

ADDRESS CHANGES – HOW TO PROCESS IN PPDB SYSTEM

Revised: January 14, 2014

Address Changes in PPDB are done on the PBED screen using PA code 230. PA code 230 allows you to process an address change and other fields on the F1 screen including Last name, First Name, Middle Name, Suffix, Preferred name, Previous Name (1) & (2), Address 1 & 2, City, State, and Zip. If you need to change Home phone and the other fields on that screen, you will need to add the PA code 231.

If employee is a current employee(not separated), you must use the effective date of the address change in the current month. If you use an effective date in a previous month you will receive this error: **E0354-EFF DT MUST BE IN CURRENT MONTH FOR PA CODES 230/231.**

See Example:

```
ORIGINAL HIRE DATE: 07012013                FINAL SEPARATION DATE:
EFF D/T: 070113 0000 PA:CDE 231                NUM
ACTION: ... NXT PA C/N: 230...                CONFIRM: . PAGE: 001 OF 001
CANCEL: . NXT ACT: ... AGENCY: ... EMP: ...    JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 010114 OTHER: .....
MSG AREA:                CURRENT HISTORY ONLY LOADED
```

To process a address change on an employee who has separated in a past month, and you try to do a name change with a current month date, you will receive this error: **E0224-CHANGES MUST BE MADE EFFECTIVE ON DATE OF SEPARATION.** Change the effective date for the 230/231 action to be the same as the separation date.

See Example:

```
ORIGINAL HIRE DATE: 07012013                FINAL SEPARATION DATE: 08312013
EFF D/T: 083113 0000 PA:CDE 520                NUM
ACTION: ... NXT PA C/N: 230...                CONFIRM: . PAGE: 001 OF 002
CANCEL: . NXT ACT: ... AGENCY: ... EMP: ...    JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 083113 OTHER: [ ] .....
MSG AREA:                SEPARATED EMPLOYEE
```

Note: PA code 230 opens fields for both Name Changes and Address Changes:

If you have any questions, contact group.ppdb@state.or.us