

Processing a Position FTE Change in the HR System

What you need before proceeding with action: An approval email from [Classification and Compensation](#) or [Talent Acquisition and Employment](#) endorsing the FTE and/or Pay Rate Change.

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**. To navigate to this screen follow the path below.

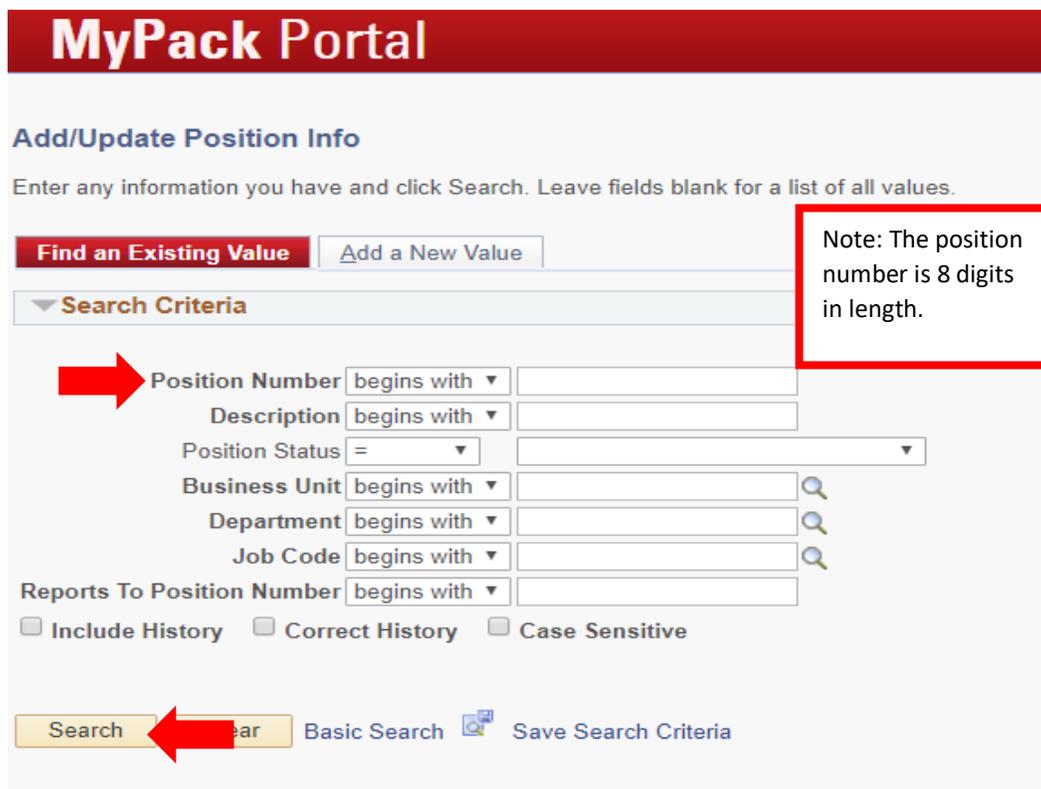
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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

Search Criteria

Position Number begins with

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

Note: The position number is 8 digits in length.

MyPack Portal

Description | Specific Information | Budget and Incumbents

Position Information

Position Number 12345678
 Headcount Status Filled
 *Effective Date 03/01/2018
 *Reason FMH
 *Position Status Approved
 Position Flagged
 Time Limited (SPA)
 Posting Nbr

Current Head Count 1 out of 1
 *Status Active
 Action Date 03/22/2018
 PAF
 *Empl Class SPA SHRA Employee

Change FTE TO 0.50 - 0.74
 Status Date 08/04/2017
 Flagged Position Reason None Selected
 Mandatory/Essential/Key
 Recurring/Contract Length 12 Month

IRPS Category

Job Information

Job Code 11804N Human Resources Specialist
 *Regular Shift Not Applicable
 Title Human Resources Specialist
 Short Title Human Reso

Work Location

Department 110310 CALS
 Location 147 Cals Business Office
 Reports To 00000000 Asst Dean

Salary Plan Information

Salary Admin Plan HR
 Standard Hours 20.00
 Grade 01
 Work Period W Weekly
 Step 2
 Shared Position FTE

Security Speciality 00 Not Applicable
 Updated on 03/22/2018 10:01:47AM
 Updated By

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

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**
(Note, contact your [HRIM Specialist](#) if an error message prevents the entry from being saved.)

Once saved, the FTE action is complete.

Please verify the action is reflected in Job Data. If it is not, please contact your HRIM Specialist.