Processing an SHRA Reclassification Change in the HR System

What you need before proceeding with action: An approval from Classification and Compensation (C&C) endorsing the position reclassification change.

The approval email will provide instructions on the action and reason to use for entering the reclassification change with any potential changes taking place, (i.e. 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.

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 Reclassification approved by Class and Compensation (C&C)

Step 3 in the Reason field, select Reclassification option provided by C&C from the drop down box

Step 4* a position reclassification may require updating multiple fields, (i.e. Job Code, Title, Reports To, etc…). The approval notification from C&C indicates what is being updated.

Step 5 verify/update the Salary Plan Section, based on the endorsed data provided by C&C, if applicable

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.

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