

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.

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**

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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.