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](image-url)

**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 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.