

## Processing a Position Flag Update in the HR System (UHR-Only)

**What you need before proceeding with action:** A “Flagged” position indicates [Classification and Compensation](#) (C&C) plans to review a position at a future date to determine if the position needs to be reclassified to a different career band/level or converted to a different employment classification.

C&C typically enters the flagged position transaction and provides an update to the college/division. 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.

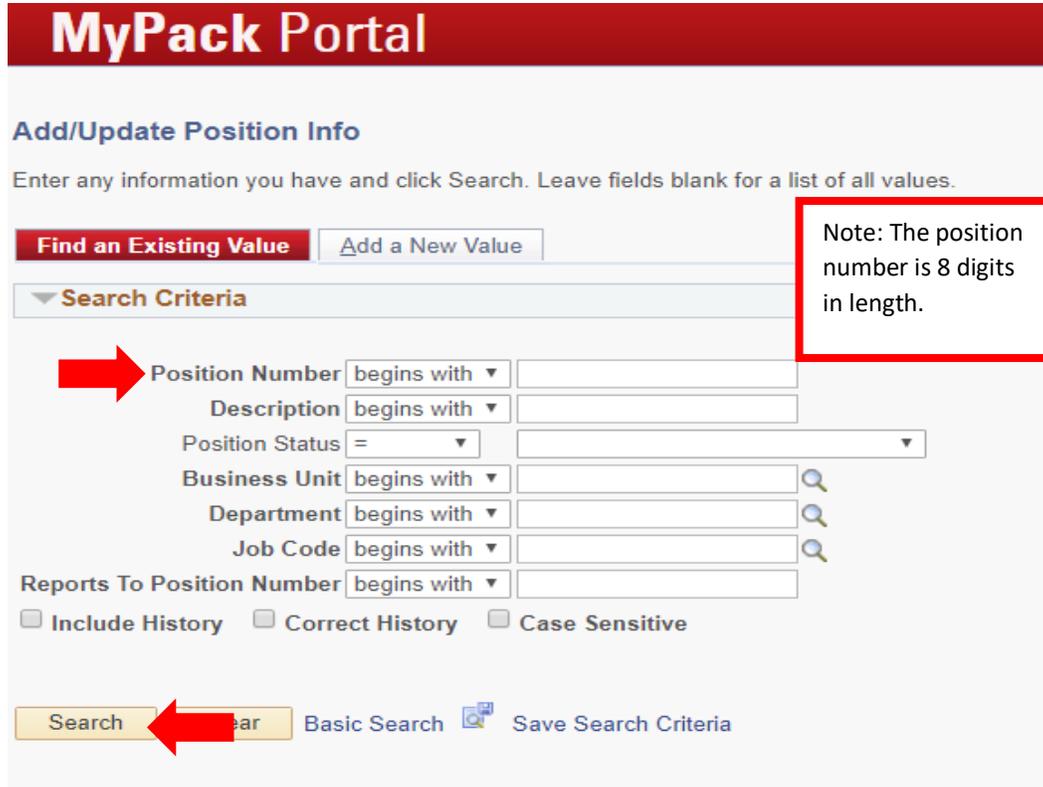
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the Menu 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.



The screenshot shows the MyPack Portal interface for the 'Add/Update Position Info' section. At the top, there is a red header with 'MyPack Portal' in white. Below it, the title 'Add/Update Position Info' is displayed in blue. A subtitle reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' (highlighted in red) and 'Add a New Value'. A 'Search Criteria' section is expanded, showing several search fields: 'Position Number' (with a red arrow pointing to the input field), 'Description', 'Position Status', 'Business Unit', 'Department', 'Job Code', and 'Reports To Position Number'. Each field has a dropdown menu and an input box. There are also search icons next to Business Unit, Department, and Job Code. At the bottom, there are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. A 'Search' button (highlighted in red) is located at the bottom left, with a red arrow pointing to it. To the right of the Search button are links for 'Basic Search' and 'Save Search Criteria'. A red box on the right side of the form contains the text: 'Note: The position number is 8 digits in length.'

The screenshot shows a HR system interface with the following fields and callouts:

- Step 1:** Plus sign in the top right corner.
- Step 2:** Effective Date field (01/13/2020).
- Step 3:** Reason dropdown menu (FLG).
- Step 4:** Position Flagged checkbox.
- Step 5:** Flagged Position Reason dropdown menu (None Selected).
- Step 6:** Save button at the bottom left.

Other visible fields include: Position Number (00102011), Headcount Status (Filled), Current Head Count (1 out of 1), Status (Active), Action Date (01/13/2020), Position Status (Approved), Status Date (11/15/2010), Position Flag, Recurring/Contract Length (12 Month), Job Code (12249), Job Title (Asst Dir of HRIM&HR Sys train), Department (480), Location (209), Salary Admin Plan (TSA), Grade (02), Step (2), Standard Hours (40.00), Work Period (W), and Updated on (01/13/2020 2:18:34PM).

**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 actual effective date

**Step 3:** in the **Reason** field, select the Position Flag (FLG) reason from the drop down

**Step 4:** check and/or uncheck the Position Flagged box based on the data provided by C&C

**Step 5:** if the position flag is checked then select the Flagged Position Reason provided by (C&C) from the drop down

**Step 6:** after making all the required updates click **Save**

Once saved, the position action is complete.

Contact HRIM with any system entry questions.