

OM-35 Change Position Address

Purpose

The purpose of this Business Process Procedure is to explain how to change a position address in the Integrated HR-Payroll System.

Trigger

The address for a position needs to be changed.

Business Process Procedure Overview

The address of a position may need to be created or changed for several reasons.

- When a position is created via Workflow, the Main, Mailing and Courier address should be entered.
- A position can be relocated across the street to another building (in this example) (use the Copy function)
- There may be a spelling error in the position that needs to be fixed (use the Change function)

The address might have been left off when the position was requested and approved, via Workflow (use the Create function).

Positions are required to have both a **Main** and **Mailing** address per DIT policy.

Tips and Tricks

See the OM Tips and Tricks Job Aid for a full listing of Best Practices and Tips & Tricks. The job aid is located on the [Training HELP website](#).

- Copy is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- Change is to be used only if you make a spelling or other simple error and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

Access Transaction

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

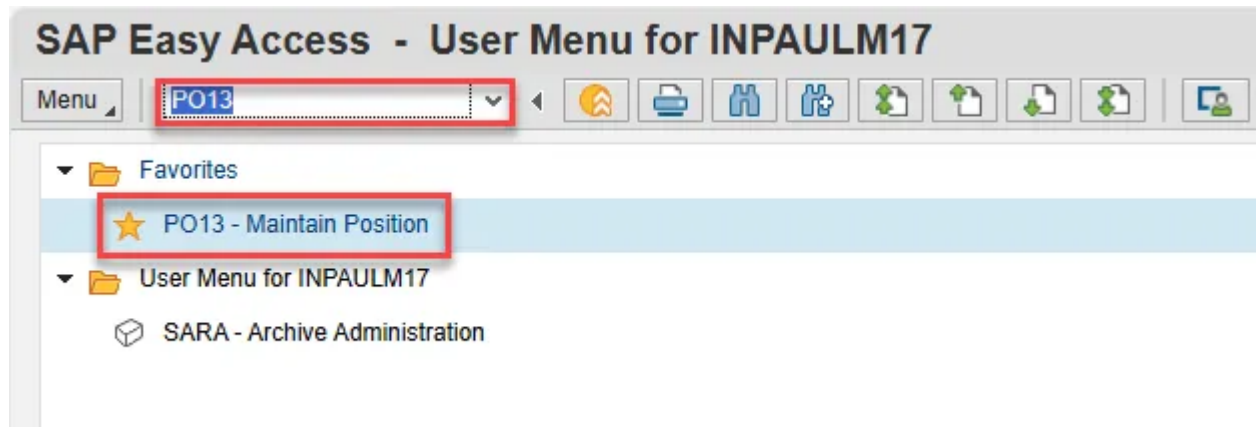
Via Transaction Code: PO13

Procedure

There are 18 steps to complete this process.

Step 1. Type **PO13** in the command field (1). Hit enter on your keyboard (2). Also, you can double click it from your favorites folder if you've previously saved it there (3).

Image



Step 2. Input the position number that needs updating. This document will use 60077228 from the OSC training environment.

Image

Maintain Position

Menu



Plan version

01 Current plan



Position

60077228

Gas Pipeline Safety Engineer

Abbr.

200000002309

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St..



Object



Relationships



Description

Department/Staff

Planned Compensation

Vacancy



Acct. Assignment Features



Authorities/Resources

Full Time Equivalent



Employee Group/Subgroup



Time period

☒ Period

From 01/01/1800 to 12/31/9999

☐ Today

☐ All

☐ From curr.date

☐ To current date



Select.

Step 3. Click **Enter** and verify the position displayed is the one you need to change.

Alert! Be vigilant on this step. A position number may already be present when you access the transaction, so be sure to review the position number and name to ensure they are correct.

Step 4. Within the Active tab:

- Scroll down the list of position infotypes and click the square in front of the **Address** row. There may or may not be a green check already present.
- In the Time Period area click into the **All** radio button and then click **Select**.

IMPORTANT! If there is no green check as described above, you will need to use the create function. Skip to step 11 below.

Image

Maintain Position

Menu                  

Plan version

01 Current plan

Position

60077228

Gas Pipeline Safety Engineer

Abbr.

200000002309

Active Planned Submitted Approved Rejected

Infotype Name	St..
Cost Planning	
Standard Profiles	
PD Profiles	
Cost Distribution	✓
Address	✓
Mail Address	
Job Evaluation Results	
Survey Results	
Qualification Management	
SAP Organizational Object	

Time period

☐ Period

From to

☐ Today

☒ All

☐ From curr.date

☐ To current date

☐ Current week

☐ Current month

☐ Last week

☐ Last month

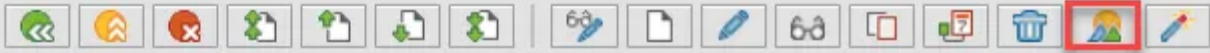
☐ Current Year

 Select.

Step 5. Click the **Overview** button.

Image

Maintain Position

Menu 

Plan version

Position Gas Pipeline Safety Engineer

Abbr.

Active Planned Submitted Approved Rejected

Infotype Name	St...
Cost Planning	
Standard Profiles	
PD Profiles	
Cost Distribution	✓
Address	✓
Mail Address	
Job Evaluation Results	
Survey Results	
Qualification Management	
SAP Organizational Object	

Time period

☐ Period

From to

☐ Today ☐ Current week

☒ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Current Year

 Select.

Step 6. Review the listed addresses and determine if the subtype needing the update exists. Clicking on the **Matchcode** button withing the **STy.** column will provide a key for the subtype numbers. In the example below, there are records for the **Main** and **Mailing Address** subtypes, but there is not one for the **Courier** subtype.

IMPORTANT! If the subtype needing the update does not exist, you will need to use the create function. Click the back button and proceed to step 11.

Image

List display with change Address (1028)

Menu 

Position Gas Pipeline Safety Engineer

Planning Status

Address 01 S 60077228 1

	STy.	Start Date	End date	Street/House	Cty	PostalCod	
	9001	07/01/2007	12/31/9999	430 N. Salisbury St. 2074M	US	27603	^
	9002	07/01/2007	12/31/9999	4325 Mail Service Center	US	27699	

Step 7. Select the current record (it will have an end date of 12/31/9999) of the applicable subtype by clicking on the square to the left of the record. Then click the **Copy** button.

Image

List display with change Address (1028)

Menu

Position

200000002309 Gas Pipeline Safety Engineer

Planning Status

Active

Address

01 S 60077228 1

	STy.	Start Date	End date	Street/House	Cty	PostalCod	
	9001	07/01/2007	12/31/9999	430 N. Salisbury St. 2074M	US	27603	
	9002	07/01/2007	12/31/9999	4325 Mail Service Center	US	27699	

Step 8. Input the **Validity** date of the new record then update the address as appropriate. Addresses should be contained within the **Street, PCode, City, Country**, and **Region** fields. The **Telephone no.** and **Fax number** fields also may be updated as necessary.

Image

Copy Address (1028)

Menu



Position

200000002309

Gas Pipeline Safety Engineer

Planning Status

Active

Validity

1/14/26

to

12/31/9999



Change Information

Address

01 S 60077228 1

Subtype

9001 Main Address

Record

1

of

2

Address suppl.

Dobbs

Street/House

3512 Bush St.

House number

2074M

Street

PCode/City

27609

Raleigh

Country

US USA

Region

NC

North Carolina

Telephone no.

919-707-0707

Fax number

866-292-4314

Distance in km.

Step 9. Click the **Save** button.

Image

Copy Address (1028)

Menu



Position

200000002309

Gas Pipeline Safety Engineer

Planning Status

Active

Validity

1/14/26

to

12/31/9999

 Change Information

Address

01 S 60077228 1

Subtype

9001 Main Address

Record 1 of 2

Address suppl.

Dobbs

Street/House

3512 Bush St.

House number

2074M

Street

PCode/City

27609

Raleigh

Country

US USA

Region

NC

North Carolina

Telephone no.

919-707-0707

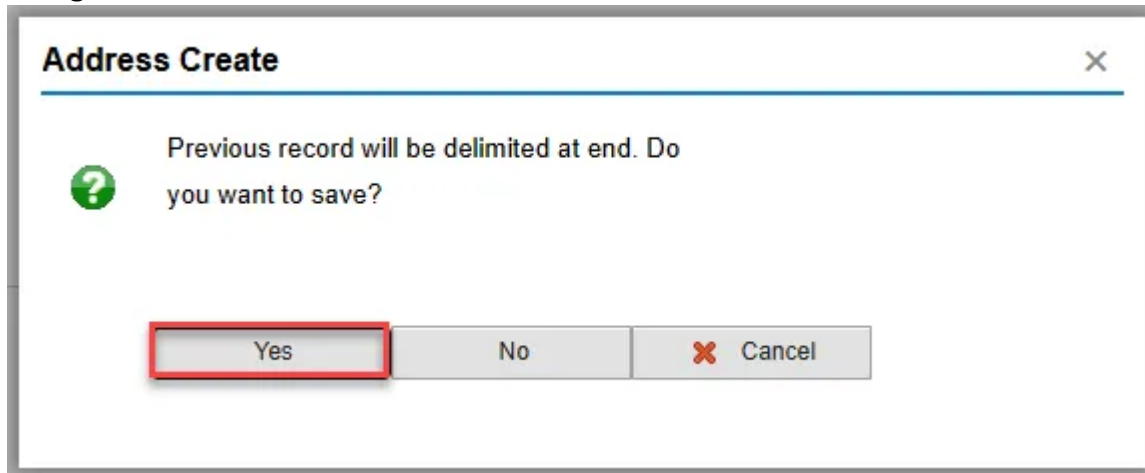
Fax number

866-292-4314

Distance in km.

Step 10. Click the **Yes** button to save the new data and delimit the previous record.

Image



Proceed to step 15.

Step 11. Begin at this step to **Create** a new address record.

From the PO13 position infotype overview screen, and with the **Address** infotype selected, click the **Create** button.

Image

Maintain Position

Menu



Plan version

01 Current plan



Position

60077228

Gas Pipeline Safety Engineer

Abbr.

200000002309

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St.



Cost Planning



Standard Profiles



PD Profiles



Cost Distribution



Address



Mail Address



Job Evaluation Results



Survey Results



Qualification Management



SAP Organizational Object



Time period

☐ Period

From

01/01/1800

to

12/31/9999

☐ Today

☐ Current week

☒ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



Select.

Step 12. From the dropdown menu, select the address **Subtype** being created.

Image

Create Address (1028)

Menu



Position

200000002309

Gas Pipeline Safety Engineer

Planning Status

Active

Validity

07/01/2007

to

12/31/9999



Change Information

Address

01 S 60077228 1

Subtype



- 9003 Courier
- 9002 Mailing Address
- 9001 Main Address

Address suppl.

Street/House

House number

Street

PCode/City

*

Country

*



Region

Telephone no.

Fax number

Distance in km.

Step 13. Input the **Validity** date of the new record then update the address as appropriate. Addresses should be contained within the **Street, PCode, City, Country,** and **Region** fields. The **Telephone no.** and **Fax number** fields also may be updated as necessary.

Image

Create Address (1028)

Menu         

Position Gas Pipeline Safety Engineer

Planning Status

Validity to [Change Information](#)

Address **01 S 60077228 1**

Subtype

Address suppl.

Street/House House number

Street

PCode/City

Country

Region

Telephone no.

Fax number

Distance in km.

Step 14. Click the **Save** button.

Image

Create Address (1028)

Menu ▾

▼



Position

200000002309

Gas Pipeline Safety Engineer

Planning Status

Active

Validity

1/14/26

to

12/31/9999

 Change Information

Address

01 S 60077228 1

Subtype

9003 Courier ▼

Address suppl.

Street/House

1414 MSC

House number

Street

PCode/City

27699

Raleigh

Country

US USA ▼

Region

NC

Telephone no.

Fax number

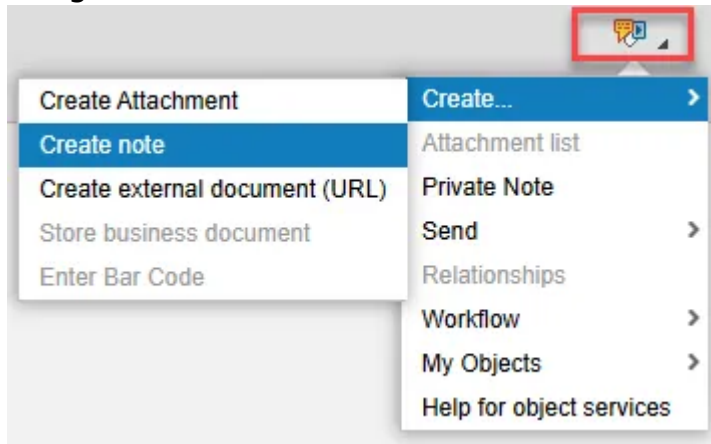
Distance in km.

Step 15. Review to ensure that the address change was implemented correctly. With the **Address** infotype selected, click the **Overview** button.

Step 16. Observe the address subtype that has been updated or created.

Step 17. **Optional step:** Include a note. Click on the right side of the **Services for Object** button. In the resulting drop-down menu, hover over the **Create** option and then choose **Create Note**.

Image



Note: Although a note is not required when updating a position's Address, OSC staff recommends that one be created, nonetheless.

Enter in today's date and your name (or initials) and a brief note with information used to justify the change.

Click the **Green check** to save your note.

Step 18. Click the **Back** button.

The system task is complete.

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