

Savings Bond Address Change

PA30

Purpose

To change the mailing address on a savings bond.

Trigger

Bonds are being mailed to an incorrect address or employee wants to change the address.

Prerequisites

Employee has requested in writing that the address of a bond be changed.

Menu Path

- Human Resources à Personnel Management à Administration à HR Master Data à Maintain

Transaction Code

- PA30

Procedure

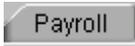


Maintain HR Master Data

1. Complete the following field:
 - **Personnel no.**
2. Click  (Enter) to validate the information.



Maintain HR Master Data

3. Click the  tab.
4. Click the gray box to the left of .
5. Click  (Overview).



Overview Bond Denominations

6. Click gray box to the left of the record to be changed.
7. Click  (Change)
 - **To Date – Last day of payroll period following the last pay date processed.**
For example: pay date 12/11/06 has passed, use 12/15/06 as the To Date.

Personnel No.	<input type="text"/>	Name	<input type="text"/>
PersArea	3101	DOC - Headquarters	EEGroup 0 Permanent
PSubarea	0002	WMS	EESubgroup 00 Hourly (H) OT Exempt Status Active
Start	07/01/2006	to	09/15/2006 Chg. 10/13/2006 CALC



8. Click  (Enter) to validate the information. (Do this until prompted to save)
9. Click  (Save) to save.



Maintain HR Master Data

10. Click the gray box to the left of 
11. Click  (Overview).
12. Highlight the newly ended record.
13. Click  (Copy)
 - **Start Date – One day after the previously entered To Date.**
 - **To Date – 12/31/9999**
 - **Address – Enter updated address.**
14. Click  (Enter) to validate the information. (Do this until prompted to save)
15. Click  (Save) to save.