


## Processing an Employment Classification Change in the HR System (UHR-Only)

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

**NOTE:** Any position conversion involving an **EHRA (ENF - Non-Faculty)** Empl\_Class change will require an IRPS/IRIT category update that can **ONLY** be updated by the UHR Office. Contact your C&C and/or HRIM representative for assistance.

The approval email will provide instructions on the action and reason to use for entering the classification conversion/change with any other potential changes taking place, (i.e. IRPS category, 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.

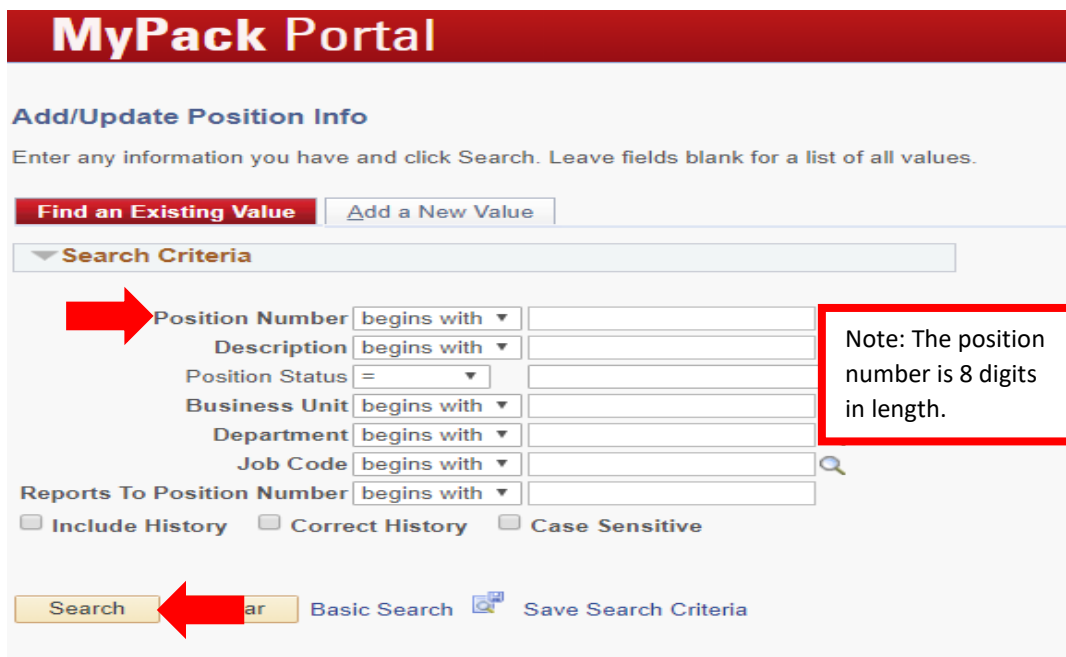
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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.



**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** **Add a New Value**

▼ **Search Criteria**

**Position Number** begins with  **Note: The position number is 8 digits in length.**

**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

**Search** **Basic Search** **Save Search Criteria**

The screenshot displays the 'Position Information' form in a web-based HR system. The form is divided into several sections: Position Information, Job Information, Work Location, and Salary Plan Information. Red callout boxes with white text and arrows point to specific fields, indicating the steps for updating a position. The fields are as follows:

- Step 1:** A plus sign icon in the top right corner of the Position Information section.
- Step 2:** The 'Effective Date' field, currently set to 10/01/2019.
- Step 3:** The 'Reason' field, currently set to 'STE' (SPA to EPA Conversion).
- Step 4\*:** The 'Empl Class' field (set to ENF), 'IRPS Category' field (set to IRPS-22), 'Job Code' field (set to C402IT), and 'Reports To' field (set to 00062628).
- Step 5:** The 'Salary Admin Plan' field (set to ITEH) and 'Grade' field (set to 60) in the Salary Plan Information section.
- Step 6:** The 'Save' button at the bottom left of the form.

Other visible fields include: Position Number (00102206), Headcount Status (Filled), Current Head Count (1 out of 1), Status (Active), Action Date (10/03/2019), \*Position Status (ed), Status Date (03/01/2011), \*Reason (STE), SPA to EPA Position Conversion, \*Empl Class (ENF), EHRA Non-Faculty, \*Ext Status, Flagged Position Reason (None Selected), Recurring/Contract Length (12 Month), Information Technology, Job Code (C402IT), IT Bus Intelli/Data AnalysisII, \*Regular Shift (Not Applicable), Title (IT Bus Intelli/Data AnalysisII), Short Title (IT Bus Int), Detailed Position Description, Department (480201), HR Info Mgmt and Analytics, Location (205), HR-HRIM, Reports To (00062628), Director for HRIM, Salary Admin Plan (ITEH), Grade (60), Standard Hours (40.00), Work Period (W), Weekly, Shared Position FTE, and a footer with 'Updated on 10/03/2019 1:14:41PM', 'Updated By DKJIMENE', and 'Denise Jimenez'.

**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 conversion option provided by C&C from the drop down box

**Step 4\*** a position classification change may require updating multiple fields, (i.e. Empl Class, IRPS, 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.