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.

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 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.