

## **DOE NYCAPS Central Communications, 9/21/09**

**Updated Functionality:** Location Code extended in NYCAPS

**Audience:** DOE HR Representatives

The Location Code, which is used for employee transactions, job data changes, and searches in NYCAPS, has been extended from 4 characters to 6 characters. For example, if you previously entered Location Code **M142**, you would now enter **02M142**.

If a valid 6-character code is not entered, then you will receive an error. Location Codes are always attached to the location funding the job. If you are not sure of the correct Location Code for the transaction you are attempting to perform, you can review the job in Galaxy, or contact your budget person.