Processing an EHRA Promotion in NTT Faculty Rank in the HR System

**What you need before proceeding with action:** An approval confirmation from the Provost Office indicating the employee and position receiving the Promotional Non-Tenure Track (NTT)/Rank update.

The approval documentation will provide instructions on the action and reason to use for entering the promotional rank update with any potential changes taking place, (i.e. job code, title, pay rate, etc...). To process the 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.

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**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 Promotion in NTT Faculty Rank approved by the Provost Office

**Step 3** in the **Reason** field, select Promote in NTT Faculty Rank option from the drop down box

**Step 4** a Position Promotion in NTT Rank may require updating multiple fields, (i.e. Job Code, Title, Reports To, etc…). The approval notification from the Provost Office indicates what is being updated.

**Step 5** verify/update the **Salary Plan Information**, if applicable. If you have any questions contact C&C.

**Step 6** after making all the required updates click **Save**

Once saved, the action is complete.

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

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