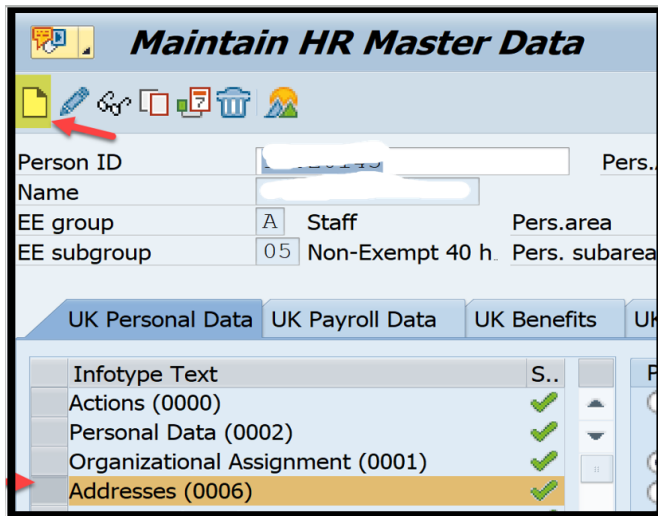Maintaining the SAP Remote Work Address screen is important to ensure accurate tax information.

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

Maintain HR Master Data

Person ID		Pers..
Name		
EE group	A Staff	Pers.area
EE subgroup	05 Non-Exempt 40 h	Pers. subarea

UK Personal Data | UK Payroll Data | UK Benefits | UK

Infotype Text	S..	
Actions (0000)	✔	
Personal Data (0002)	✔	
Organizational Assignment (0001)	✔	
Addresses (0006)	✔	

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

Address

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