

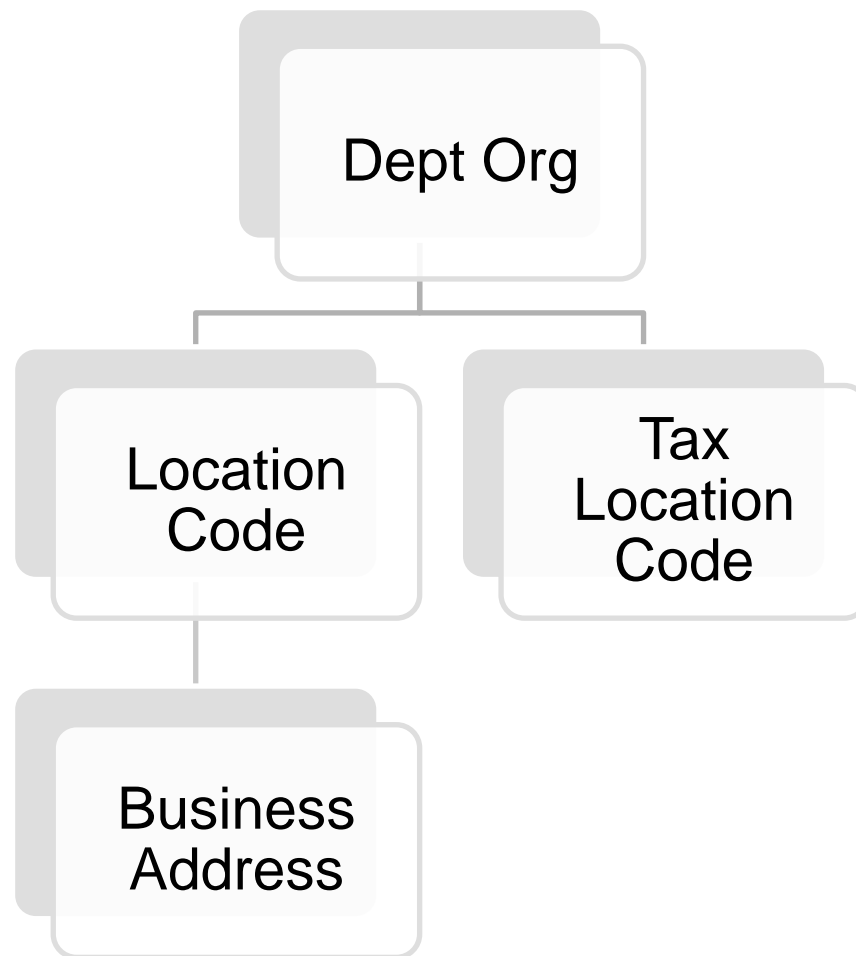


**THE OHIO STATE UNIVERSITY**

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COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

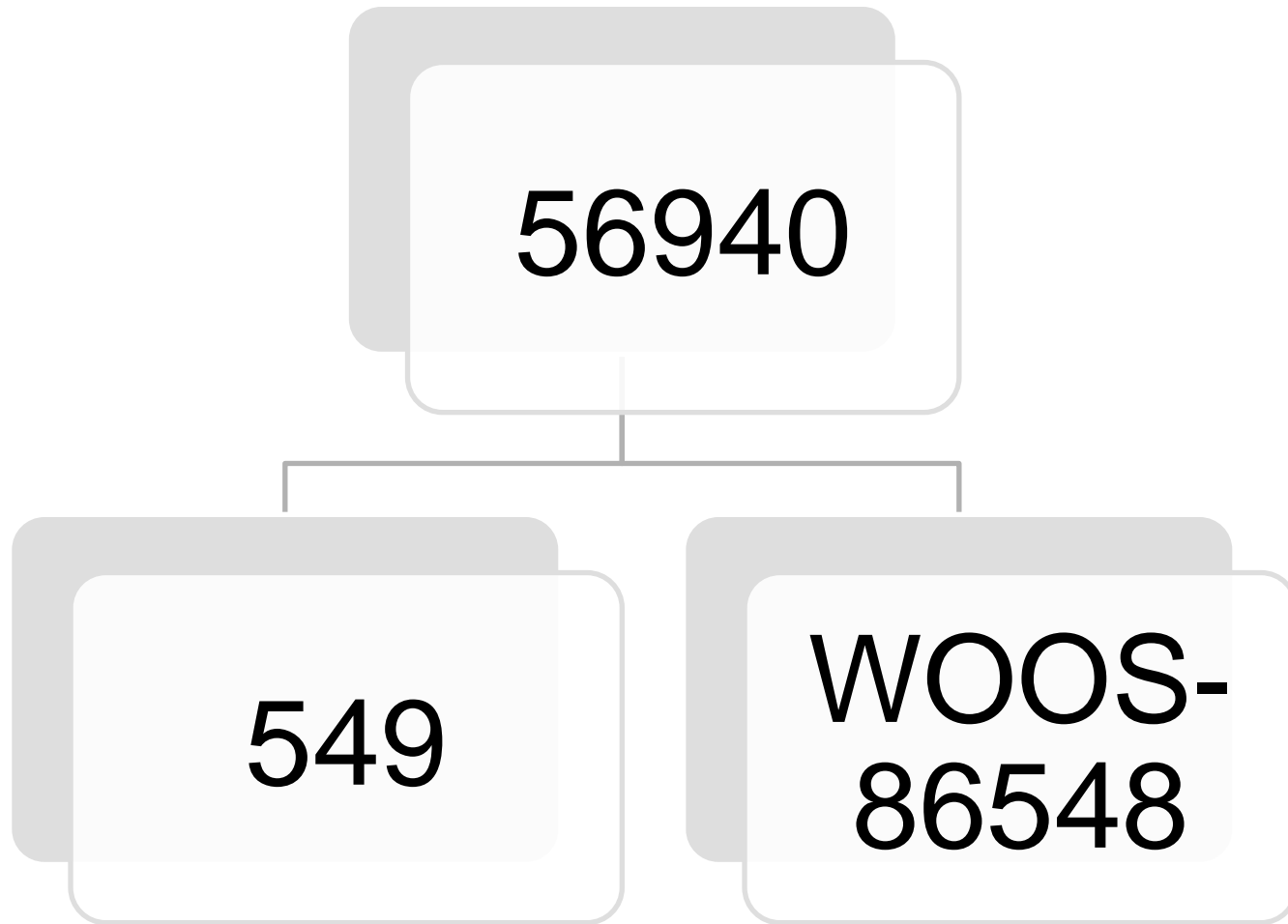
**Location Code / Tax Location Code /  
Business Address Issue**

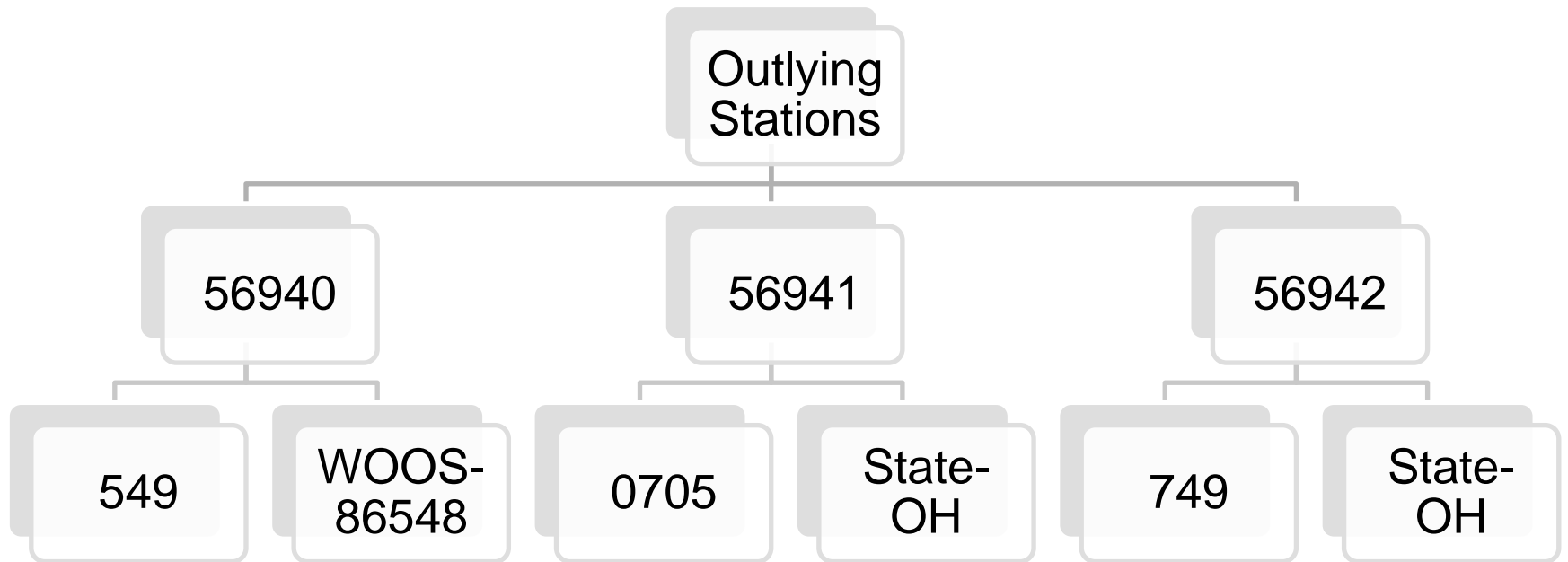


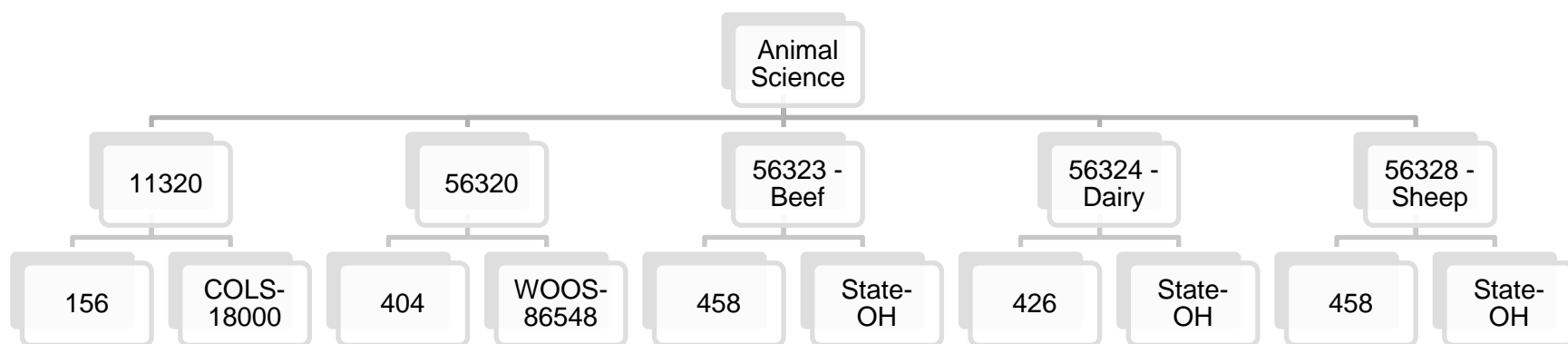


# Default Data within PeopleSoft

<b>Dept</b>	<b>Dept Desc</b>	<b>Loc Code – Pos Data</b>	<b>Tax Loc Code – Job Data</b>	<b>Loc Code - Job Data</b>	<b>Business Address</b>
56940	OARDC Outlying Stations	549	Woos-86548	549	1680 Madison Ave. Wooster
56941	OARDC Coshocton- NAEWS	0705	State-OH	0705	28850 SR 621, Fresno OH
56942	OARDC Eastern A R S	749	State-OH	749	16870 Bond Ridge Rd, Caldwell
11320	Animal Sciences	156	Cols-18000	156	2029 Fyffe Rd, Cols OH
11323	Beef Center	361	Cols-18000	361	3638 Kays Ave, Cols OH
11324	Dairy Center	008	Cols-18000	008	2433 Carmack Rd, Cols OH
56320	OARDC Animal Sciences	404	Woos-86548	404	1680 Madison Ave. Wooster
56323	Beef Center	458	State-OH	458	1680 Madison Ave. Wooster









# PeopleSoft Default Data

- Dept Org has one default Location Code
- Dept Org has one default Tax Location Code
- Dept Org has one default Business Address
- Position Data location code auto populates into Job Data
- Tax Location code in Job Data pulled from PS Default Data Table



# People Working in Non-Default Locations

- Currently, SC can override Location Code in Position Data (not job data), HOWEVER
- Every future change in Job Data causes Tax Location Code to revert to the Default Value
- Working with OHR to determine best solution for these instances. More to come.





# People in Non-Default Locations

Dept	Employee	Loc Code – Pos Data	Tax Loc Code – Job Data	Loc Code - Job Data	Business Address
55080	Greg LaBarge	EXTMARI	Marion-Tax	EXTMARI	222 W CENTER ST MARION OH 43302-3646
DEFAULT					
55080	OSUE Agr & Natural Resources	003	Cols-18000	003	2120 Fyffe Rd Cols OH
DEFAULT					
11730	Heidi Garbe	ZZIL	State-IL	ZZIL	365 N. Kingsway Drive Aurora IL 60506
DEFAULT					
11730	SENR	340	Cols-18000	340	2021 Coffey Rd Cols OH



## Next Steps

- Depts receive spreadsheet of Default Values (Job Aid)
- Dept receive spreadsheet of all individuals in the department
- Will need to check/update
  - Dept Org (11320) or Suborgs (11323)
  - Location Code
  - Business Address
  - Tax Location Code
  - Mark those who do not fit the default values