

HRMS

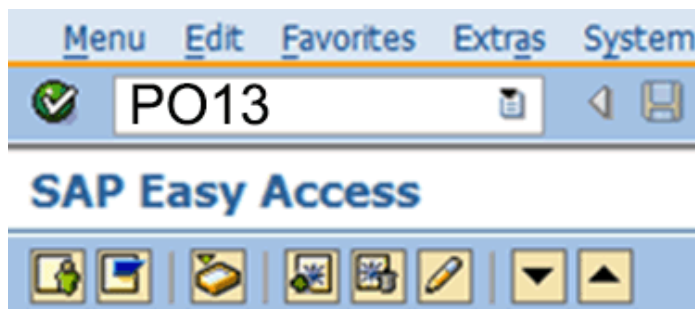
Position – Maintain Address

Use this infotype to identify the Duty Station (facility) where a position is assigned, per the Governor’s [Executive Order 16-07 Building a Modern Work Environment](#).

Roles: Personnel Administration Processor, Organizational Management Processor, Organizational Management Inquirer, Personnel Administration Inquirer, Personnel Administration Supervisor, and Payroll Processor.

Note: Field definitions can be accessed within HRMS by pressing the “F1” key on the keyboard, or via [On Line Quick Reference \(OLQR\)](#), [HRMS Data Definitions Resource Guide](#), and [Glossary](#).

1. Enter transaction code “**PO13**” in the command field and click the **Enter** (✓) button or press **Enter** on the keyboard.



2. To Create/Modify/Change the **Address (1028)** infotype:

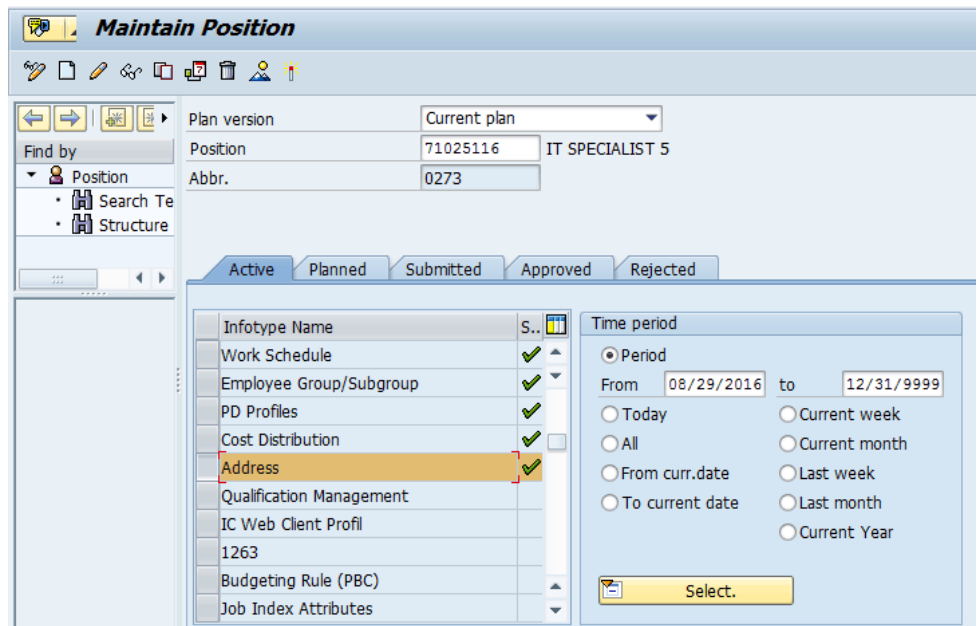
The following fields are mandatory:

- **Plan version**
- **Position**

Click on the **gray box** in front of **Address**.

Click on one of the following:

- **Create** (□) or **F5** on the keyboard
- **Copy** (□) or **F9** on the keyboard
- **Change** (✎) or **F6** on the keyboard



Position – Maintain Address (cont.)

3. Complete the **Address (1028)** fields.

The following field(s) will default as selected, but may be changed:

- **Validity Start Date**
- **Validity to Date**

The following field is mandatory:

- **UFI Code** (Unique Facility Indicator)

Create Address

Position: 0273 IT SPECIALIST 5
Planning Status: Active
Validity: 09/27/2016 to 12/31/9999 Change Information

Address: 01 S 71025116 1
Subtype: Main address

Duty Station Address

UFI Code:
Address 1:
Address 2:
City:
State:
Zip Code:
County:
Country:

Address suppl.:
House number:
Telephone no.:
Fax number:
Distance in km.:

Tip

- The Unique Facility Indicator (UFI) Code is assigned to all state facilities listed in the State's Facilities Inventory maintained by the Office of Financial Management (OFM). The UFI Code identifies the Duty Station (facility) where a position is assigned and/or where an employee is assigned to conduct work.
- A position and/or employee may be Home-based. This means they are assigned to their home as the Duty Station. In these cases, the appropriate Home-based UFI Code should be selected. This is different from full-time Telework where the employee is still assigned to a state agency location as their Duty Station.
- When working with the UFI Code field you can use the matchcode button to find the UFI code assigned to the position's duty station address. Refer to Steps 4-7.

4. A list of UFI Codes are available by clicking the matchcode by the UFI Code field.


Duty Station Address


UFI Code:

Address 1:
Address 2:
City:
State:
Zip Code:
County:
Country:

Position – Maintain Address (cont.)

5. Click on the yellow bar with the triangle to search for a UFI Code assigned to a position's duty station address.

6. Enter Address information on the screen. If address information is unknown, you can start the address information and enter an asterisk (*). Click the green check () to begin search.

7. Click on the green check () to accept the correct address.

- If results return more than one entry, select the correct address.
- If there is only one entry, will be selected by default.

The UFI Code field will display the code you selected.

UFI Code (1) 5000 Entries found

Restrictions

UFI	Address Line 1	Address Line 2	City	County	Zip Code	State	Co
A00003	1523 BROADWAY		SEATTLE	KING	98122	WA	US

UFI Code (1) 5000 Entries found

Restrictions

Country

State

Zip Code

County

City

Address 2

Address 1

UFI Code

Maximum No. of Hits

UFI Code (1) 1 Entry found

Restrictions

UFI	Address Line 1	Address Line 2	City	County	Zip Code	State	Country
A10186	1500 JEFFERSON ST SE		OLYMPIA	THURSTON	98501	WA	US

Duty Station Address

UFI Code

Address 1

Address 2

City

State

Zip Code

County

Country

Position – Maintain Address (cont.)

8. Click the **Enter** (✓) button or press Enter on the keyboard.

The following fields will auto-populate once you click Enter:

- **Address 1**
- **Address 2**
- **City**
- **State**
- **Zip Code**
- **County**
- **Country**

The following fields are optional:

- **Address Suppl.**
- **House number**
- **Telephone no.**
- **Fax number**
- **Distance in km.**

9. Click **Save** (💾)

10. You have successfully completed the Position Address procedure.

Duty Station Address	
UFI Code	A10186
Address 1	1500 JEFFERSON ST SE
Address 2	
City	OLYMPIA
State	WA
Zip Code	98501
County	THURSTON
Country	US
Address suppl.	
House number	
Telephone no.	
Fax number	
Distance in km.	

Tip

- The Position's UFI Code and Duty Station Address will automatically display on the employee's Organizational Assignment (0001) infotype. If the employee is assigned to a Duty Station other than their assigned Position Duty Station, update the UFI Code of the Employee on Duty Station Address (9105). If there is an override to the position Duty Station Address on the employee's record, a box will display the following note on the Organizational Assignment (0001) infotype:

Note: There is an active employee Duty Station override on position's Duty Station address. View Duty Station Address (9105) for further details."

- Make note of the position's UFI County and update the Duty Station County on the position's Job Attributes (1660) infotype using transaction code PO13. The UFI County and Duty Station County should match.