

## 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.

Use the following navigation information to access position data.

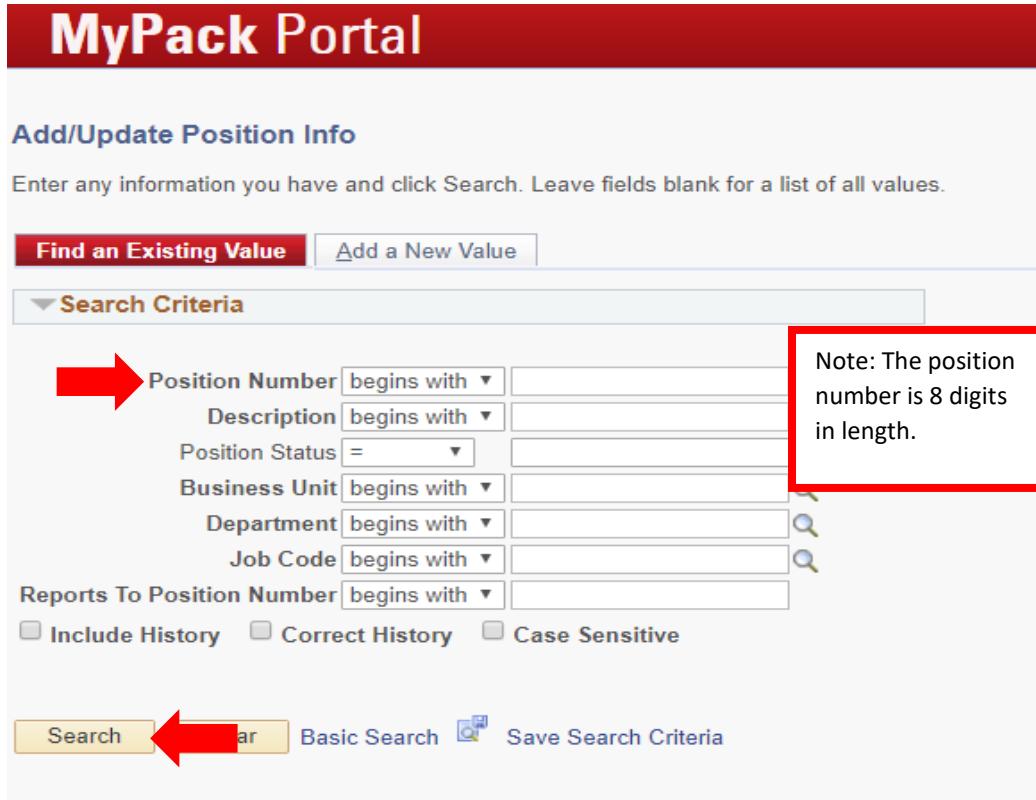
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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



The screenshot shows the "Add/Update Position Info" search interface. At the top, there's a red banner with the text "MyPack Portal". Below it, the page title is "Add/Update Position Info" with a sub-instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs at the top: "Find an Existing Value" (selected) and "Add a New Value". A section titled "▼ Search Criteria" contains several search fields: "Position Number" (with dropdown options "begins with", "contains", "ends with", "is equal to"), "Description" (dropdown "begins with"), "Position Status" (dropdown "="), "Business Unit" (dropdown "begins with"), "Department" (dropdown "begins with"), "Job Code" (dropdown "begins with"), and "Reports To Position Number" (dropdown "begins with"). Below these are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom, there are three buttons: "Search" (highlighted with a red arrow), "Basic Search" (disabled, greyed out), and "Save Search Criteria". A note on the right side of the search criteria section states: "Note: The position number is 8 digits in length." A red box highlights this note and the "Search" 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, enter the appropriate effective date.

**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

Pursuant to [NCSU REG 04.20.07 \(Adverse Weather and Other Emergency Conditions\)](#), employee positions may be designated mandatory or non-mandatory for adverse weather and other emergency conditions.

**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.

**Note:** The user can see the last time an email notification was sent to the employee, "Last Sent Date".

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