Processing a SHRA Level in Band Change in the HR System

**What you need before proceeding with action:** An approval email from Classification and Compensation endorsing the level change in band.

The approval email will provide instructions on the action and reason to use for entering the level in band change 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 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](image)

**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 level change.

Step 3: In the Reason field, select the appropriate SHRA Level in Band reason from the drop down box (reference approval email from Class and Comp that indicates the reason code).

Step 4: In the Salary Plan Information section reference the approval email from Classification and Compensation and update the specific Fields that correspond to the level change.

Step 5: After making all the required updates click Save.

Once saved, the Level in Band action is complete.

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