



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

Steve Troxler, Commissioner

MPID NOTICE	18-25	10-31-2025
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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

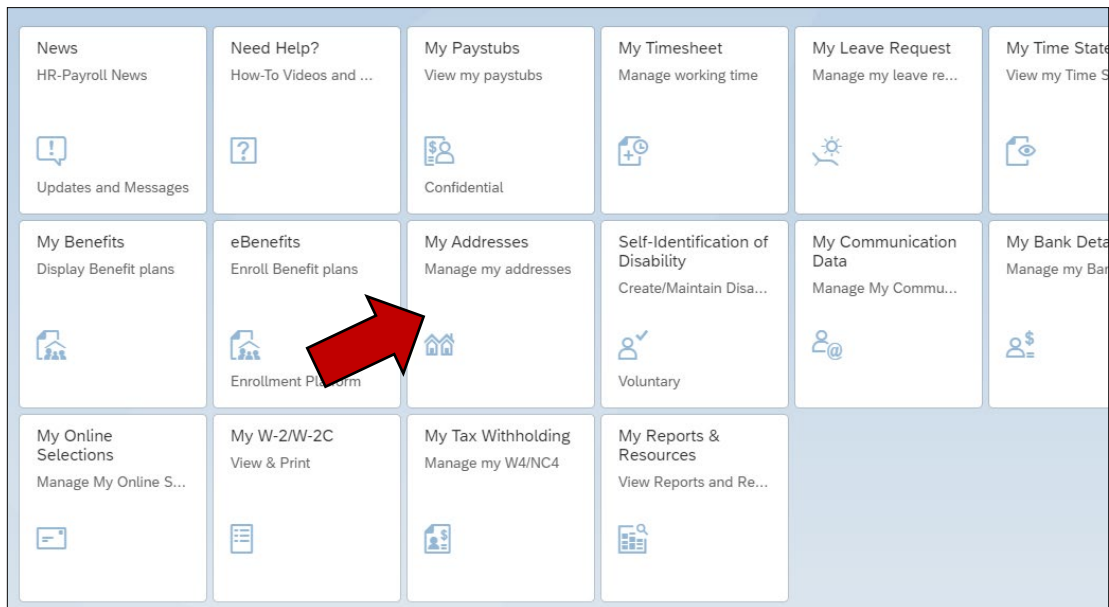
When someone changes their name, their name will need to be changed in both the State and Federal systems.

- 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) and copy Laura Zefiretto (Laura.Zefiretto@ncagr.gov) and Sharmila Logendran (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 Edit		
Address		
i 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.		

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.

Supporting documents to this form: I retain one (1) copy for your records. I retain complete amounts, and must be prepared in ink or typed. All claims for non-travel expense reimbursement must be

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☐ Check if address is new

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) and copy Laura Zefiretto (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