Processing an OUC/Dept change in the HR System

What you need before proceeding with action: This action, Change OUC/Dept, is used to update the 6-digit department OUC number. Use this action when the position is being permanently moved to a new or different OUC. If the position is being moved to another college/division that you do not have access to, please contact HRIM for assistance. To process an OUC 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.

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 OUC change

Step 3: in the **Reason** field, select OUC/Change Dept from the drop down box

Step 4: in the **Department** field, enter the new (6-digit) OUC number

Step 5: 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.