

Processing a Change in Position Title in the HR System (UHR-Only)

What you need before proceeding with action: An approval email from [Classification and Compensation](#) (C&C) endorsing the change in position title.

Each position created in the HR system is based on the employment classification, job duties and responsibilities associated with the position. Each position is setup with a specific job code and title that matches the duties and responsibilities of the position. If the position duties and/or responsibilities are changing, contact your C&C representative to investigate the best job code and title for the position. If C&C endorses a position title change, they will utilize the following instructions to perform the update.

To process a position change action you will need to locate the position in **Add/Update Position Info**. Use the following navigation information to access position data.

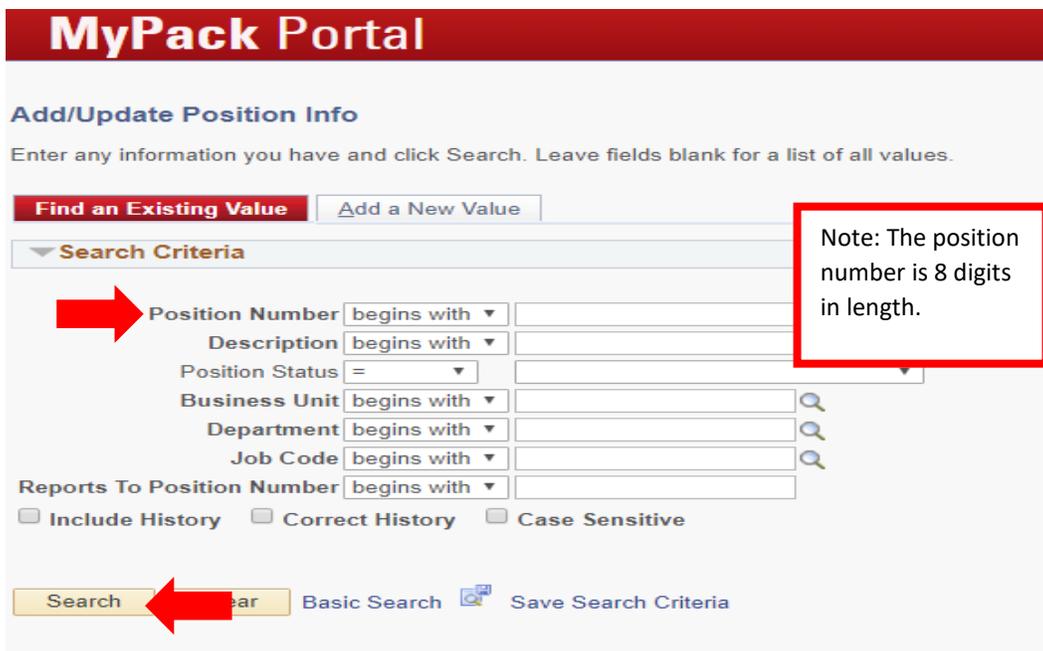
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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 displays a web-based HR system interface for editing position information. The interface is divided into several sections: Position Information, Job Information, Work Location, and Salary Plan Information. At the bottom, there are update and save controls. Five red callout boxes with white text and arrows point to specific elements: 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 Job Code field; and Step 5 points to the Save button at the bottom left.

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

Step 2: the **Effective Date** will default to the current date, update this with the effective date of the position title change

Step 3: in the **Reason** field, select the Change Position Title-HR Only (TTL) from the drop down icon

Step 4: in the **Job Code** field select the endorsed code from C&C which will also impacts the title. If any other sections in position data are being updated used the endorsed data from C&C to make updates.

Step 5: after making all the required updates click **Save**

Once saved, the position change in title is complete.

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