

Processing a Working Title 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 working title change.

Each job code assignment in position data has a default title that typically matches the job code description. If the “Working Title” for the assigned job code needs to be modified and/or changed from the default value, contact your C&C representative before attempting this process. If C&C endorses a working title change request, 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.

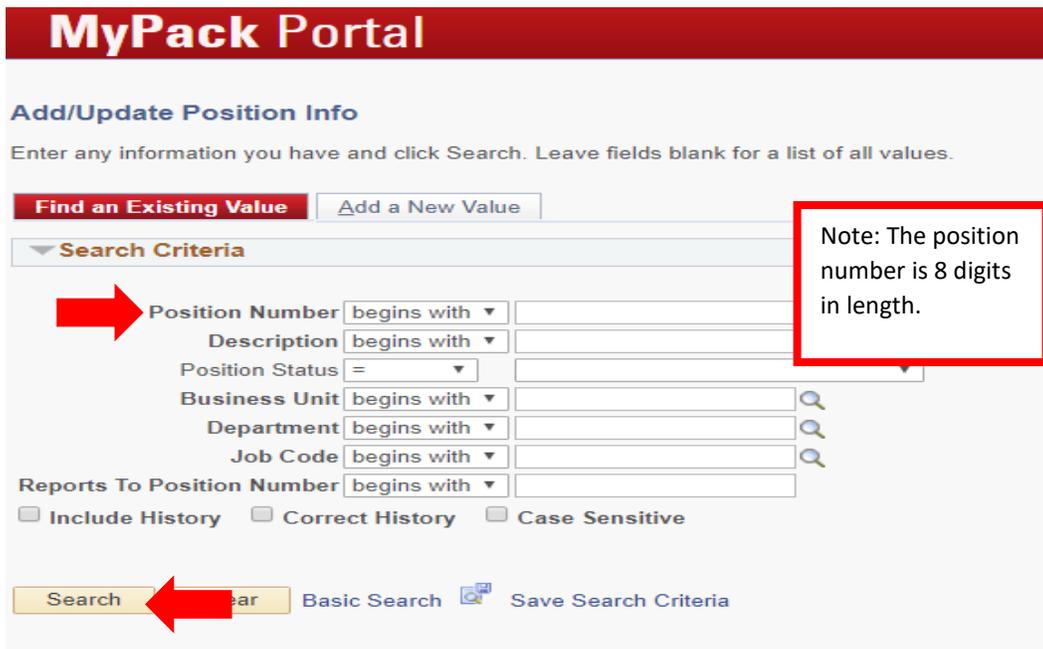
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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

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

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

Note: The position number is 8 digits in length.

The screenshot shows a web application interface for position management. 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 in the Position Information section.
- Step 3:** Points to the Reason field in the Position Information section.
- Step 4:** Points to the Title field in the Job Information section.
- Step 5:** Points to the Save button at the bottom left of the interface.

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 working title change

Step 3: in the **Reason** field, select the Working Title Change-HR Only (WTC) from the drop down icon

Step 4: in the **Title** field enter the endorsed working title from C&C.

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

Once saved, the working title change action is complete.

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