

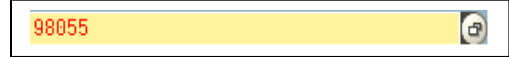
## Change Employee Address or Telephone Number (PA30)

From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of **PCSB > Human Resources**  
Double Click on **PA30 – Change Employee Address or Phone Number**

The **Maintain HR Master Data** screen is *displayed*.

- Type the **Personnel Number** in Personnel no Box, if you know it
- Press **Enter** or Click the **Green Check**



### If you Do Not know the Personnel Number:

- Click the **Search Help** Icon to the left of the Personnel no.

### If the Folder N: Last Name – First Name does not display:

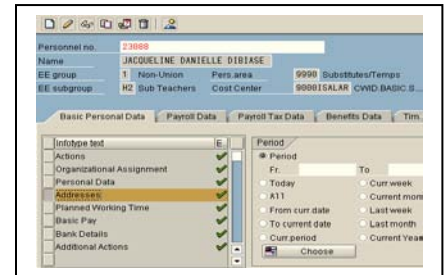
- Click the **left/right arrows** to *display* the **selectable folders**
- Click on the **folder N: Last Name – First Name**
- Type the **Last Name** or **part of the Last Name** followed by an **asterisk (\*)**
- Press **Enter** or Click the **Green Check**
- Double Click on the desired **Name**

The desired employee's personnel number will populate the Personnel no field.

- Press **Enter** to Display the Employees Name
- Click the **Gray Box** to the left of Addresses to highlight
- Click the **Overview** Icon on the toolbar



- Click the **Gray Box** to the left of the most recent information to highlight
- Click the **Copy** Icon on the toolbar



The **Copy Addresses (0006)** screen is *displayed*.

**Note:** When copying to change address or phone#: - After payroll has run in the current month the start date of the new record cannot be backdated to a prior month, the start date needs to be the first of the next month.

- Type the **Start Date**
- Replace **Address** on Address line 1 with the new Address, **IMPORTANT:** Address must be typed in **ALL CAPS**
- Replace the **Telephone Number** with the new Telephone Number
- Click the **Save** Icon

### A Warning message will appear at the bottom left of the screen:

**! Record valid from XX/XX/2004 to 12/31/9999 delimited at end**



This message simply means that you wish to “delimit” to keep the old record and add the new one.

- Click the **Save** Icon again

### A message will appear at the bottom left of the screen:



A New Record has been created and SAP maintains the historical data