



## QRG – Create a Remote Work Address

Maintaining the SAP Remote Work Address screen is important to ensure accurate tax information.

### Entry

- Access transaction **PA30**
- Select the **addresses screen** (screen 6), and the create icon.

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there are icons for creating, editing, deleting, and other functions. A red arrow points to the 'Create' icon (a yellow folder with a plus sign). Below the icons, there are input fields for 'Person ID', 'Name', 'EE group' (set to 'A Staff'), and 'EE subgroup' (set to '05 Non-Exempt 40 h.'). Below these fields are tabs for 'UK Personal Data', 'UK Payroll Data', 'UK Benefits', and 'UK'. The 'UK Personal Data' tab is active, and within it, the 'Addresses (0006)' sub-tab is selected and highlighted in orange. Other sub-tabs include 'Infotype Text', 'Actions (0000)', 'Personal Data (0002)', and 'Organizational Assignment (0001)'. Each sub-tab has a green checkmark next to it, indicating it is active or available.

- From the Address type selection box select **Remote Work Address** and enter the applicable address.

The screenshot shows the 'Address' entry form in SAP. The 'Address type' dropdown is set to '14 Remote Work Address'. The 'Care Of' field is empty. 'Address Line 1' contains '123 Rockstar Lane'. 'Address Line 2' is empty. 'City' is 'Georgetown'. 'State/zip code' is 'KY Kentucky' with '40324' in the adjacent field. 'Country Key' is 'US United States'. 'Telephone Number' is '859 257-7777'.

Address type	14 Remote Work Address	
Care Of		
Address Line 1	123 Rockstar Lane	
Address Line 2		
City	Georgetown	
State/zip code	KY Kentucky	40324
Country Key	US United States	
Telephone Number	859	257-7777