


Processing an SHRA Pay Grade Assignment in the HR System (UHR-Only)

What you need before proceeding with action: An approval from [Classification and Compensation](#) (C&C) endorsing the pay grade assignment.

The approval email will provide instructions on the action and reason to use for entering the pay grade assignment along with any potential changes taking place, (i.e. job code, title, pay rate. etc...). 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.

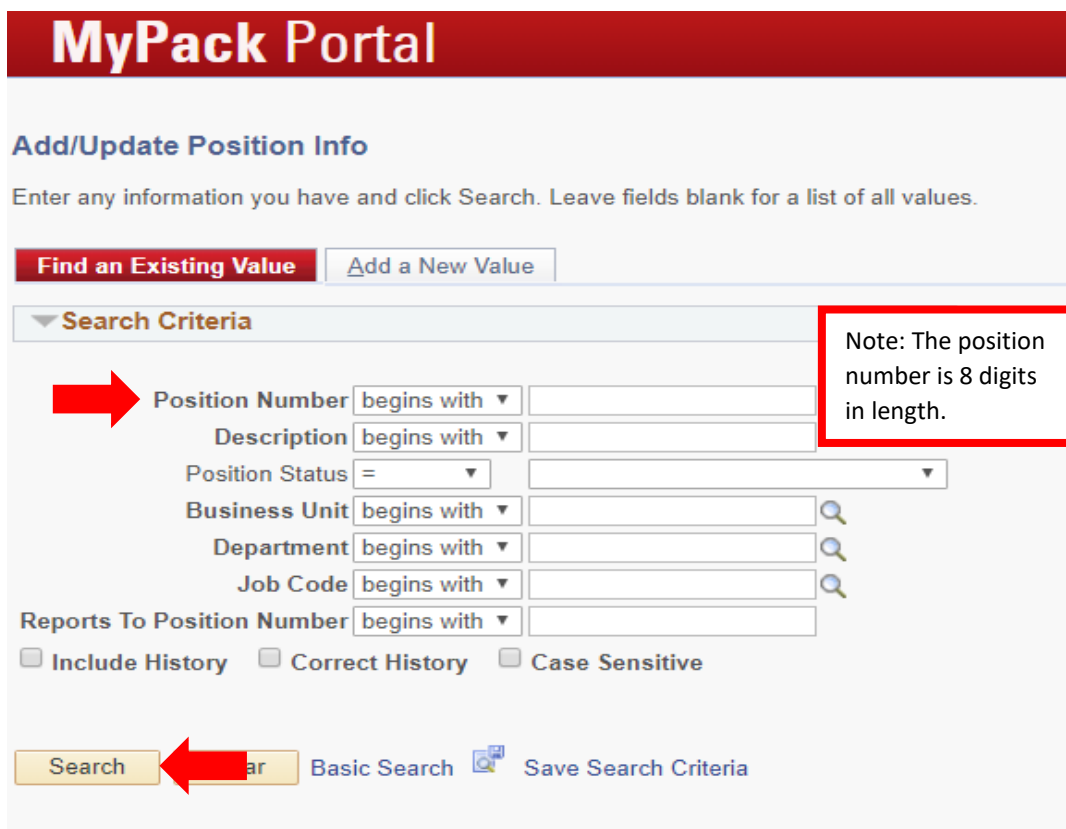
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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 sections: Position Information, Job Information, Work Location, and Salary Plan Information. Red callouts indicate the following steps:

- Step 1:** Click on the plus sign in the top right hand corner to add a new row to the position.
- Step 2:** Update the **Effective Date** field.
- Step 3:** Select the **Reason** field (e.g., PGA).
- Step 4:** Update the fields associated with the **Salary Plan Information**.
- Step 5*:** Update fields within the **Job Information** section.
- Step 6:** Click **Save** after making all required updates.

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 pay grade assignment approved by Class and Compensation (C&C)

Step 3 in the **Reason** field, select the Pay Grade Assignment (PGA) from the drop down icon

Step 4 update the fields associated with the **Salary Plan Information**, pay range assignment. If you have any questions contact C&C.

Step 5* a pay grade assignment may also involve other field updates within the Job Information section. Follow the approval notification instructions from C&C regarding any section/fields being updated.

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.