


Processing an IRPS/IRIT Change in the HR System (UHR-Only)

What you need before proceeding with action: [Classification and Compensation](#) (C&C) is responsible for verifying the Instructional, Research, and Public Service (IRPS)/ Instructional, Research, and Information Technology (IRIT) field selected matches the position category correctly.

NOTE: Any new position creation and/or employment classification conversion involving an **EHRA (ENF - Non-Faculty)** will require an IRPS/IRIT category verification and/or update that can **ONLY** be processed in position data by the UHR Office. Contact your C&C representative if you have any questions.

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.

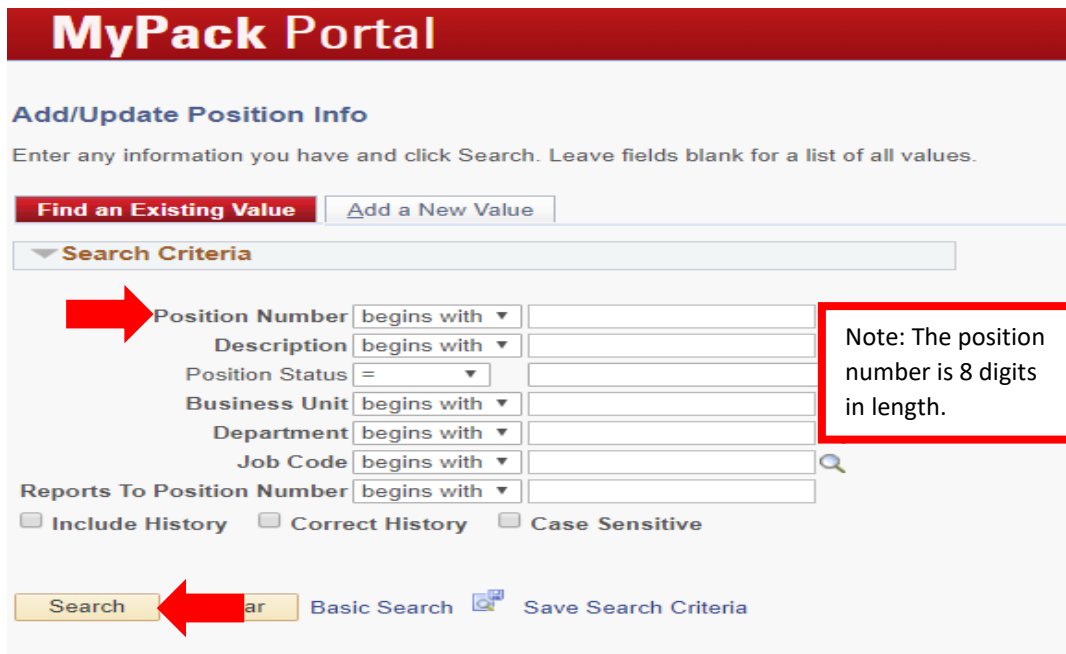
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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.



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 **Add a New 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

Search **Basic Search** **Save Search Criteria**

Note: The position number is 8 digits in length.

The screenshot shows a web-based HR system interface with several tabs: Description, Specific Information, Budget and Incumbents, and Mandatory Designation. The 'Specific Information' tab is active, displaying 'Position Information'. The form includes fields for Position Number (00102206), Headcount Status (Filled), Current Head Count (1 out of 1), *Effective Date (01/27/2020), *Reason (IRP), *Position Status (Approved), Status Date (03/01/2011), *Status (Active), Action Date (01/27/2020), *Empl Class (ENF), *Ext Status, Recurring/Contract Length (12 Month), IRPS Category (IRPS-22), Information Technology, Posting Nbr, Job Code (C402IT), IT Bus Intell/SP, *Regular Shift (Not Applicable), Title (IT Bus Intell/Data Analysis), Short Title (IT Bus Int), Detailed Position Description, Department (480), HR Info Mgmt and Analytics, Location (205), HR-HRIM, Reports To (00062628), Director for HRIM, Salary Admin Plan (ITEH), Grade (60), Standard Hours (40.00), Work Period (W), Weekly, Shared Position FTE, and a USA flag. At the bottom, it shows 'Updated on 01/27/2020 12:59:11PM' and 'Updated By VLPRINCE Vance Prince'. A red callout 'Step 1' points to a plus sign in the top right corner. A red callout 'Step 2' points to the *Effective Date field. A red callout 'Step 3' points to the *Reason field. A red callout 'Step 4*' points to the IRPS Category field. A red callout 'Step 4*' points to the Job Code field. A red callout 'Step 5' points to the Salary Admin Plan field. A red callout 'Step 6' 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 IRP Change approved by Class and Compensation (C&C)

Step 3 in the **Reason** field, select the IRP Change (UHR-Only) option from the drop down icon

Step 4* an **IRPS Category** field needs to reflect the primary purpose of the position for EHRA Non Faculty (ENF) personnel. Verify all fields associated with the update are correct, (i.e. Empl Class, Job Code, Title, Reports To, etc...).

Step 5 verify/update the fields associated with the **Salary Plan Information**, if applicable. If you have any questions contact C&C.

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.