Processing an EHRA/SHRA Appointment Change in the HR System

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

The approval email will provide instructions on the action and reason to use for entering the appointment basis change (Academic – AY/9-mth) or (Fiscal – FY/12-mth)) 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.

![Add/Update Position Info Panel](image)

*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 Employment Classification Change approved by Class and Compensation (C&C)

Step 3 in the Reason field, select the Appointment Change option that corresponds to the empl_class EHRA (ABE) & SHRA (ABS) from the drop down box

Step 4 a Position Appointment change requires updating the “Recurring Contract” field (9 or 12 month). The approval notification from C&C indicates contract update to enter.

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.