Processing a Position Information Clean Up in the HR System (UHR-Only)

What you need before proceeding with action: Position Information Clean Up typically means Classification and Compensation (C&C) or financials has discovered a data integrity issue with the position data.

When a data integrity issue is discovered in a query and/or reporting matrix it typically means certain position data field(s) have incorrect and/or missing data. Once the position data issue is isolated either C&C and/or HRIM enter the information clean up entry to reflect the change.

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.

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 information clean up change

Step 3: in the **Reason** field, select the Position Information Clean Up (CUP) from the drop down icon

Step 4: in the event of an information clean up, there could be multiple sections of position data impacted. Follow the endorsed data changes and update all fields associated with the clean up request.

Step 5: 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.