Processing a Position Flag Update in the HR System (UHR-Only)

**What you need before proceeding with action:** A “Flagged” position indicates [Classification and Compensation](#) (C&C) plans to review a position at a future date to determine if the position needs to be reclassified to a different career band/level or converted to a different employment classification.

C&C typically enters the flagged position transaction and provides an update to the college/division. 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](#)

Note: The position number is 8 digits in length.

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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 actual effective date

Step 3: in the **Reason** field, select the Position Flag (FLG) reason from the drop down

Step 4: check and/or uncheck the Position Flagged box based on the data provided by C&C

Step 5: if the position flag is checked then select the Flagged Position Reason provided by (C&C) from the drop down

Step 6: after making all the required updates click **Save**

Once saved, the position action is complete.

Contact HRIM with any system entry questions.