



## Processing a Shift Job Code Assignment 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 shift job code assignment change.

Identifying a position with a shift differential “D” job code means the FLSA non-exempt employee could earn shift premium if the punch data on the timesheet meets the shift eligible criteria. The confirmation email will identify the action and reason to use for entering the update along with the job code change. 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.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Mandatory Designation](#)

**Position Information** Find | View All First 4 of 14 Last

Position Number 00065353  
 Headcount Status Open  
 \*Effective Date 01/27/20... Step 2  
 \*Reason SCA Step 3  
 \*Position Status Approved  
 Status Date 10/01/2006  
 Current Head Count 0 out of 1  
 \*Status Active Step 1  
 Action Date 01/26/2018  
 PAF  
 Shift Job Code Assignment  
 \*Empl Class ? SPA SHRA Employee  
 \*Ext Status  
 Recurring/Contract Length 12 Month  
 Posting Nbr  
 IRPS Category

**Job Information**

Job Code 14500D Medical Support Tech - Shift  
 \*Regular Shift Not Applicable Step 4  
 Title Medical Support Tech - Shift  
 Short Title Medical Su  
 Detailed Position Description

**Work Location**

Department 19: Teaching Hospital  
 Location 300 Teaching Hospital  
 Reports To 00062257 Research Oper Manager-Shift

**Salary Plan Information**

Salary Admin Plan MED Grade 31 Step 3  
 Standard Hours 37.00 Work Period W Weekly  
 Shared Position FTE

USA  
 Updated on 01/26/2018 12:36:34PM Updated By WTDRIWER Wallace Driver  
Step 5

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct Hist](#)

**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 shift assignment

**Step 3:** in the **Reason** field, select the Shift Job Code Assignment (SCA) from the drop down icon *(reference approval email from Class and Comp that indicates the reason code)*

**Step 4:** in the **Job Code** field locate the “D” code reflected in the approval email from Classification and Compensation. Review/Update any **Fields** that correspond to the shift job code change.

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

Once saved, the shift job code assignment action is complete.

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