



## CHANGE POSITION ADDRESS BUSINESS PROCESS PROCEDURE OM-35 | TRANSACTION PO13

OM

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 <https://www.ncosc.gov/training/hr-payroll-help-documents>.

- **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.

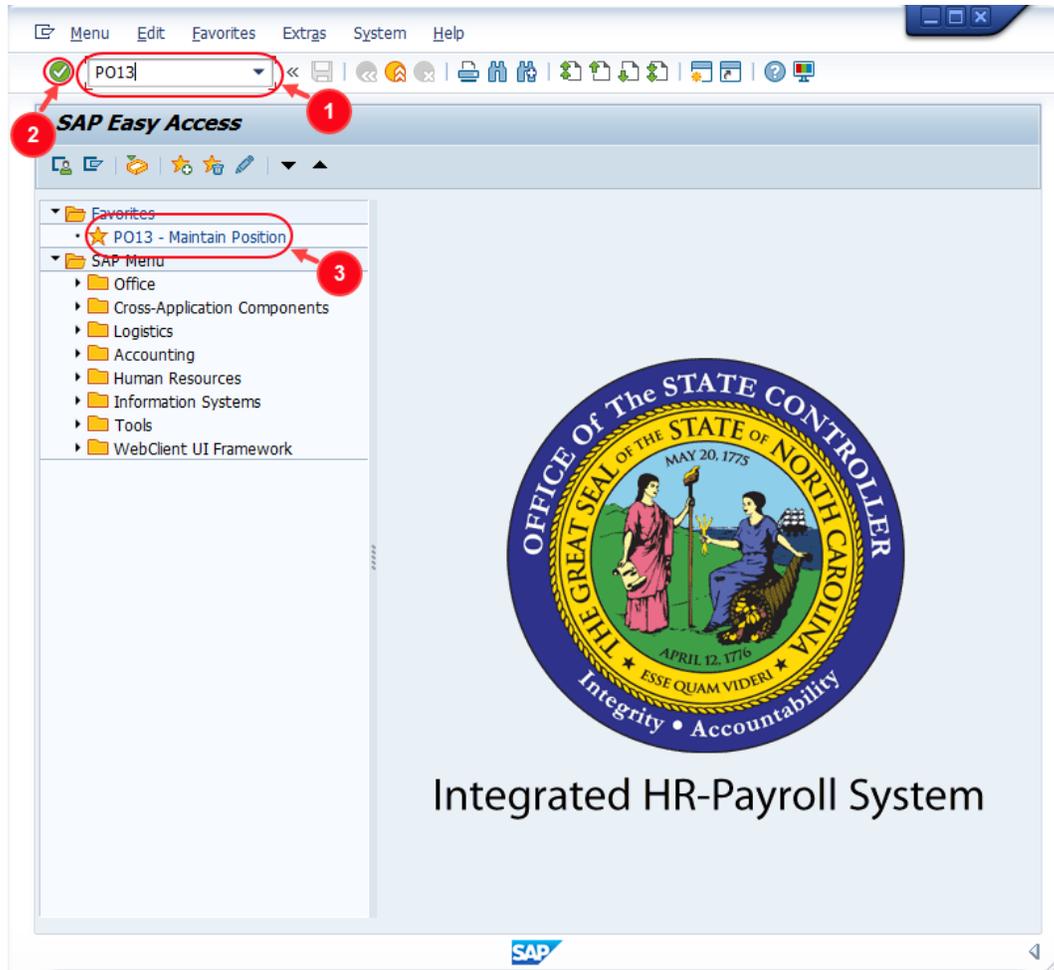
### **Access Transaction:**

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

**Via Transaction Code:** PO13

## Procedure

1. Type PO13 in the command field (1). Hit enter on your keyboard or click the **Enter**  button (2). Also, you can double click it from your favorites folder if you've previously saved it there (3). See the information block below the screen shot for a quick tutorial on adding the transaction.



### Information

You may want to enter this transaction code in your Favorites folder.

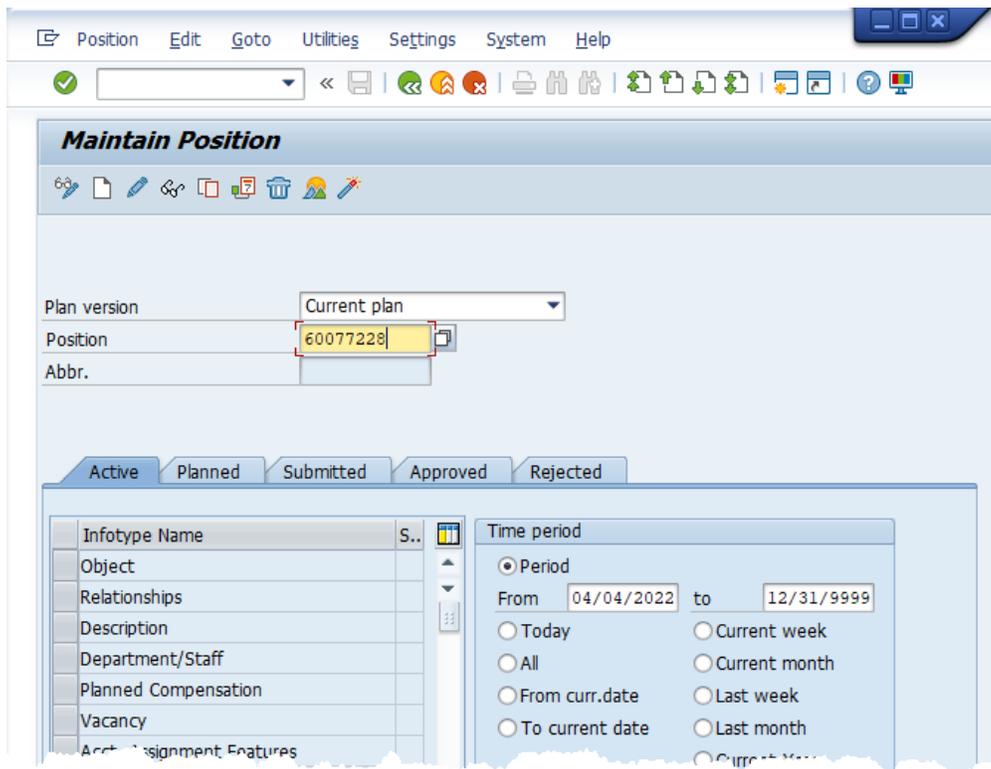
- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **PO13**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

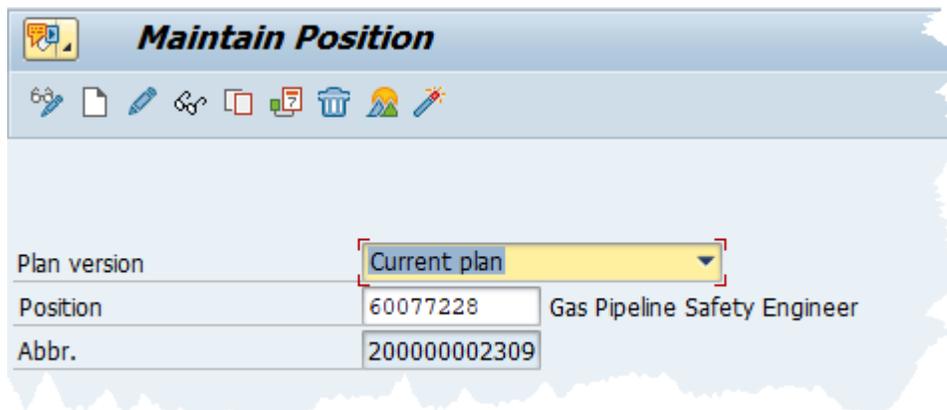
Review the [Favorites Folder](#) training document for more tips and features!

- Input the position number that needs updating. This document will use 60077228 from the OSC training environment. [Access client 899](#) to follow along in a “live” system.



- Click the **Enter** button  and verify the position displayed is the one you need to change.

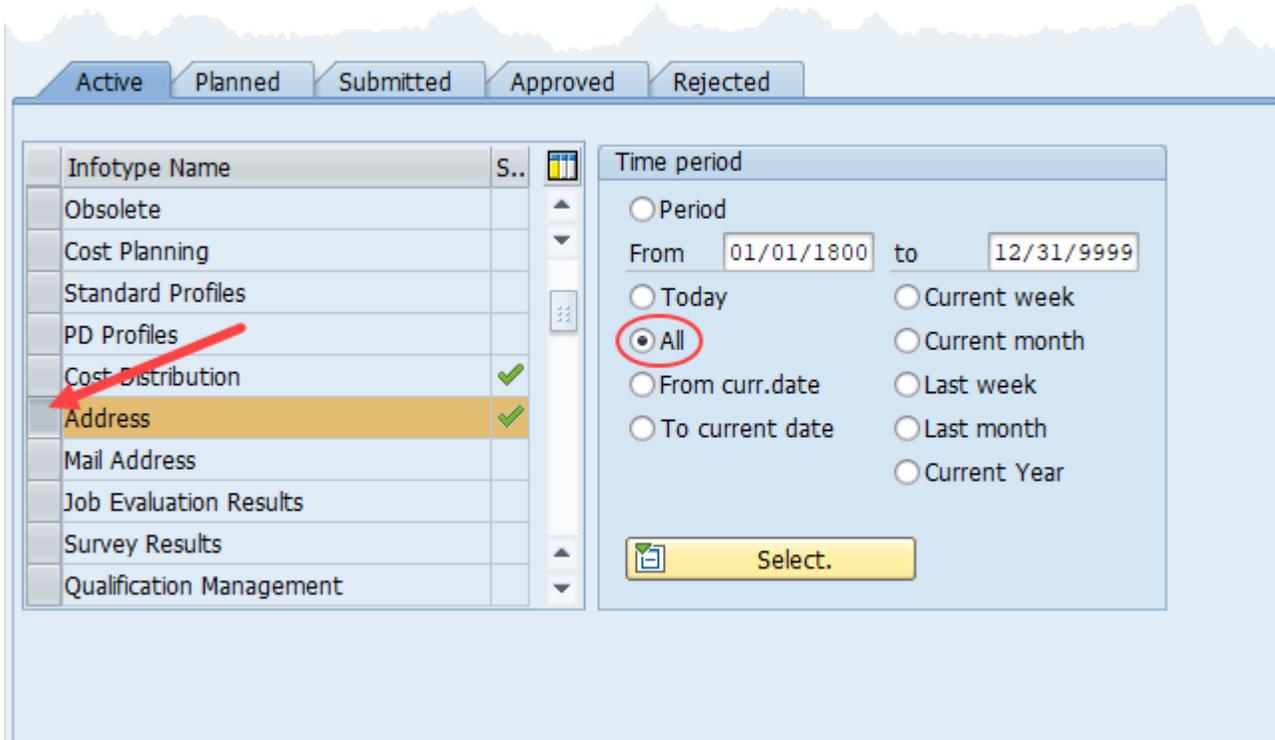
**Alert!** Be vigilant on this step. A position number may already be present when you access the transaction, so be sure to review the position number and name to ensure they are correct.



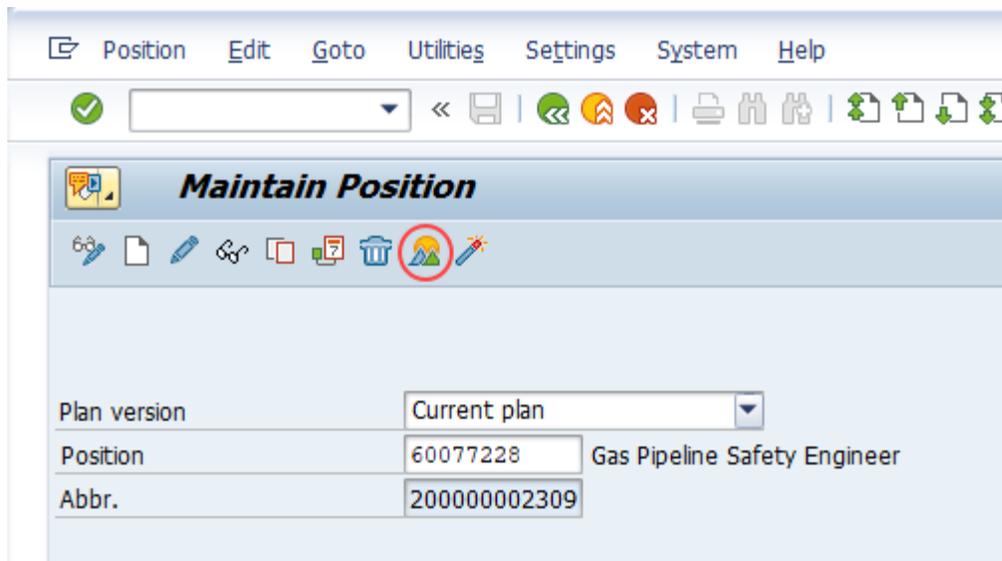
4. Within the Active tab:

- 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**  **Select.**

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

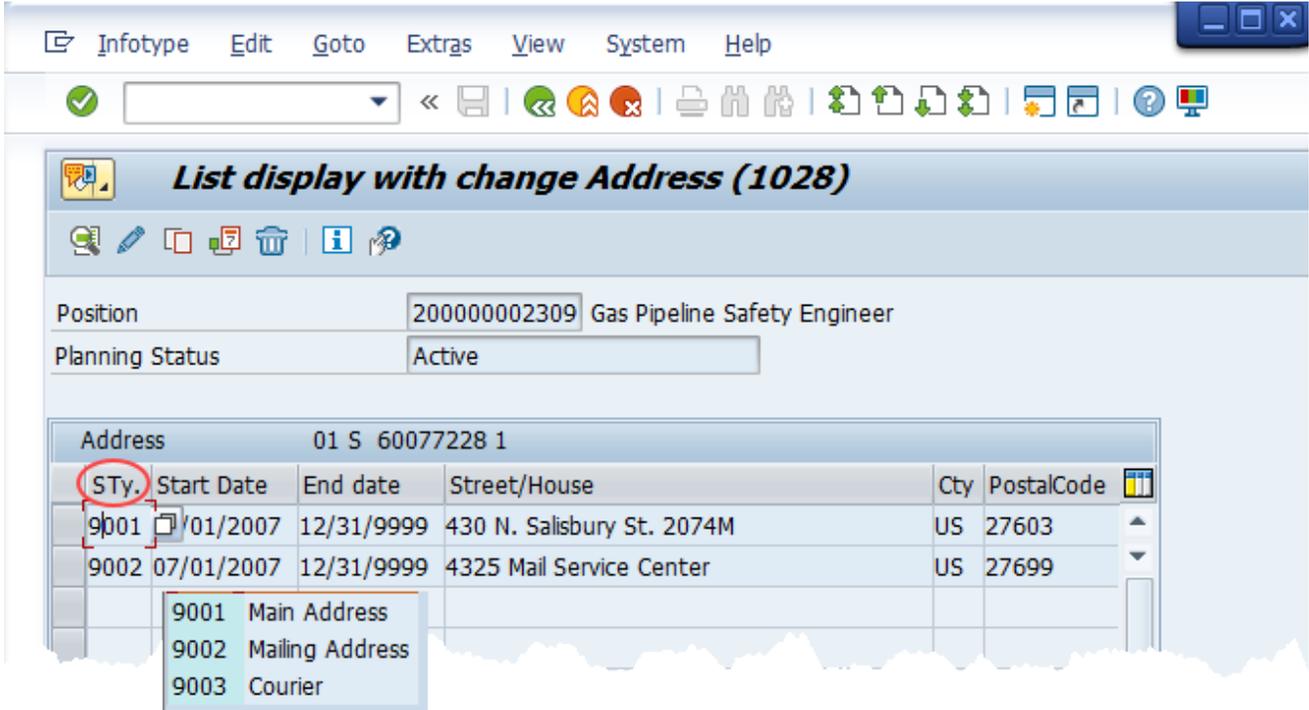


5. Click the **Overview** button .



- 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.

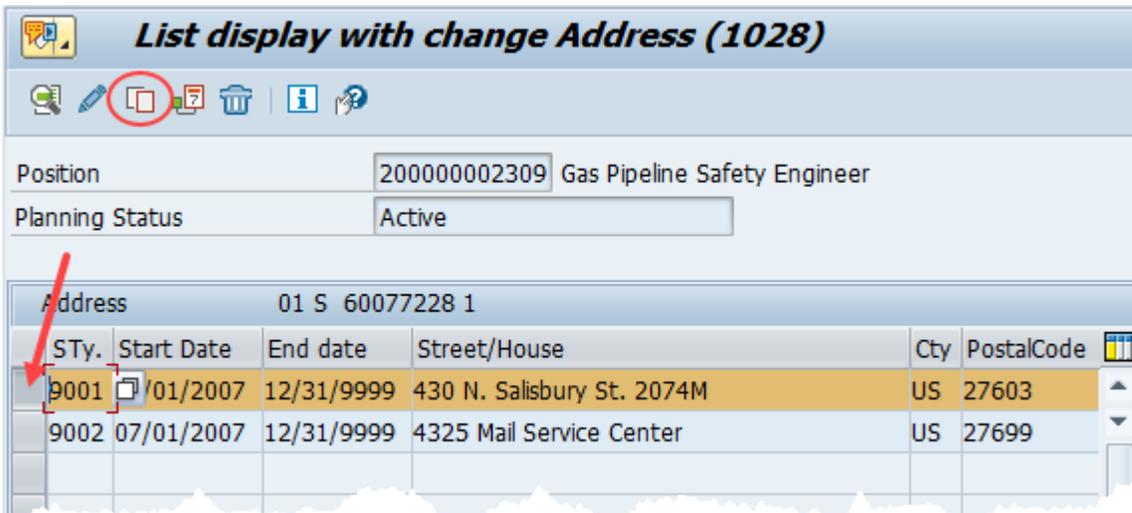


Position: 200000002309 Gas Pipeline Safety Engineer  
 Planning Status: Active

Address	01 S	60077228 1				
STy.	Start Date	End date	Street/House	Cty	PostalCode	
9001	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	

9001 Main Address  
 9002 Mailing Address  
 9003 Courier

- 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 .



Position: 200000002309 Gas Pipeline Safety Engineer  
 Planning Status: Active

Address	01 S	60077228 1				
STy.	Start Date	End date	Street/House	Cty	PostalCode	
9001	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	

- 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.

**Copy Address (1028)**

Position: 200000002309 Gas Pipeline Safety Engineer  
 Planning Status: Active  
 Validity: 5/1/22 to 12/31/9999 Change Information

Address: 01 S 60077228 1  
 Subtype: Main Address Record 1 of 2

Address suppl.:   
 Street/House: 3512 Bush St. House number:   
 Street:   
 PCode/City: 27609 Raleigh  
 Country: USA  
 Region: NC North Carolina

Telephone no.: 919-707-0707  
 Fax number: 866-292-4314  
 Distance in km.:

- Click the **Save** button 

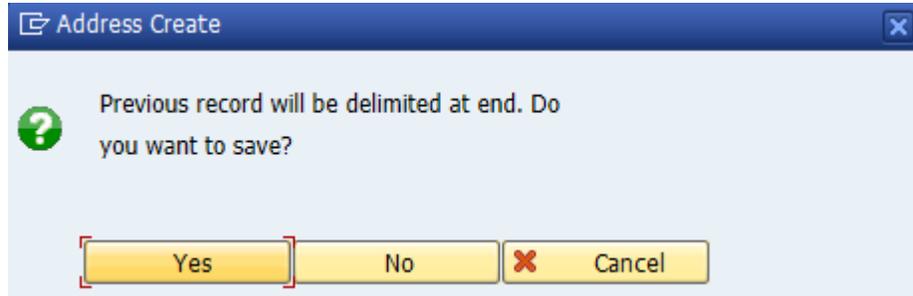
Infotype Edit Goto Extras View System Help



**Copy Address (1028)**

Position: 200000002309 Gas Pipeline Safety Engine  
 Planning Status: Active  
 Validity: 5/1/22 to 12/31/9999

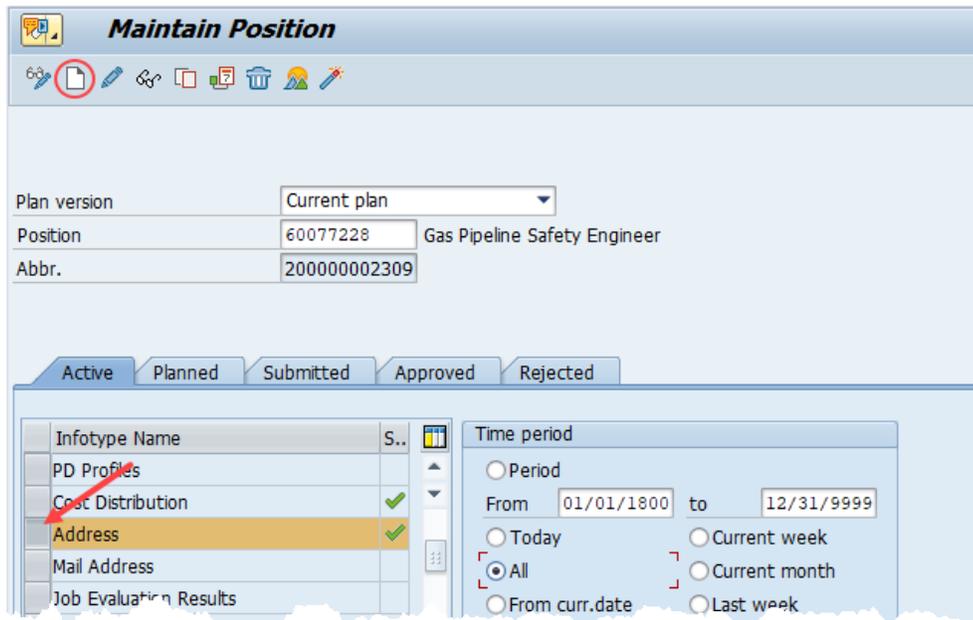
10. Click the **Yes** button to save the new data and delimit the previous record.



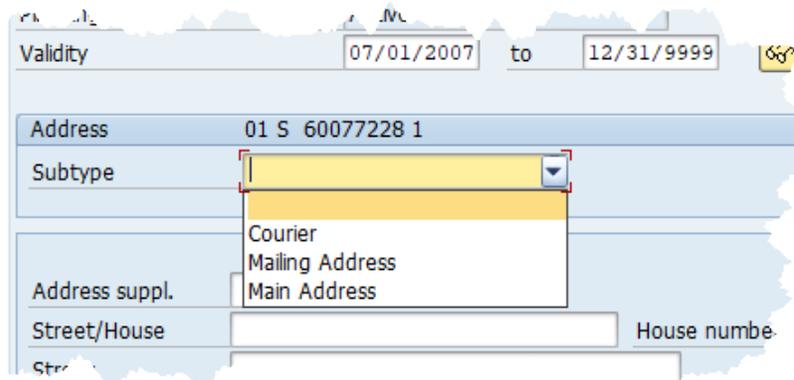
Proceed to step 15.

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.



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



- 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.

**Create Address (1028)**

Position: 200000002309 Gas Pipeline Safety Engineer  
 Planning Status: Active  
 Validity: 5/1/22 to 12/31/9999 Change Information

Address: 01 S 60077228 1  
 Subtype: Courier

Address suppl.:   
 Street/House: 1414 MSC House number:   
 Street:   
 PCode/City: 27699 Raleigh  
 Country: USA  
 Region: NC North Carolina

Telephone no.:   
 Fax number:   
 Di:  - km:

- Click the **Save** button .

Infotype Edit Goto Extras View System Help

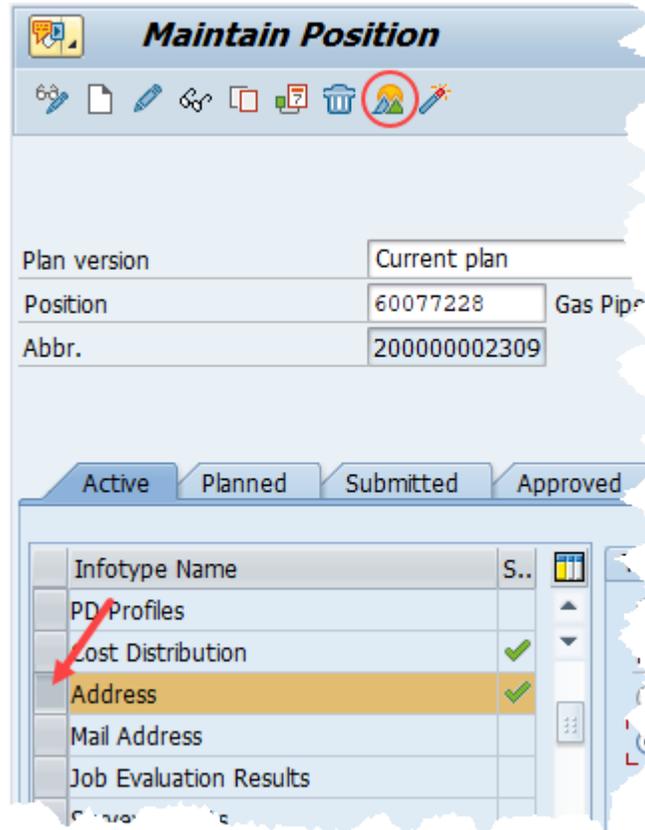


**Create Address (1028)**

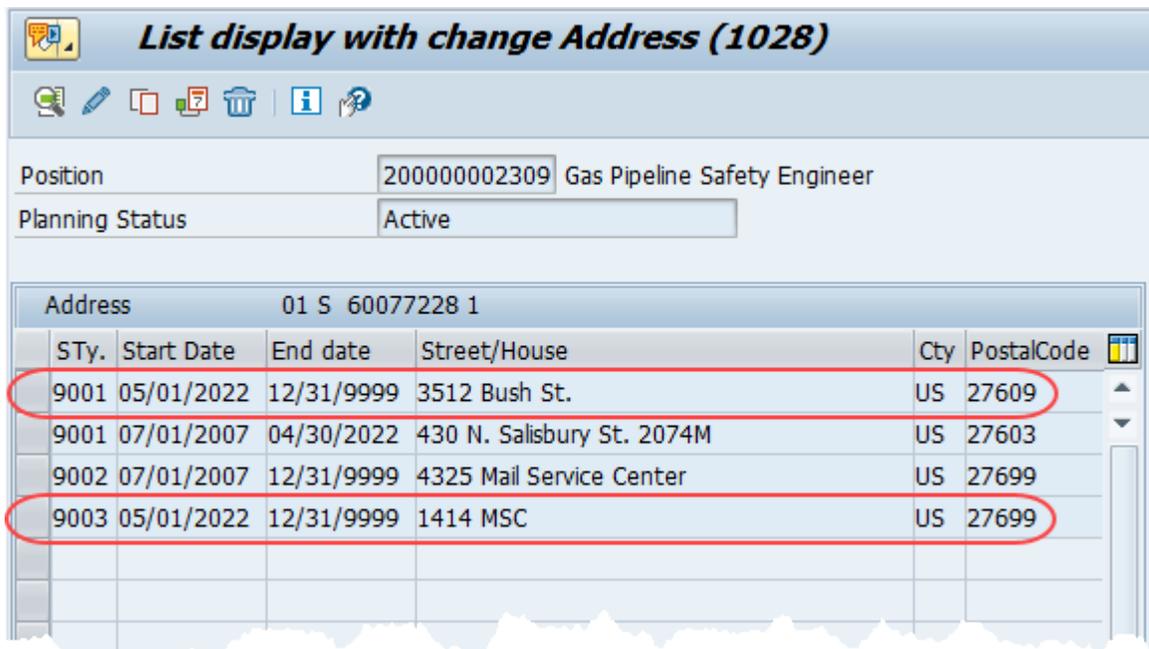
Position: 200000002309 Gas Pipeline Safety Engineer  
 Planning Status: Active  
 Validity: 5/1/22 to 12/31/9999 Change Information

Address: 01 S 60077228 1  
 Subtype: Courier

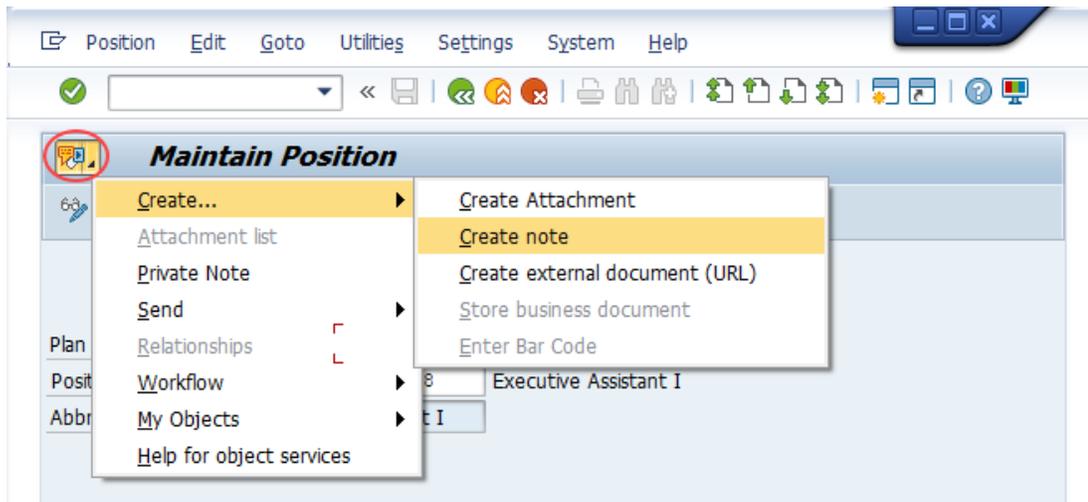
- Review to ensure that the address change was implemented correctly. With the **Address** infotype selected, click the **Overview** button .



- Observe the address subtype that has been updated or created.



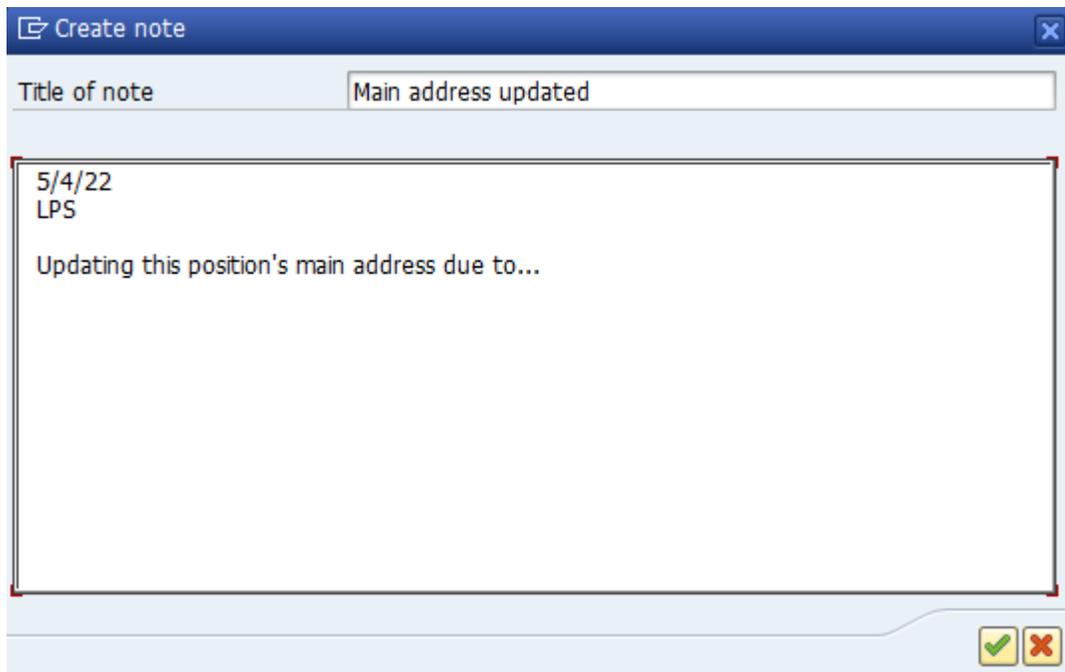
17. **Optional step:** Include a note. Click on the right side of the **Services for Object**  button. In the resulting drop-down menu, hover over the **Create** option and then choose **Create Note**.



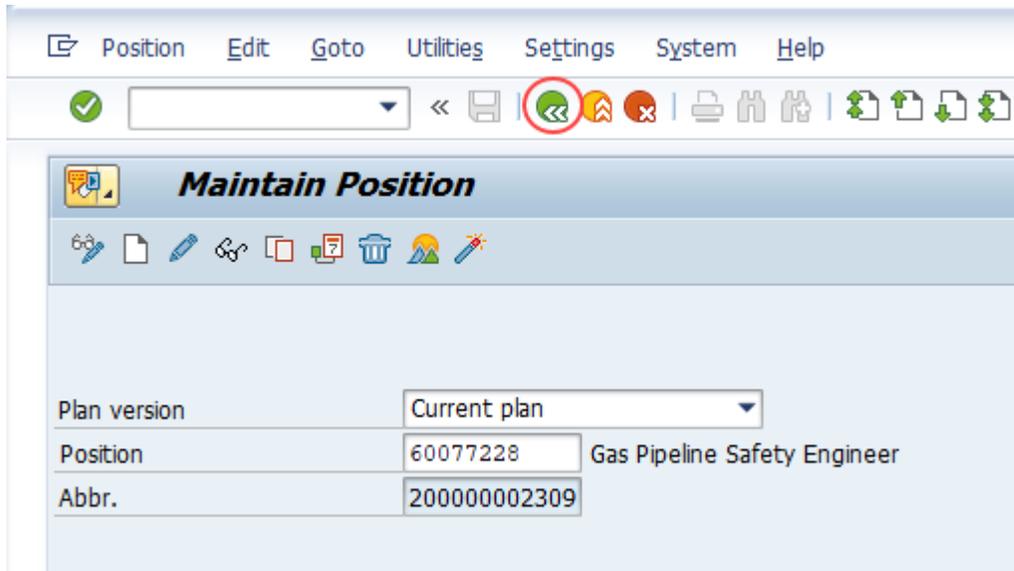
**Note:** Although a note is not required when updating a position’s Address, OSC staff recommends that one be created, nonetheless.

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.



18. Click the **Back** button .



<b>Maintain Position</b>	
Plan version	Current plan
Position	60077228 Gas Pipeline Safety Engineer
Abbr.	200000002309

The system task is complete.

### Change Record

- 12/10/12 – New format and screen captures – Dana Lyle
- 11/4/21 – Updated format and assigned reference number – Claire Ennis
- 8/1/22 – Re-written for accessibility, clarity, and updated screen shots. – Doug Genzlinger
- 1/28/25 – Updated links to point to new OSC website - Doug Genzlinger