

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.

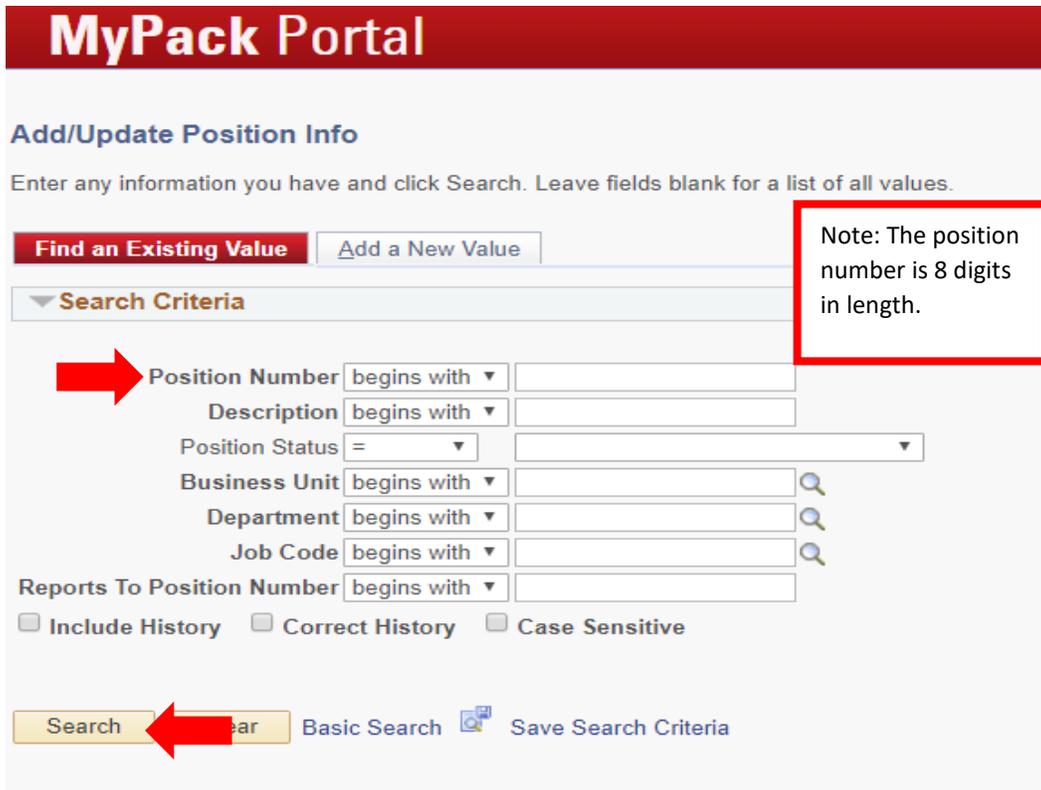
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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

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.

The screenshot shows a web application interface for position management. The interface is divided into several sections: Position Information, Job Information, Work Location, and Salary Plan Information. Red callout boxes labeled 'Step 1' through 'Step 5' point to specific fields and buttons. Step 1 points to a plus sign in the top right corner. Step 2 points to the Effective Date field. Step 3 points to the Reason field. Step 4 points to the Salary Plan Information section. Step 5 points to the Save button at the bottom left.

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.