


## 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**

Position Information

Position Number: 12345678  
 Headcount Status: Filled  
 \*Effective Date: 03/01/2018  
 \*Reason: FMH  
 \*Position Status: Approved  
 Status Date: 08/04/2017  
 Current Head Count: 1 out of 1  
 \*Status: Active  
 Action Date: 03/22/2018  
 PAF  
 \*Empl Class: SPA SHRA Employee

Position Flagged: ?  
 Time Limited (SPA): ?  
 Flagged Position Reason: None Selected  
 Mandatory/Essential/Key: ?  
 Recurring/Contract Length: 12 Month

Posting Nbr: IRPS Category

**Job Information**

Job Code: 11804N  
 Human Resources Specialist  
 \*Regular Shift: Not Applicable  
 Title: Human Resources Specialist  
 Short Title: Human Reso  
 Detailed Position Description

**Work Location**

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

**Salary Plan Information**

Salary Admin Plan: HR  
 Standard Hours: 20.00  
 Grade: 01  
 Step: 2  
 Work Period: W Weekly  
 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.)

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**Step 5:** click **Save**

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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.