SAP Work Address and Telephone Procedures

Overview

Due to campus safety, employees' accurate office location, telephone number(s) and type of telephone (cell or other) in SAP is essential. Identifying type of telephone (cell or other) is important as Environmental Health and Safety will use cell phone numbers to text notifications to employees as needed (campus safety/emergency notifications, weather, etc.).

Please review enclosed report for your area and:

1. Verify that employee office location (see attached Excel document, **Building Department ZipCode List** - building codes per UNMC designated building locations) and phone numbers (with designation of cell, or other) is accurate.
2. If information is not accurate (entry for office location is not a **Building Acronym** - UNMC codes for designated building locations, etc.), update SAP record using the following steps.

How to Update SAP Entries

Start by logging into Firefly at http://firefly.nebraska.edu/irj/portal/
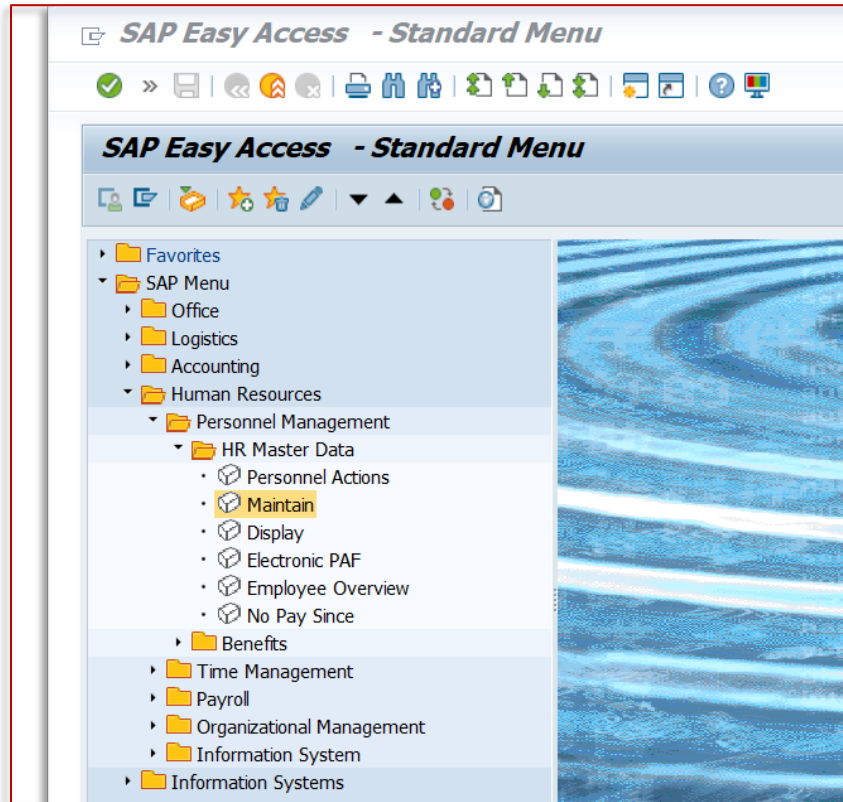
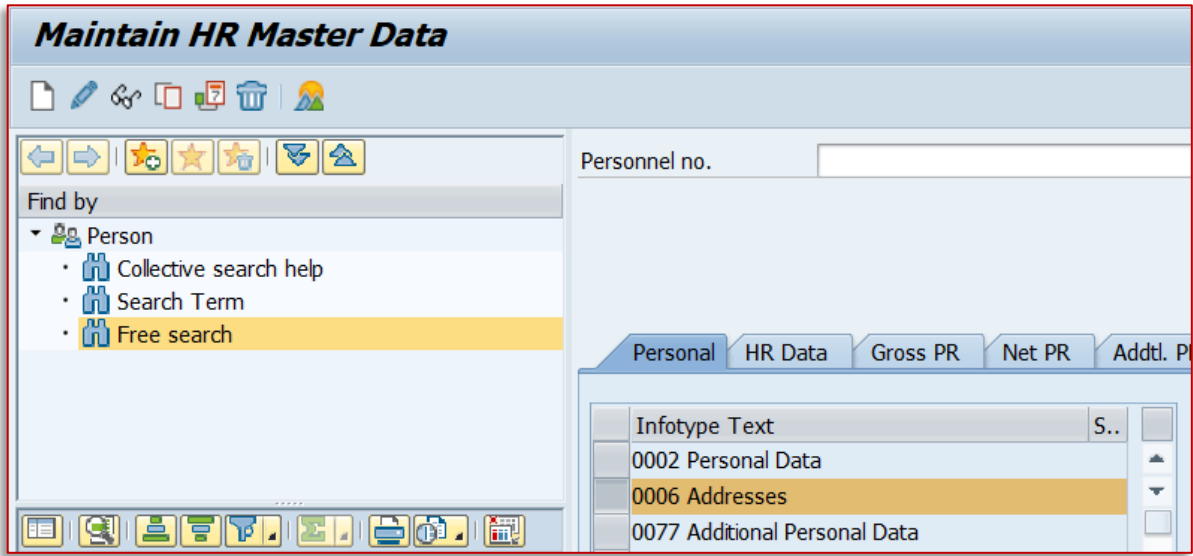Click on "**SAP Logon Production PC**"
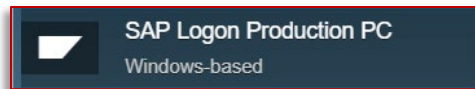
Navigate to **SAP Menu > Human Resources > Personnel Management > HR Master Data > Maintain**

Enter the Personnel Number into the "Personnel no." bar.
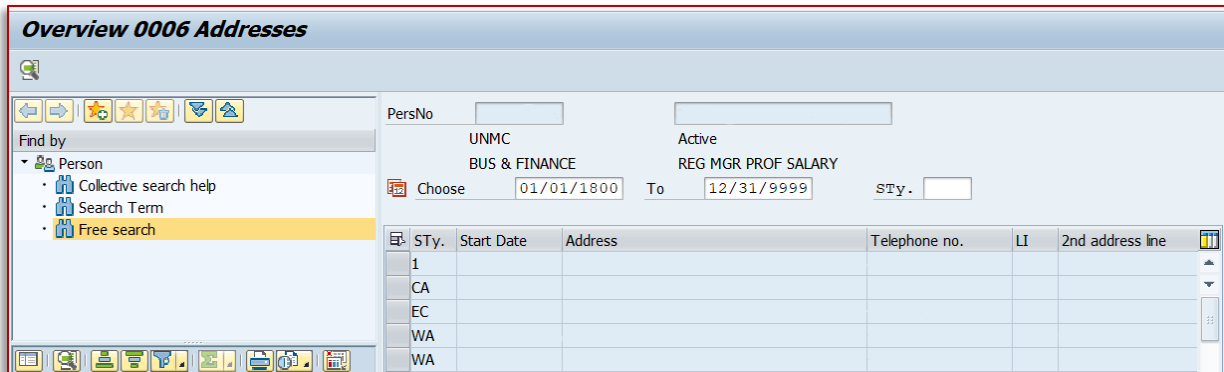
Click on "**0006 Addresses**" under the "**Personal**" menu
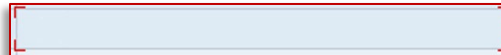

Click on the "**Overview**" button.

This will show you which entry contains the information you need to edit (correct/change)

Click on the value you need to change/correct. The edges of the rectangle will then be highlighted with red.

Click on the **Change** button.

Modify the data that needs to be corrected using the attached Excel document, **Building Department ZipCode List**.

PersNo	
UNMC	Active

| Start | | to | | Changed on | | |

Address

Address type	Work Address ▼
Care Of	
Address line 1	
Address line 2	
City/county	
State/zip code	
Country Key	▼
Telephone Number	

Type		Number		Exte	
Type		Number		Exte	
Type		Number		Exte	
Type		Number		Exte	

Email address

Work Address:

Care Of: **Must** be left blank unless working remotely and not on campus. For employees working remotely and not on campus, indicate the Department Name that will receive mail.

Address line 1:   For UNMC and UNL work address, **must be the appropriate Building Acronym (column B)**.
Example: ADC or DRC2 or UHC-CON

For Kearney, Norfolk, and Scottsbluff work address: **Must** use **Address** of building **(column D)**

For those working on campus and work frequently in different locations, indicate **"No office assigned/work location varies"**.

For employees working remotely and not on campus, indicate **"Does not work on Campus"**

Address line 2:   For UNMC and UNL: **Must** use Room number or Office number of the address line 1

For Kearney, Norfolk, and Scottsbluff: **Must** use **Building Acronym (column B)** of the address line 1 followed directly by the room number

For employees working remotely and not on campus, indicate Department Administration Office address

City: For UNMC and UNL: **Must** use **Campus (column E)**

For Kearney, Norfolk, and Scottsbluff: **Must** use **City (column F)**

For employees working remotely and not on campus, indicate **"UNMC Midtown"**

County: **Must** be left blank

| Zip code: | **Must** use **Campus Zip (column H)** |
| | |

For employees working remotely and not on campus, indicate Zip Code as "68198" and the last four digits for the department.

| Telephone Number: | **The first** telephone number **must** be used for the **campus work phone number** |

For those working remotely without a campus phone number, indicate the number used to contact them

| Additional Numbers: | Enter additional phone numbers such as Home land line, Personal cell phone, Campus-issued cell phone, fax numbers and the like. **Must indicate accurate type of Telephone Number.** |

Click the "**Save**" button.