The first column is labeled "Action" and the second column is labeled "Beacon #". The table has two rows, with the second row labeled "Headquarters (City)".

| Action | Beacon #            |
|--------|---------------------|
|        |                     |
|        | Headquarters (City) |

## VI. PROCEDURE FOR NAME CHANGES

For name changes you will need to send an email with your new name to Sharmila Logendran ([Sharmila.Logendran@ncagr.gov](mailto:Sharmila.Logendran@ncagr.gov)) and copy Laura Zefiretto ([Laura.Zefiretto@ncagr.gov](mailto:Laura.Zefiretto@ncagr.gov)). They will coordinate with respective groups for the name change and communicate with you if any additional information is needed to complete the process.

## VII. QUESTIONS

Any questions should be addressed to your supervisor.

**Dr. Karen Beck**  
State Director

**DISTRIBUTION:**  
All MPID Personnel

**SUBJECT CATEGORY:**  
Administrative