

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.

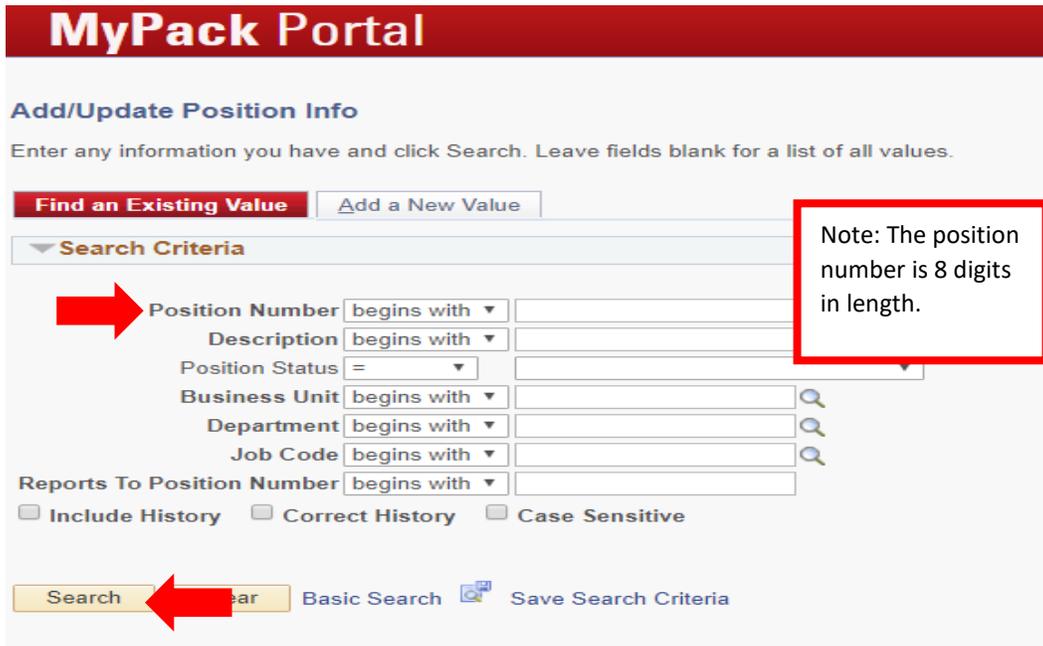
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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.



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 shows a web application interface for managing position information. The interface is divided into several sections: Position Information, Job Information, Work Location, and Salary Plan Information. Red callout boxes labeled 'Step 1' through 'Step 5' point to specific fields and actions.

- Step 1:** Points to a plus sign in the top right corner of the Position Information section.
- Step 2:** Points to the Effective Date field.
- Step 3:** Points to the Reason field.
- Step 4:** Points to the Job Code field.
- 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 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.