Processing a Job Category (JCAT) Change in the HR System (UHR-Only)

What you need before proceeding with action: Classification and Compensation (C&C) is responsible for Job Category (JCAT) mapping to a position number.

Each position in the HR system is assigned a 6-digit JCAT identifying the occupational function of the role of the position. JCAT reference link, https://class-comp.hr.ncsu.edu/job-categories/. Class & Compensation consultants are responsible for making the JCAT assignment and ensuring data integrity on the position and job records in the PeopleSoft system. It is important to understand that any time that a job code changes on the position record and/or the job record, the assigned JCAT will be dropped from the system record. This is because each job code (title) may have a unique JCAT that correlates with it. In order to reassign the JCAT, it may require running a report and entering a position and/or job record entry.

The effective date of the JCAT change and title of the position should match the date on JCAT table.

Initial steps to identify a missing JCAT are as follows:

I. Missing JCAT Report

Workforce Administration → Job Information → JCAT → JCAT Missing Report

Begin by running and reviewing the with the POS JCAT report. Next, run the JCAT report (Job).

If you notice the record date for the position record is before the date on the job record. Then a position record action should be entered as provided in the instructions below. If the opposite is true of the dated records, than updating the JCAT on the table (below) will suffice in updating the JCAT.
II. JCAT mapping – Position and/or Job

Workforce Administration → Job Information → JCAT → Job to JCAT Mapping

![Job JCAT](image)

Workforce Administration → Job Information → JCAT → Position to JCAT Mapping

![NC_POSN_JCAT](image)
To process a JCAT 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.

Once the position appears in the search results then click on the position number to open the next page.
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 JCAT change. **NOTE: the date should match the “Position to JCAT” mapping table.**

Step 3: in the Reason field, select the JCAT-HR Only (JCA) from the drop down icon

Step 4: if the Job Code field is not correct select the appropriate code from the drop down icon. The JCAT field could be blank if the effective date of the action doesn’t match the mapping table.

Step 5: after making all the required updates click **Save**

Once saved, the JCAT change 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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