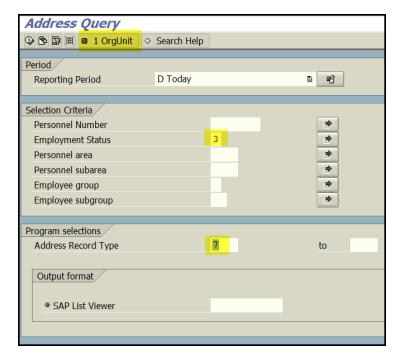Maintaining the SAP work address screen is important so that Outlook, Teams, and UK Directory information will be accurate. Accurate directory information makes it possible to easily access contact information for employees. CAFE department HR Administrators should utilize SAP transaction ZHR_Addresses in order to routinely review the information for accuracy.

Setting the Criteria

- Access transaction: ZHR_Addresses
- Select your organization unit(s), enter the Employment Status field, and enter "**7**" in the Address Record Type field.

Running the Report

- Click the Execute icon.

Viewing the Data

The report will be displayed. At this point a review can be completed to identify missing/inaccurate information.

Pro Tip: It is important that campus speed sorts and work telephone numbers are entered in SAP. This information populates the directory.

Street and House Number	City	Region (State, Province, Co...	Postal code	Telephone no.
Gluck Equine Research	Lexington	Kentucky	40546	
... Ag Science North	Lexington	Kentucky	405460091	