Processing a Position FTE Change in the HR System

**What you need before proceeding with action:** An approval email from Classification and Compensation endorsing the FTE and/or any potential Pay Rate Change.

*Note: A commensurate pay rate change associated with the FTE change is performed in Job Data.*

The approval email will provide instructions on the action and reason to use for entering the FTE along with any potential pay rate change. The position action will be processed first. To process a 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** icon 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.
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 FTE change

Step 3: in the Reason field, select the appropriate FTE reason from the drop down box (the approval email from EHRA Administration or Classification and Compensation will indicate the reason code)

Step 4: In the Standard Hours field, enter the scheduled number of hours per/week and the FTE will be updated in Job Data. (Note, any commensurate pay rate change would be performed in job data.)

Step 5: click Save

Once saved, the FTE 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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