

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. Martin-Gatton 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 the applicable organization unit(s), enter the **Employment Status** field, and enter “7” in the **Address Record Type** field.

The screenshot shows the SAP 'Address Query' interface. At the top, there are navigation icons and a '1 OrgUnit' dropdown. Below that is a 'Period' section with 'Reporting Period' set to 'D Today'. The 'Selection Criteria' section contains several fields: 'Personnel Number', 'Employment Status' (set to '3'), 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'. To the right of these fields are arrows for selection. The 'Program selections' section has 'Address Record Type' set to '7'. The 'Output format' section has 'SAP List Viewer' selected.

**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 and is used for creating listservs.

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	