

**Process:** Use PA30 is used to enter a change of address for the employee. The Address/Name Change form should be completed and sent to Human Resources for the employee's permanent records.

**Role:** Authorized Personnel

**Frequency:** When Needed

## BEGINNING

**Has the employee completed an Address/Name Change form?**

Yes

Enter the transaction code

PA30

## MAINTAIN HR MASTER DATA

**Person ID**

Enter the employee's Person ID or use the Possible Entries icon  to search

Press Enter to populate the fields



Select **Addresses (0006)** by clicking on the selection button on the left of the action



Choosing the **Copy** icon will copy the current address information into the "new" record; only the fields that are now different need to be completed, such as Address Line 1


Choosing the **Create** icon will open a blank infotype; all appropriate fields will need to be completed, including **County** and **Mail Code**

Click on the **Copy** or **Create** icon

 Copy or  Create

## SUBTYPES FOR INFOTYPE "ADDRESSES (0006)"

Double-click on Permanent Residence



## ADDRESSES (0006)

**Start**

Enter the date the address takes effect

**Address Line 1**

Enter the street address

**City**

Enter the city

**State**

Enter the state

**Zip Code**

Enter the zip code

**Area Code**, (if applicable)

Enter the area code

**Telephone**, (if applicable)

Enter the telephone number

**County**

Enter the County of Residence

**Mail Code (Org Unit)**

Enter the employee's department number

Click on the Save icon



The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>