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.

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 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.