

Processing a Position FTE Change in the HR System

What you need before proceeding with action: An approval email from [Classification and Compensation](#) endorsing the FTE and/or any potential Pay Rate Change.

Note: A commensurate pay rate change associated with the FTE change is performed in Job Data.

The approval email will provide instructions on the action and reason to use for entering the FTE along with any potential pay rate change. The position action will be processed first. 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.

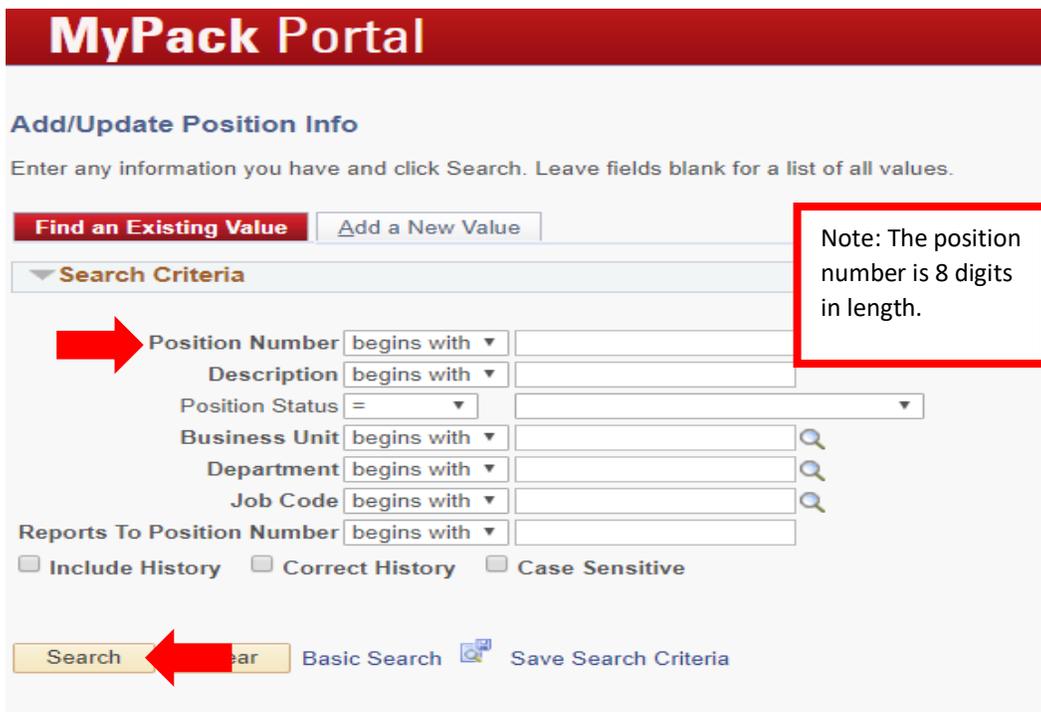
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

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.



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.

MyPack Portal

Description | Specific Information | Budget and Incumbents

Position Information

Position Number: 12345678
 Headcount Status: Filled
 *Effective Date: 03/01/2018
 *Reason: FMH
 *Position Status: Approved
 Current Head Count: 1 out of 1
 *Status: Active
 Action Date: 03/22/2018
 Change FTE TO 0.50 - 0.74
 Status Date: 08/04/2017
 *Empl Class: SPA SHRA Employee

Position Flagged: Flagged Position Reason: None Selected
 Time Limited (SPA): Mandatory/Essential/Key: [Dropdown]
 Recurring/Contract Length: 12 Month

Posting Nbr: [Field] IRPS Category: [Field]

Job Information

Job Code: 11804N Human Resources Specialist
 *Regular Shift: Not Applicable
 Title: Human Resources Specialist Short Title: Human Reso

Work Location

Department: 110310 CALS
 Location: 147 Cals Business Office
 Reports To: 00000000 Asst Dean -

Salary Plan Information

Salary Admin Plan: HR Grade: 01 Step: 2
 Standard Hours: 20.00 Work Period: W Weekly
 Shared Position FTE: [Field]

Security Speciality: 00 Not Applicable
 Updated on: 03/22/2018 10:01:47AM Updated By: [Field]

Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History

- 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 FTE change
- Step 3:** in the **Reason** field, select the appropriate FTE reason from the drop down box (*the approval email from EHRA Administration or Classification and Compensation will indicate the reason code*)
- Step 4:** In the **Standard Hours** field, enter the scheduled number of hours per/week and the FTE will be updated in Job Data. (*Note, any commensurate pay rate change would be performed in job data.*)
- Step 5:** click **Save**

Once saved, the FTE action is complete.

Please verify the action is updated in Job Data. If it is not, please contact your HRIM Specialist.