



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

- **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

Type PO13 in the command field (1). Hit enter on your keyboard or click the Enter Substance 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.





2. Input the position number that needs updating. This document will use 60077228 from the OSC training environment. <u>Access client 899</u> to follow along in a "live" system.

Position	<u>E</u> dit	<u>G</u> oto	Utilitie <u>s</u>	Set	tings	S <u>v</u> stem	<u>H</u> elp			
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Mainta	in Pos	ition								
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Plan version Position Abbr. Active	Plann	ed	Curren	t plan 228	Approv	ed Reje	ected			
Infotype	Name			S.	. 🔲	Time per	od			
Object					•	Perio	d			
Relations	hips				-	From	04/04/2022	to	12/31/99	999
Descripti	on					O Toda	у	OCurre	ent week	
Departm	ent/Staff	f						OCurre	ent month	
Dhonod	-									
Planneu	Compens	ation				OFrom	curr.date	OLast	week	
Vacancy	Compens	sation				○From ○To c	curr.date urrent date	○Last ○Last	week month	

3. 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.

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Dbp version	Current php	T
Position	60077228	Gas Pipeline Safety Engineer
Abbr.	20000002309	

- 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.

Infotype Name	S.,		Time period	
Obsolete		*	○ Period	
Cost Planning		-	From 01/01/1800	to 12/31/9999
Standard Profiles			○ Today	O Current week
PD Profiles		22		○ Current month
Cost Distribution	 Image: A start of the start of		From curr.date	◯Last week
Address	 Image: A second s		O To current date	◯ Last month
1ail Address				O Current Year
ob Evaluation Results				
Survey Results			Select.	
Qualification Management		-	La bolter	

5. Click the **Overview** button Δ .

Le Position	<u>E</u> dit	<u>G</u> oto	Utilitie <u>s</u>	Se <u>t</u> tings	S <u>y</u> stem	<u>H</u> elp	
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						_	
Plan version			Current p	olan	Ŧ]	
Plan version Position			Current ¢	olan 8 Gat	▼ s Pipeline Saf] fety Engin	eer

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.

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1	List	dis	play wi	th ch	ange	Addres	s (1	028)				
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Position			[200000	002309	Gas Pipelin	e Safe	ty Engine	er			
Planning S	Status			Active								
Addres	5		01 S 600	077228 :	L							
STy.	Start Da	ate	End date	Stree	et/House	e			Cty	PostalCode		
9001	J/01/2	007	12/31/999	9 430 1	V. Salisbu	ury St. 207	4M		US	27603	٠	
9002	07/01/2	007	12/31/999	9 4325	Mail Ser	vice Cente	r		US	27699	-	
	9001	Main	Address									
	9002	Mailir	ng Address	1								
	9003	Cour	ier				-					

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 .

📃 List display w	ith change Address (1028)			
9 🖉 🗇 🗊 🗎 🖗				
Position	20000002309 Gas Pipeline Safety Engineer			
Planning Status	Active			
Address 01 S 60	077228 1			
STy. Start Date End date	Street/House	Cty	PostalCode	•
9001 0/01/2007 12/31/99	99 430 N. Salisbury St. 2074M	US	27603	*
9002 07/01/2007 12/31/99	99 4325 Mail Service Center	US	27699	-

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.

Р . Сору А	Address (1028)
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Position Planning Status Validity	20000002309 Gas Pipeline Safety Engineer Active 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 Street PCode/City Country Region	3512 Bush St. House number 27609 Raleigh USA NC North Carolina
Telephone no.	919-707-0707
Fax number	866-292-4314
Distance in km.	

9. Click the **Save** button \square .

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19 . Сор	y Address (1	028)	
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Position	200	000002309 Gas	Pipeline Safety Engin
Planning Status	Acti	ve	

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.

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Plan version	Current plan	•	
Position	60077228	Gas Pipeline Safety Engineer	
Abbr.	20000002309		
Active Planned S	ubmitted App	proved Rejected	
Infotype Name	S.,	Time period	
PD Profiles		OPeriod	
Cost Distribution	 Image: A second s	From 01/01/1800 to 12/31/9999	
Address	× .	O Today O Current week	
Mail Address		Current month	
Job Evaluation Results		OFrom curr.date OLast week	

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

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Validity	07/01/2007 to 12/31/9999 66
Address	01 S 60077228 1
Subtype	
	Courier
	Mailing Address
Address suppl.	Main Address
Street/House	House numbe
Str	

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.

Reate	Address (1028)
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Position	20000002309 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 - Im	

14. Click the **Save** button 层.

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ess (1028)		
2000000230	9 Gas Pipeline Sa	afety Engineer
Active		
5/1/22	to 12/31	/9999 😽
	2000000230 Active 5/1/22	20000002309 Gas Pipeline Sa Active 5/1/22 to 12/31

15. Review to ensure that the address change was implemented correctly. With the **Address** infotype selected, click the **Overview** button 2.

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	Current plan	
Position	60077228	Gas Pipe
Abbr	2000000230	9
	2000000200	
Active Planner	d Submitted A	pproved
Active Planner	d Submitted A	pproved
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Active Planner Infotype Name PD Profiles	d Submitted A	pproved
Active Planne Infotype Name PD Profiles ost Distribution	d Submitted A	pproved
Active Planne Infotype Name PD Profiles cost Distribution Address	d Submitted A	pproved
Active Planne Infotype Name PD Profiles ost Distribution Address Mail Address	d Submitted A	pproved
Active Planner Infotype Name PD Profiles Cost Distribution Address Mail Address Job Evaluation Rese	d Submitted A	pproved

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

2		List dis	play witl	h change Address (1028)			
ę		li 🕫 💼	i 🔗				
Po	sition		20	0000002309 Gas Pipeline Safety Engineer			
Pla	anning	Status	Ac	tive			
	Addrov		01 5 6007	7220 1			
	Addres	55	015 6007.	/228 1			
	STy.	Start Date	End date	Street/House	Cty	PostalCode	
C	9001	05/01/2022	12/31/9999	3512 Bush St.	US	27609	*
	9001	07/01/2007	04/30/2022	430 N. Salisbury St. 2074M	US	27603	-
	9002	07/01/2007	12/31/9999	4325 Mail Service Center	US	27699	
C	9003	05/01/2022	12/31/9999	1414 MSC	US	27699	
	1						

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** do save your note.

🔄 Create note		X
Title of note	Main address updated	
		_
5/4/22 LPS		
Updating this position's mair	address due to	
		×

18. Click the **Back** button **@**.

Position [Edit <u>G</u> oto	Utilitie <u>s</u> Se	ttings	System	<u>H</u> elp	
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Plan version		Current plan		•		
Plan version Position		Current plan	Gas	▼ Pipeline Safe	ety Engined	er

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