Processing a Job Code Change in the HR System (UHR-Only)

**What you need before proceeding with action:** An approval email from **Classification and Compensation** (C&C) endorsing the job code change.

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 job code assignment in position data needs to be changed, contact your C&C representative to investigate the request. If C&C endorses a job code 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](image)

**Note:** The position number is 8 digits in length.
**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 Job Code Change-HR Only (JCC) from the drop down icon

**Step 4:** in the Job Code field select the endorsed code from C&C which will also impact 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 job code change action is complete.

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