8.9 HRMS Step by Step Guide
Update Position Data – Organizational Development Module

Overview: This guide provides instruction on updating data in an existing position, to include (but not limited to) Percentage of Time, Standard Hours, Location Code, Reports to Position.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate To Add/Update Position Info
   - Organizational Development
   - Position Management
   - Maintain Positions/Budgets
   - Add/Update Position Info

2. Add/Update Position Info page displays
   - Enter one or more of the search fields to Find an Existing Value
   - Click Search
3. Description page displays

- Click in Position Information section to add a new effective dated row

4. New Position Information row displays

- Effective date defaults to current date. Change if necessary
5. Enter Reason From Look-up List

☐ Use Reason that has overall greatest impact on position even though making multiple changes on one row
☐ Ex: Full/Part Time, Reg/Temp, Title, Location Code, Standard Hours, etc. may all be updated on the same row before saving
☐ Reports to field is required for all HRMS positions, with the exception of student hourly, student faculty or retirees

6. After making specified change or changes:

☐ Click Save
☐ Position updates must be approved

Update Position Data complete