9.1 User Guide for Processing a SPA Position Change

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This user guide covers the fundamentals of processing approved position changes in the HR System.

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Introduction
Before processing any changes to a position in PeopleSoft please ensure that approvals have been received from the appropriate individuals in the Human Resources Central Office Group.


Position Change Scenario
In the first scenario (vacant) we will review a sample of an endorsed position change email received from Central Human Resources – Talent and Organizational Solutions and process the appropriate changes on the Position Data screen. The position is vacant and being prepared for posting and recruitment.

In the second scenario (filled) we will review a sample of an endorsed position change and pay rate change from Central Human Resources – Talent and Organizational Solutions and process the appropriate changes on the Position Data and Job Data screens.
Sample of Position Change Approval Email

This is a sample of an approval email that will be sent from Human Resources. The email will contain the approved changes and instructions on how to process the changes.

This email serves as confirmation that review of PeopleAdmin action #AC15064SP is complete. As requested, position #00099999 is endorsed for reclassification from Administrative Support Specialist/Journey to University Program Associate at the Journey level.

Please note that the position is Non-Exempt from the provisions of the Fair Labor Standards Act (FLSA); therefore, incumbents of this position must maintain a monthly time sheet and are overtime (comp time) eligible for hours physically worked beyond 40 in a work week. Comp time may be awarded in lieu of overtime pay out, in accordance with your college/divisional practices. Please reference the following link for additional information on FLSA: [http://www.ncsu.edu/human_resources/classcomp/flsa.php](http://www.ncsu.edu/human_resources/classcomp/flsa.php).

Please ensure a PeopleSoft action is entered effective 01/12/2015. For your reference, a detailed summary of the salary change is included below, along with instructions for entering the PeopleSoft action.

Summary of Endorsed PeopleAdmin Action:

I. Position Information
   - **OUC:** 242240 - University Housing - West Campus
   - **Position Number:** 00099999
   - **Endorsed Classification Title:** University Program Associate
   - **Endorsed Career-band Level:** Journey
   - **New Job Code:** 10300
   
   *Note: If entering the Job Code into PeopleSoft as a result of an endorsed reclassification action, PeopleSoft may require this code to end in an "N" or "E". If so, please select accordingly based on the FLSA Status noted below.

   - **FLSA Status:** Non-Exempt
   - **FTE:** 1.00
   - **Time Limited:** No
   - **Appointment Duration:** 12 Month Recurring

II. Personnel Action Information
   - **Type of SPA Action:** Reclassification

III. Status
   - **Date Approved:** 01/12/2015
   - **HR Consultant:** Mr. Wolfpack

PeopleSoft Action Instructions:
Go to Organizational Development> Add/Update positions> insert a new row> enter the effective date> select Reason: Reclass SPA Higher Journey Reference Rate> Change the job code> Enter the Step-Level (1=Contributing, 2=Journey, 3=Advanced)> Save the action.

*Please ensure the appropriate Level (or Step) is indicated on the incumbent at the time of hire in the HR System.

You will also receive a confirmation email from our office at the time the job advertisement is posted and accessible to applicants. The following link directs you to resources from NC State's Onboarding Center on creating a positive new employee experience and on preparing for your new employee: [https://onboarding.ncsu.edu/creating-a-positive-new-employee-experience/](https://onboarding.ncsu.edu/creating-a-positive-new-employee-experience/).
Processing a Position Change on a Vacant Position

Position Data (Vacant position)
Follow the navigation path below to the Add/Update Position Info screen to make the necessary changes.

To locate the position, fill in the 8-digit position number in appropriate field (including any leading zeros) and click the Search button.
The most current position information will appear after the search is complete. On this screen you will see the most recent action that was performed on the position. Who and when the information was updated is located at the bottom of the panel.
To begin the process, click on the plus sign (+) in the top right hand corner of the Position Information section. This will add a row to the position screen. According to the approval email for this specific action, the highlighted sections will need to be updated. If you should need assistance, click on the magnifying glass that is located to the right of the text box. Once the text boxes have been updated, click **Save** at the bottom of the screen.

The position updates will automatically transition to job data when an incumbent is hired into the position.
Processing a Position Change on a Filled Position

Sample of Position Change Approval Email

This email serves as confirmation that review of PeopleAdmin action #AC150822SP is complete. As requested, position #00099999, Larry Wolfpack, is endorsed for level change from Business & Technology Applications Specialist -Journey to the Advanced level.

Please note that the position remains Exempt from the provisions of the Fair Labor Standards Act (FLSA); therefore, incumbents of this position are neither required to maintain a time sheet, nor eligible for overtime compensation (or comp time).

Please ensure a PeopleSoft action is entered effective 03/01/2015. For your reference, a detailed summary of the salary change is included below, along with instructions for entering the PeopleSoft action.

Summary of Endorsed PeopleAdmin Action:

I. Incumbent Information
   Name: Larry Wolfpack
   Empl ID: 000123456
   Action Number: AC150822SP
   Working Title: Business & Technology Applications Specialist

II. Position Information
   OUC: 515001 - Enterprise Application Svcs
   Position Number: 00012345
   Endorsed Classification Title: Business & Technology Applications Specialist
   Endorsed New Career-band Level: Advanced
   Job Code: 12259

   *Note: If entering the Job Code into PeopleSoft as a result of an endorsed reclassification action, PeopleSoft may require this code to end in an "N" or "E". If so, please select accordingly based on the FLSA Status noted below.
   FLSA Status: Exempt
   FTE: 1.00
   Time Limited: No
   Appointment Duration: 12 Month Recurring

III. Personnel Action Information
   Type of SPA Action: Level Change, Existing Position Entry
   Type of Salary Action: Within Band (Change in Level)
   Current salary: $91,000
   Endorsed Increase- dollar amount: $9,000
   Endorsed Increase - percentage: 9.9%
   Endorsed New Salary:$100,000
   Effective Date: 03/01/2015

IV. Status
   Date Approved: 03/10/2015
Position Data (Filled position)

Follow the navigation path below to the Add/Update Position Info screen to make the necessary changes.

To locate the position, fill in the 8-digit position number.
The most current action will appear on the position when the screen first appears.
To begin the process, click on the plus sign (+) in the top right hand corner of the Position Information section. This will add a row to the position screen. According to the approval email for this specific action, the highlighted sections will need to be updated. If you should need assistance, click on the magnifying glass that is located to the right of the text box.
To ensure the Position Data change automatically transitions to Job Data, review the “Specific Information” tab and verify the “Update Incumbents” and “Include Salary Plan/Grade” boxes are checked.

To verify that you are updating the correct incumbent assigned to the position click on the “Budget and Incumbents” tab. If the position update just entered and the incumbent are correct “SAVE” the position transaction.

Note: The Job Data panel can be accessed by clicking on the Job Data link above.
Job Data

Once the position action has been saved then confirm the action transitioned correctly to job data. As noted on previous position “Budget and Incumbents” tab job data is accessible from that panel. The job data panel can also be accessed from MYPACK Portal following the navigation path below and searching for the employee. *Navigation: Main Menu->HR Systems->Workforce Administration->Job Information->Job Data*

The example above reflects the position update. Click on the “Salary Plan” tab below to verify the Step Change.
The next step in this scenario is to process the Pay Rate Change that has been approved in association with this level change. Please review the approval email once again before beginning this action.

To begin this action select the “Work Location” tab and click the plus sign (+) at the top right hand corner of the screen to add a row. Update the effective date and Action / Reason according to the approval details. Since the position change and pay rate change actions are on the same date you will need to increase the effective sequence number by one number to reflect the pay rate change action.
The next panel to update is located under the “Compensation” tab. Update the BASE salary comp rate field to reflect the approved salary. To confirm the new salary click on the “Calculate Compensation” button and the Compensation Rate section, highlighted in red, will reflect the new salary. Verify the data is correct then click SAVE to update job data.

All of the actions required to complete position and job data panels are now complete.

The next step is to file the transaction and the supporting paperwork in the employee file.

- Once the position and job data transactions have been saved email your designated HRIM Specialist all supporting documentation.
- If you have questions regarding the steps to complete the transition or the transaction does not save successfully contact your designated HRIM Specialist.