PA30 Create Address Subtypes

IRIS
Integrated Resource
Information System

Process: Use PA30 is used to enter additional address subtypes for an employee. Address subtypes include: Primary Emergency Contact, Secondary Emergency Contact, Legal Guardian, Mailing Address, Work Address, Power of Attorney, and Forwarding Address.	
Role: Authorized Personnel	**Frequency:** When Needed

BEGINNING	
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	Addresses (0006)
Click on the Create icon	
SUBTYPES FOR INFOTYPE "ADDRESSES (0006)"	
Choose one of the Address subtypes by double-clicking on it	1 Permanent residence 10 Primary Emergency Contact 11 Secondary Emergency Contact 12 Legal Guardian 5 Mailing address 7 Work Address 8 Power of Attorney 9 Forwarding Address
ADDRESSES (0006)	
Start	Enter the date the address takes effect
C/O, (if applicable)	Enter the name of the contact, if needed
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
Click on the Save icon	