Processing a Mandatory Designation Update in the HR System

What you need before proceeding with action: Verify the Mandatory Designation has been updated in PeopleAdmin (PA), prior to starting this process. This will ensure the person assigned to work in the position has the correct designation assignments for adverse weather and other emergency events.

The PeopleSoft (PS) HR system update is performed in "Position Data" using the position number assigned in PA. Once the mandatory designations have been assigned and saved in position data, the information will be updated in Employee Self Service->Personal Details->Mandatory Designation.

To process the HR system action you will need to locate the position using the following navigation.
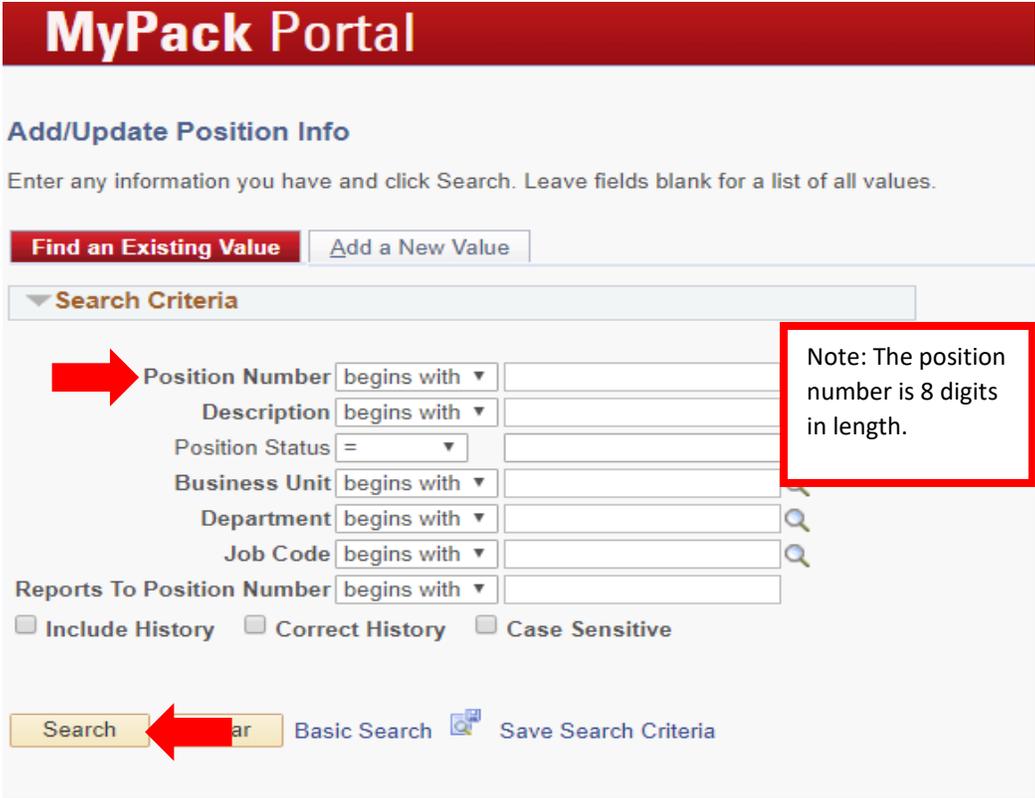
Click on the NavBar [icon] in the top right hand corner of the MyPack Home screen.

Click on the NavBar Navigator icon [Navigator].

Then follow this navigation through the menu options.

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

Once the panel opens then type in the position number in the appropriate field then click **Search**.

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, enter the appropriate effective date.
Note: Keep in mind the effective date cannot be prior to the launch date in the HR system.

Step 3: in the **Reason** field, select MEK- Change Mandatory Assignment from the drop down icon.

Step 4: click the **Mandatory Designation** tab at the top

Step 5: once the page opens, review the adverse weather and emergency events then check the boxes that reflect the appropriate designation

Step 6: click **Save** to update any designation adjustments

Step 7: click **Notification to Employee** to generate an email to the employee, allowing them to review and acknowledge any designation updates.

Once saved, the action is complete and Employee Self Service/Personal Details will be updated to reflect any mandatory designation modifications.