


## Processing a Change Reports To in the HR System

**What you need before proceeding with action:** This action, Change Reports To, is for updating the “Reports To” position number to ensure the job record is accurately reflecting the current Manager/Supervisor. This will ensure all leave requests and/or timesheet approvals go to the correct person.

To process a Change Reports To action you will need to locate the position in **Add/Update Position Info**. To navigate to this screen follow the path below.

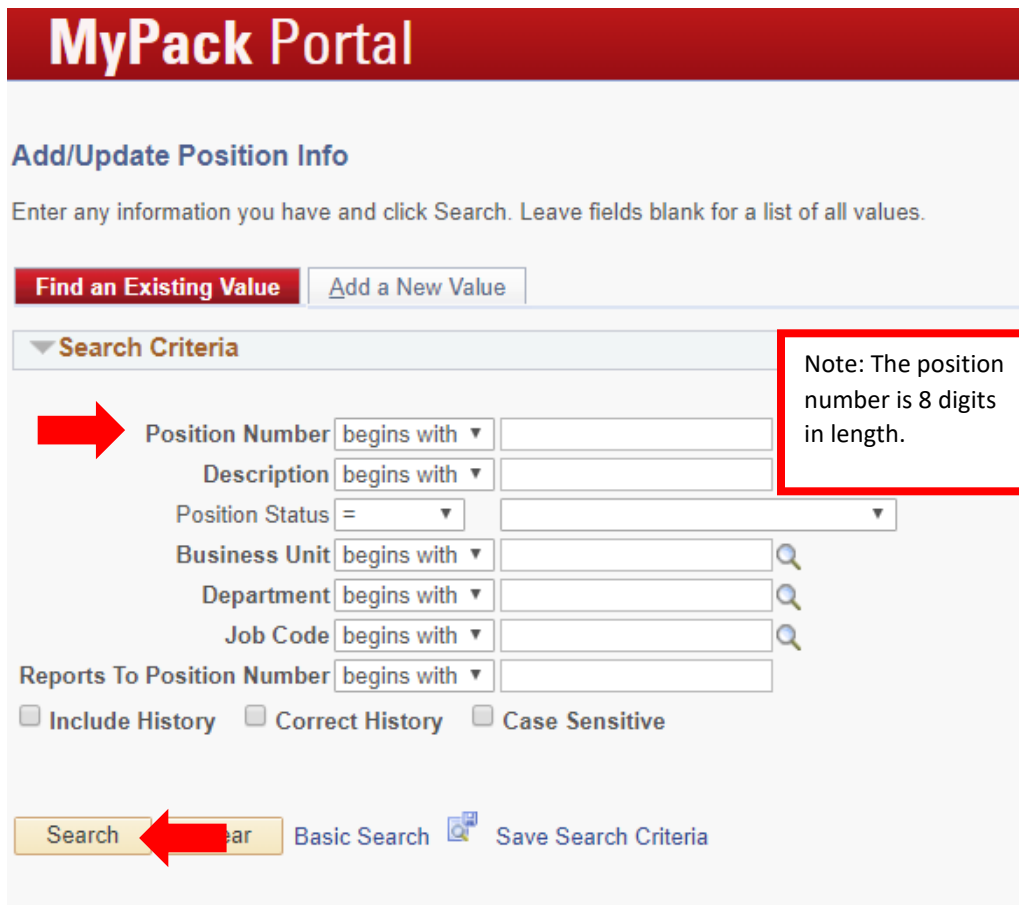
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the NavBar Navigator icon .

Then follow this navigation through the menu options.

**Human Resources Systems > Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info**

Once the **Add/Update Position Info** panel appears then type in the position number then click Search.



**MyPack Portal**

### Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

▼ **Search Criteria**

Position Number begins with [ ]

Description begins with [ ]

Position Status = [ ]

Business Unit begins with [ ]

Department begins with [ ]

Job Code begins with [ ]

Reports To Position Number begins with [ ]

Include History  Correct History  Case Sensitive

Search Basic Search Save Search Criteria

Note: The position number is 8 digits in length.

The screenshot shows a web application interface for managing position data. The interface is organized into several sections:

- Position Information:** Contains fields for Position Number (00001234), Headcount Status (Filled), Current Head Count (1 out of 1), Effective Date (03/01/2018), Reason (RTC), Position Status (Approved), Status (Active), Action Date (03/19/2018), and a PAF button.
- Job Information:** Contains fields for Job Code (C839R), Departmental Administrator, Regular Shift (Not Applicable), and Title (Departmental Administrator).
- Work Location:** Contains fields for Department (062301), Location (999), and Reports To (00005432).
- Salary Plan Information:** Contains fields for Salary Admin Plan (EPA), Grade (999), Standard Hours (40.00), and Work Period (W).
- Footer:** Contains a Save button, a Return to Search button, a Notify button, and a View Position Budget & Incumbent Information link.

Red callout boxes labeled 'Step 1' through 'Step 5' point to specific fields:

- Step 1:** Points to a plus sign in the top right corner.
- Step 2:** Points to the Effective Date field.
- Step 3:** Points to the Reason dropdown menu.
- Step 4:** Points to the Reports To field.
- Step 5:** Points to the Save button.

**Step 1:** click on the plus sign in the top right hand corner to add a row to the position

**Step 2:** the **Effective Date** will default to the current date, update this with the effective date of the Reports To Change (RTC)

**Step 3:** in the **Reason** field, select RTC- Change Reports To Assignment from the drop down box

**Step 4:** in the **Reports To** field, enter the position number of the new managing supervisor

**Step 5:** click **Save**

Once saved, the action is complete.

Please verify the action is reflected in Job Data. If it is not, please contact your HRIM Specialist.