

## Processing an EHRA Reclassification Change in the HR System

**What you need before proceeding with action:** An approval from [Classification and Compensation \(C&C\)](#) endorsing the position reclassification change.

The approval email will provide instructions on the action and reason to use for entering the reclassification change 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.

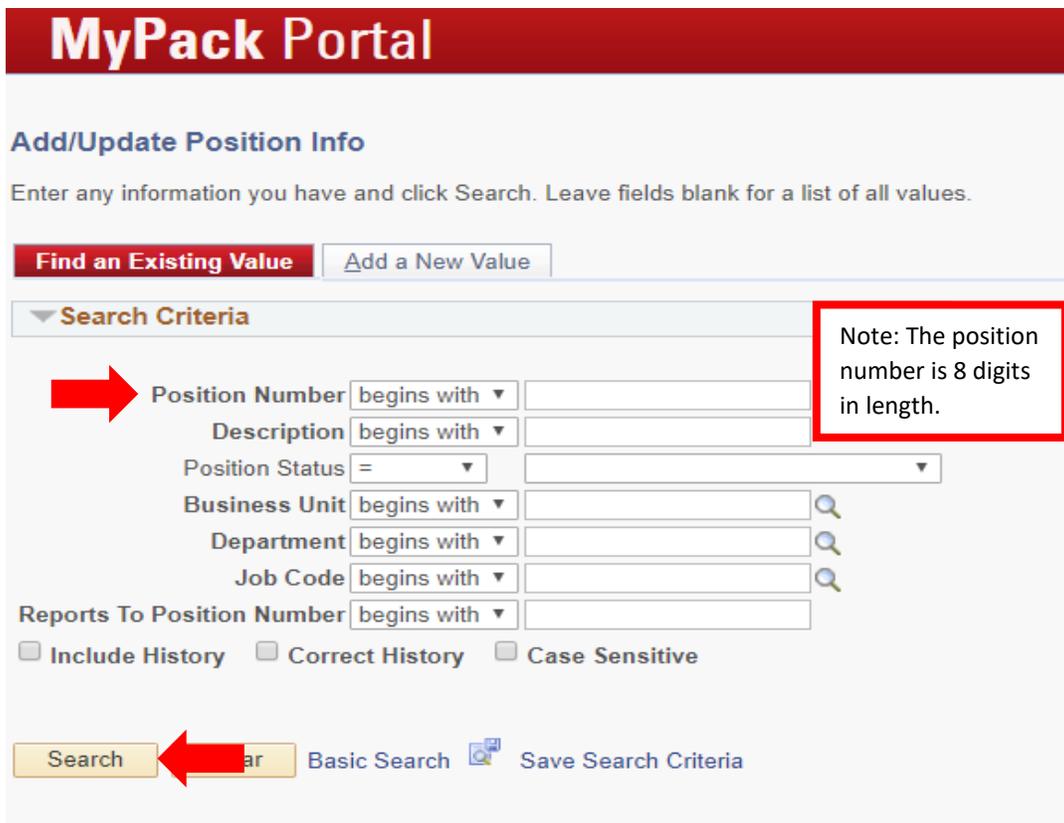
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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.



The screenshot shows the 'MyPack Portal' header in a dark red bar. Below it is the 'Add/Update Position Info' section with a light blue header. A grey instruction box says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' (highlighted in red) and 'Add a New Value'. A 'Search Criteria' section contains several search fields: 'Position Number' (with a red arrow pointing to it), 'Description', 'Position Status', 'Business Unit', 'Department', 'Job Code', and 'Reports To Position Number'. Each field has a dropdown menu and a text input box. At the bottom, there are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. A 'Search' button (highlighted in yellow with a red arrow pointing to it) is next to a 'Basic Search' link and a 'Save Search Criteria' link. A red box on the right contains the text: 'Note: The position number is 8 digits in length.'

The screenshot shows a web-based HR system interface with the following sections and fields:

- Position Information:** Position Number (00065478), Headcount Status (Filled), Current Head Count (1 out of 1), \*Effective Date (06/30/2019), \*Reason (REH), \*Position Status (Approved), Status Date (02/02/2007), Action Date (08/13/2019), \*Empl Class (ENF), EHR Non-Faculty, PAF button.
- Job Information:** Job Code (C102IT), Regular Shift (Not Applicable), Title (IT Analyst/Programmer II), Short Title (IT Analyst), Detailed Position Description link.
- Work Location:** Department (200101 - Dean's Office-Poole COM), Location (131 - College of Management), Reports To (00103318 - Director).
- Salary Plan Information:** Salary Admin Plan (EPA), Grade (999), Standard Hours (40.00), Work Period (W - Weekly), Shared Position FTE field.
- Footer:** Updated on (08/13/2019 4:51:25PM), Updated By (YMSANDER - Yolanda Sanders), View Position Budget & Incumbent Information link, Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History buttons.

**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 Reclassification approved by Class and Compensation (C&C)

**Step 3** in the **Reason** field, select Reclassification option provided by C&C from the drop down box

**Step 4\*** a position reclassification may require updating multiple fields, (i.e. Job Code, Title, Reports To, etc...). The approval notification from C&C indicates what is being updated.

**Step 5** verify/update the fields associated with 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.