

Processing a Mandatory Designation for a Temp Employee in the HR System

What you need before proceeding with action: This job data action is exclusively for updating the temp mandatory designation status of temporary personnel in the HR system.

This action is performed directly in job data/information and exclusively for HR administrative personnel with one of the following Security Access Request levels: (base user, approver1, and/or approver2).

NOTE: If a temporary employee has multiple jobs across campus, this activity will have to be performed on each active job record number.

To process a temp mandatory designation action you will need to locate the employee using the following navigation path. If you have any questions contact your designated HRIM Specialist.

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 > Workforce Administration > Job Information > Temp Mand Designation (if the navigation option isn't available, you do not have proper security access)

Once the **Temp Mand Designation** panel appears then type in the employee ID number (Empl ID) or name then click Search.

MyPack Portal -MP910PRE

Mandatory Designation (Temps)

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with
Empl Record =
Employee Classification begins with
Name begins with
Last Name begins with
Second Last Name begins with
Alternate Character Name begins with
Middle Name begins with

Include History Correct History Case Sensitive

Note: The Empl ID number is 9 digits in length. To search by NAME type in the full first and last name then click Search.

Search  Basic Search  Save Search Criteria 

Once the employee is located in the search results, click on their name to access the Job Data page.

Temp Mand Designation

If the temp mandatory designation has already been setup the page will reflect the last effective update.

Temp Mand Designation

Empl ID 00 [REDACTED] Empl Record 0 Empl Class TMS David [REDACTED]

Effective Date 04/01/2020

Find | View All First < 1 of 1 > Last

Step 1

ADVERSE WEATHER

Mandatory Adverse Weather
 Non Mandatory Adverse Weather

EMERGENCY EVENTS

Mandatory - Emergency Event (check all below that apply)

Fire/Explosions
 Medical Emergencies
 Hazardous Materials
 Transportation Accidents
 Evacuations/Natural Hazards
 Utilities/Infrastructure
 Violence Threat/Interpersonal
 Non Mandatory Emergency

Step 2
Step 3
Step 4

Pursuant to [NCSU REG 04.20.07 \(Adverse Weather and Other Emergency Conditions\)](#), employees and/or positions may be designated mandatory or non-mandatory for adverse weather and other emergency conditions.

Save Return to Search Notify Update/Display Include History Correct History

Step 1: review the **Effective Date** of the last update. If no mandatory designation has been setup or the last effective update does not reflect the correct designation then click the plus sign in the top right hand corner to add a new row. (*Note: this process does not allow job sequencing*)

Step 2: review the **Adverse Weather** section and check the appropriate box (Mandatory or Non Mandatory) to reflect the employee designation during adverse weather events

Step 3: review the **Emergency Events** section and check the appropriate box (Mandatory or Non Mandatory) to reflect the employee designation during emergency events. If the employee is deemed mandatory during emergency events, check all boxes that apply.

Step 4: click **Save** once the appropriate designation and/or boxes have been updated.

Reminder: *If a temporary employee has multiple jobs within the college division, this activity will have to be performed on each active job record number.*

Once saved, the action is complete.

If you have any questions or concerns contact you HRIM Specialist for assistance.