

Addresses – Create and Maintain

PA30

- Purpose** Use this procedure to create or maintain an employee addresses and phone numbers.
It is appropriate for an agency to update an address for a separated employee.
- Trigger** Perform this procedure when an employee has a new permanent address, mailing address, or phone number.
- Prerequisites** You have received documentation of an employee’s new address or phone number.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Personnel Administration Processor

| Change History | |
|----------------|--|
| Date | Change Description |
| 1/10/2011 | Added one sentence to the ‘Purpose’ section regarding updating separated employee’s address. |
| 7/12/12 | Updated step 5 |

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

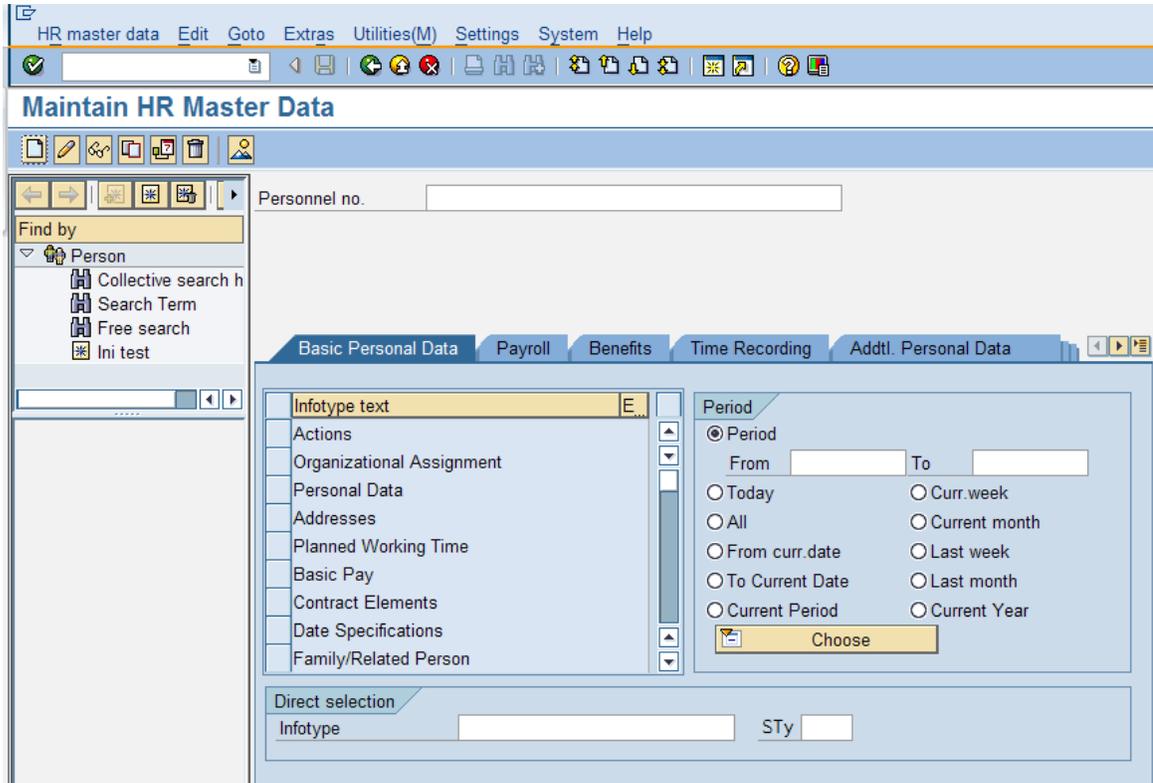
| | |
|----------------------|-----|
| Helpful Hints | n/a |
|----------------------|-----|

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type | Description |
|---|--|
| Error  | Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed. |
| Warning  | Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed. |
| Confirmation  or  | Example:  Save your entries. Action: Perform the required action to proceed. |

Procedure

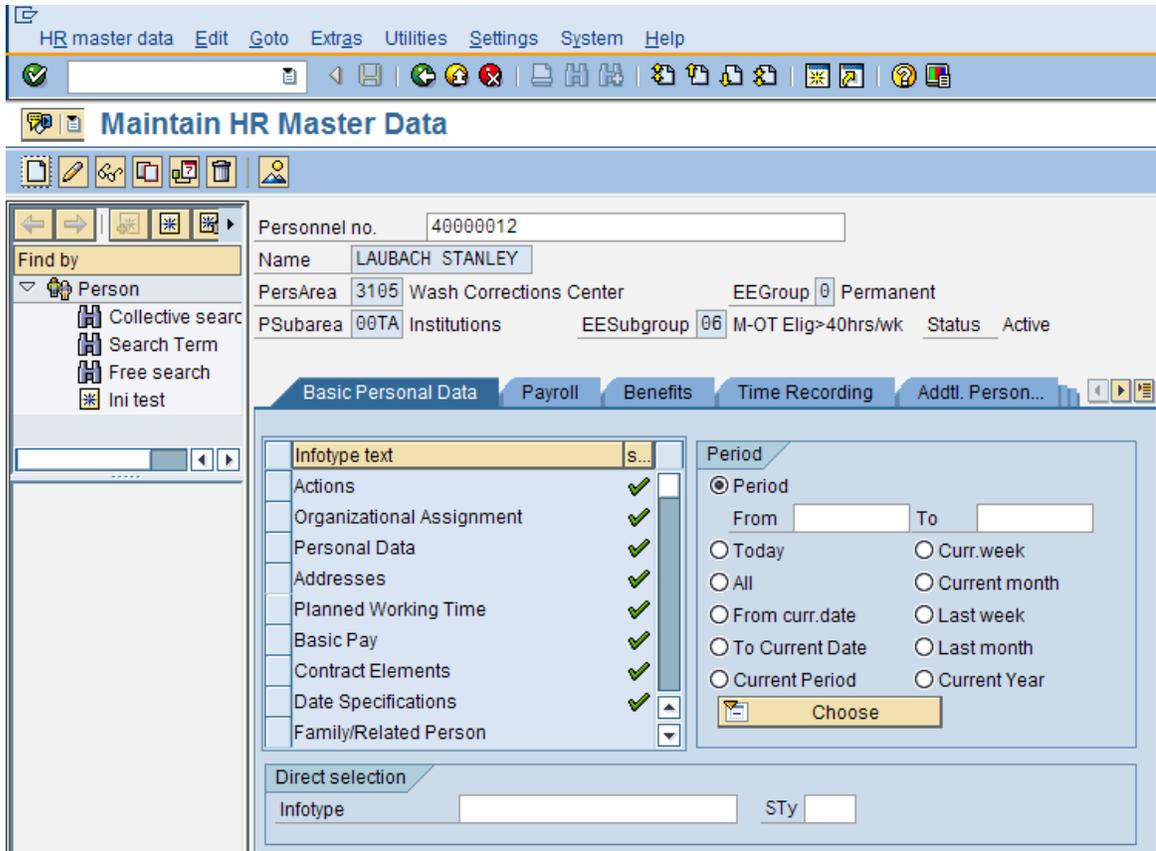
1. Start the transaction using the above menu path or transaction code **PA30**.



2. Complete the following fields:

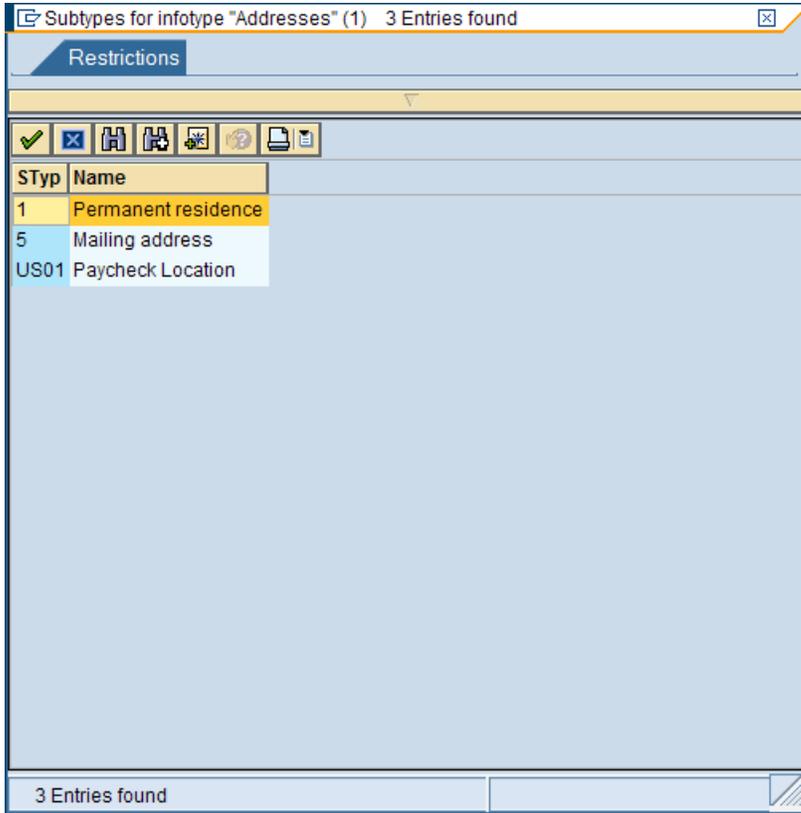
| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Personnel no. | R | The employee's unique identifying number. Example: 40000012 |

3. Click  (Enter) to validate the information.
4. Click the box to the left of  to select.



5. Perform one of the following:

| IF | Go To |
|---|---------|
| You need to create a mailing address, click  (Create) and | Step 6 |
| You need to maintain an existing permanent or mailing address, click  (Copy) and | Step 11 |
| You need to make a correction to an existing permanent or mailing address due to a spelling error or typographical error, click  (Change) and  Reminder: Using the Change Button does not maintain history. | Step 19 |



6. Click 5 Mailing address .



The State of Washington does not use US01 – Paycheck Location.

7. Click (Continue).

8. Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Start | R | This is the date on which a record begins. Example: 02/01/2011 |
| Street/House no. | R | The residential street address of an employee. Example: PO Box 5555 |
| Postal code / city | R | The 5 or 9 digit zip code and city the employee resides in. Example: 98504/Olympia |
| Office/region | R | The State in which the employee resides. Example: WA |
| County code | R | The code for the county in which the employee resides. Click the  (Matchcode) to open the selection list. Example: 34 |

| | | |
|------------------|---|---|
| Telephone number | R | The home phone number of an employee. Example: 360 555-5555 |
|------------------|---|---|

Address

| | |
|----------------------|-----------------|
| Address type | Mailing address |
| Street and House No. | PO Box 5555 |
| 2nd Address Line | |
| Postal Code/City | 98504 Olympia |
| Country Key | USA |
| Office/region | WA |
| County code | 34 |
| Telephone Number | 360555-5555 |

9. Click  (Enter) to validate the information.

10. Click  (Save) to save.

 You have completed this transaction.

11. Click the radio button All in the **Period** area.

12. Click  (Overview) for an overview of all actions associated with the *Addresses* (0006) infotype.

Infotype Edit Goto Extras System Help

List Addresses

Personnel No. 40000012 Name LAUBACH STANLEY

PersArea 3105 Wash Corrections Center EEGroup 0 Permanent

PSubarea 00TA Institutions EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Choose 01/01/1800 To 12/31/9999 STy.

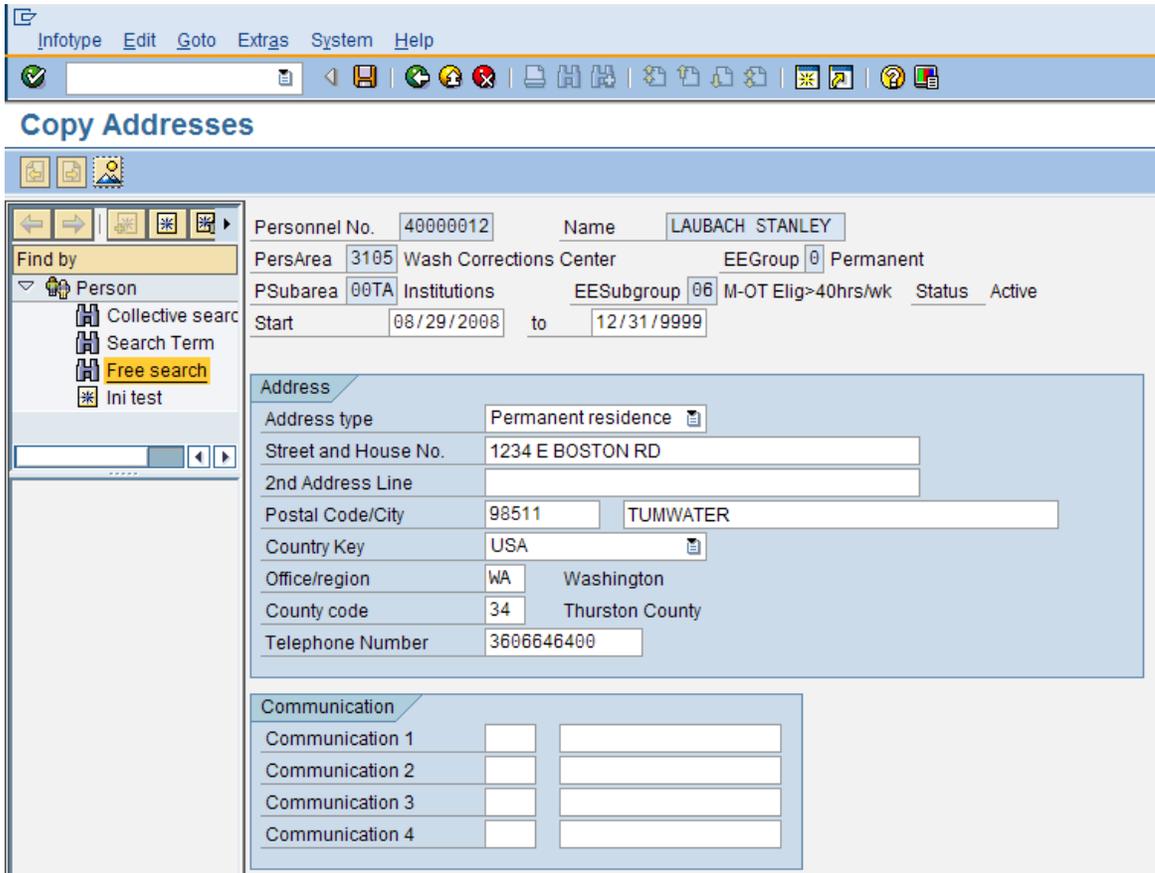
| STy. | Start Date | Address | Telephone no. | LI | 2nd Address Lin |
|------|------------|------------------|---------------|----|-----------------|
| 1 | 08/29/2008 | 1234 E BOSTON RD | 3606646400 | | |
| 5 | 01/01/2010 | PO Box 1234 | | | |



Select the Address subtype 1 to maintain.

13. Click  to select.

14. Click  (Copy) to copy and continue.



The screenshot shows a web application window titled "Copy Addresses". The main content area displays employee information for Stanley Laubach (Personnel No. 40000012). The address section is highlighted, showing a permanent residence at 1234 E Boston Rd, Tumwater, WA 98511. Below the address section, there are four communication fields, each with a checkbox and a text input field.

15. Update the following fields as needed:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Start | C | This is the date on which a record begins. Example: 02/01/2011 |
| Street/House no. | C | The residential street address of an employee. Example: PO Box 5555 |
| Postal code / | C | The 5 or 9 digit zip code and city the employee resides in. |

| | | |
|------------------|---|---|
| city | | Example: 98504/Olympia |
| Office/region | C | The State in which the employee resides. Example: WA |
| County code | C | The code for the county in which the employee resides. Click the  (Matchcode) to open the selection list. Example: 34 |
| Telephone number | C | The home phone number of an employee. Example: 360 555-5555 |
| Communication 1 | O | An additional contact number for the employee. Example: Cell 360 555-5554 |

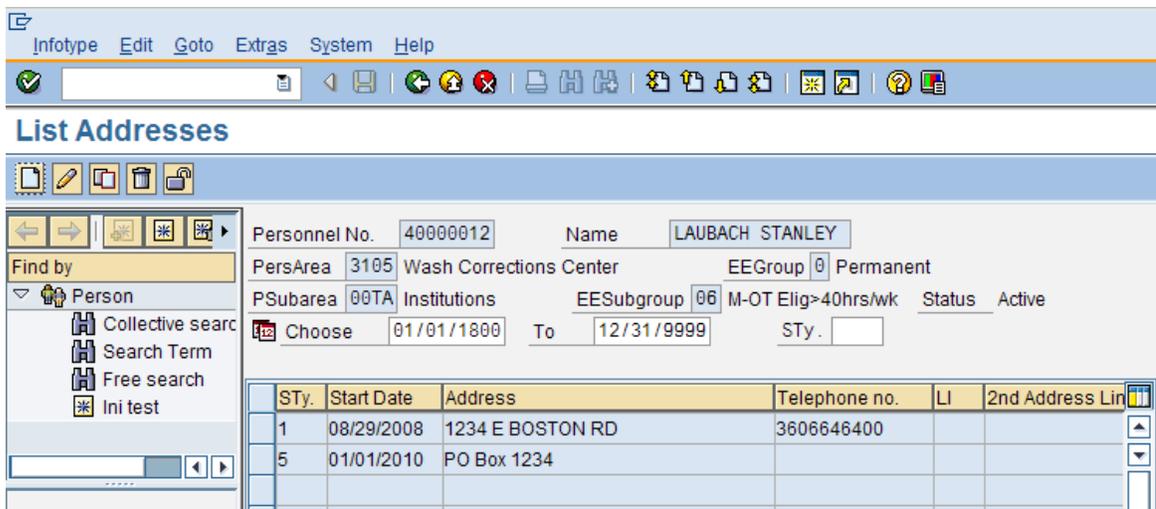
16. Click  (Enter) to validate the information.

17. Click  (Save) to save.

 You have completed this transaction.

18. Click the radio button All in the **Period** area.

19. Click  (Overview) for an overview of all actions associated with the *Addresses* (0006) infotype.



The screenshot shows the 'List Addresses' application window. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area displays search criteria for a person:

- Personnel No.: 40000012
- Name: LAUBACH STANLEY
- PersArea: 3105 Wash Corrections Center
- EGroup: 0 Permanent
- PSubarea: 00TA Institutions
- EESubgroup: 06
- M-OT Elig: >40hrs/wk
- Status: Active
- Choose: 01/01/1800 To: 12/31/9999
- STy.: []

Below the search criteria is a table with the following columns: STy., Start Date, Address, Telephone no., LI, and 2nd Address Lin. The table contains two rows of data:

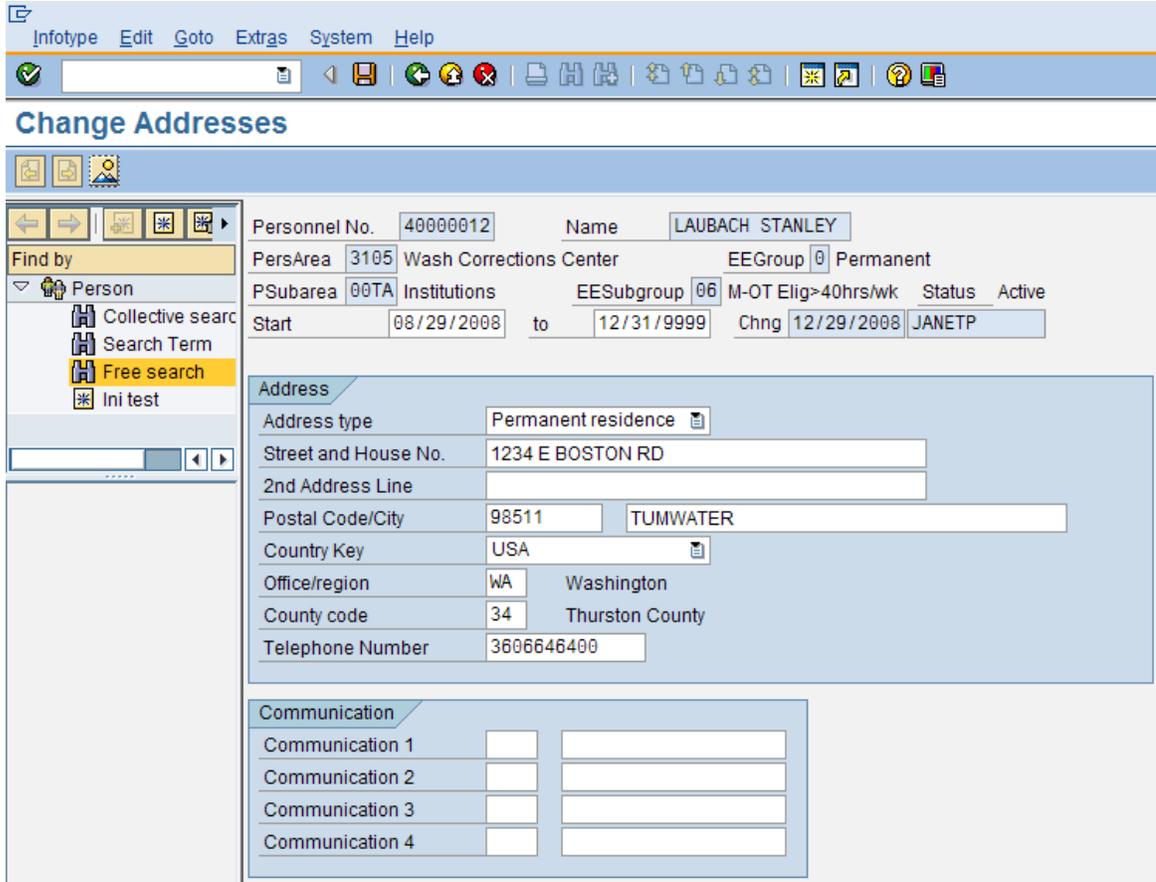
| STy. | Start Date | Address | Telephone no. | LI | 2nd Address Lin |
|------|------------|------------------|---------------|----|-----------------|
| 1 | 08/29/2008 | 1234 E BOSTON RD | 3606646400 | | |
| 5 | 01/01/2010 | PO Box 1234 | | | |



Select the Address subtype 1 to maintain.

20. Click  to select.

21. Click  (Change) to change the record. In most cases, use Copy rather than Change to maintain an audit trail.



The screenshot shows the 'Change Addresses' window for employee Stanley Laubach. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar. The main area is divided into several sections:

- Personnel Information:** Personnel No. 40000012, Name LAUBACH STANLEY, PersArea 3105 Wash Corrections Center, EGroup 0 Permanent, PSubarea 00TA Institutions, EESubgroup 06 M-OT Elig>40hrs/wk, Status Active, Start 08/29/2008 to 12/31/9999, Chng 12/29/2008 JANETP.
- Address Section:** Address type: Permanent residence; Street and House No.: 1234 E BOSTON RD; 2nd Address Line: (empty); Postal Code/City: 98511 TUMWATER; Country Key: USA; Office/region: WA Washington; County code: 34 Thurston County; Telephone Number: 3606646400.
- Communication Section:** Four rows for Communication 1 through 4, each with empty input fields.

22. Update the following fields as needed:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|--|
| Field Name | R/O/C | Description |
| Start | C | This is the date on which a record begins. Example: 02/01/2011 |
| Street/House | C | The residential street address of an employee. |

| | | |
|--------------------|---|---|
| no. | | Example: PO Box 5555 |
| Postal code / city | C | The 5 or 9 digit zip code and city the employee resides in. Example: 98504/Olympia |
| Office/region | C | The State in which the employee resides. Example: WA |
| County code | C | The code for the county in which the employee resides. Click the  (Matchcode) to open the selection list. Example: 34 |
| Telephone number | C | The home phone number of an employee. Example: 360 555-5555 |
| Communication 1 | O | An additional contact number for the employee. Example: Cell 360 555-5554 |

23. Click  (Enter) to validate the information.

24. Click  (Save) to save.

 You have completed this transaction.

25. You will be taken back to the List Addresses screen. Click  (Exit) to return to the SAP Easy Access screen.

| |
|---|
| Results |
| You have created or maintained an employee addresses and phone numbers. |
| Comments |
| None. |