

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.

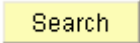
Note: The screen shots used in this guide may not be representative of your access.

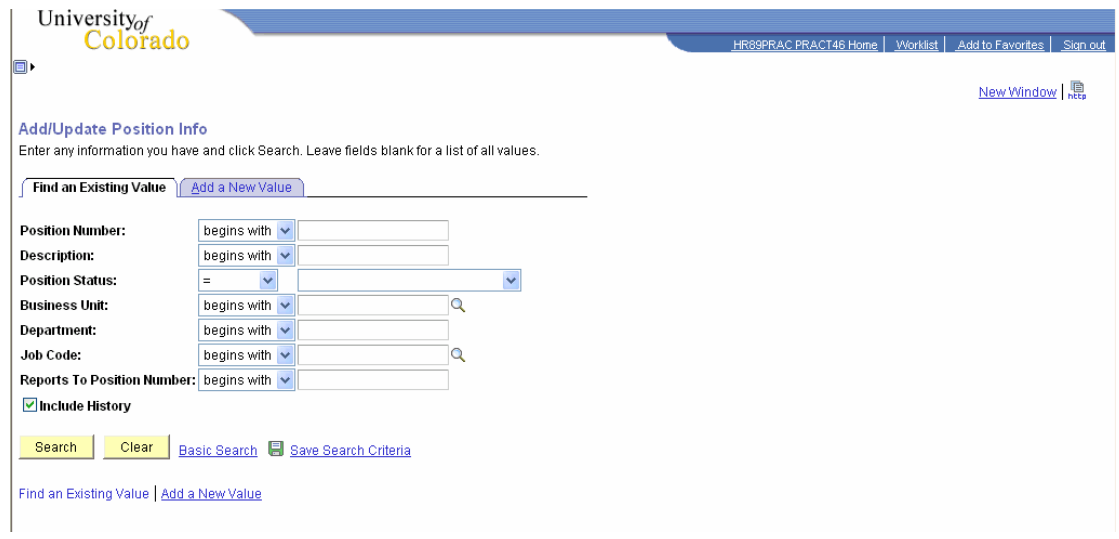
1. Navigate To Add/Update Position Info

- Organizational Development
- Position Management
- Maintain Positions/Budgets
- Add/Update Position Info




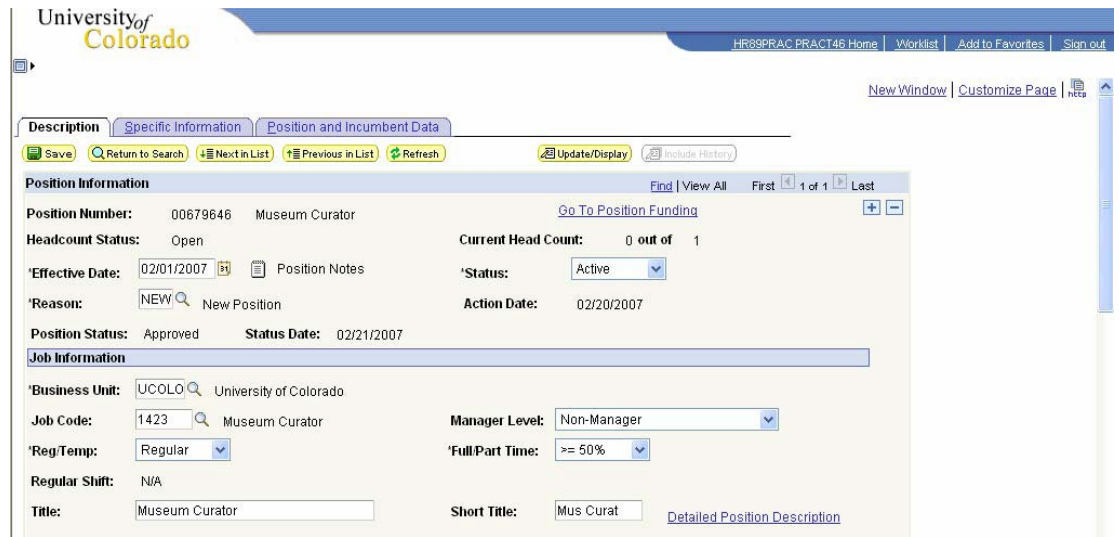
2. Add/Update Position Info page displays

- Enter one or more of the search fields to Find an Existing Value
- Click 




3. Description page displays

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










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HR89PRAC PRACT46 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | 


Description | **Specific Information** | Position and Incumbent Data


 Save  Return to Search  Next in List  Previous in List  Refresh  Update/Display  Include History

Position Information Find | View All First 1 of 1 Last

Position Number: 00679646 Museum Curator [Go To Position Funding](#)  


Headcount Status: Open Current Head Count: 0 out of 1


'Effective Date: 02/01/2007  Position Notes 'Status: Active

'Reason: NEW  New Position Action Date: 02/20/2007

Position Status: Approved Status Date: 02/21/2007

Job Information

'Business Unit: UCOLO  University of Colorado

Job Code: 1423  Museum Curator Manager Level: Non-Manager

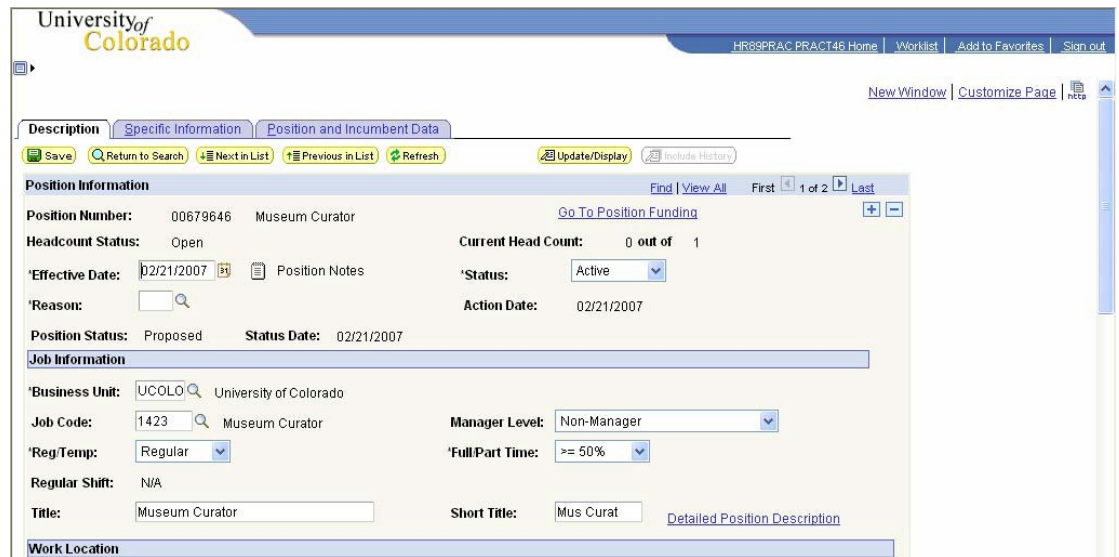
'Reg Temp: Regular Full Part Time: >= 50%

Regular Shift: N/A

Title: Museum Curator Short Title: Mus Curat [Detailed Position Description](#)


4. New Position Information row displays

- Effective date defaults to current date. Change if necessary










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New Window | Customize Page | 


Description | **Specific Information** | Position and Incumbent Data


 Save  Return to Search  Next in List  Previous in List  Refresh  Update/Display  Include History

Position Information Find | View All First 1 of 2 Last

Position Number: 00679646 Museum Curator [Go To Position Funding](#)  


Headcount Status: Open Current Head Count: 0 out of 1


'Effective Date: 02/21/2007  Position Notes 'Status: Active

'Reason:  Action Date: 02/21/2007

Position Status: Proposed Status Date: 02/21/2007

Job Information

'Business Unit: UCOLO  University of Colorado

Job Code: 1423  Museum Curator Manager Level: Non-Manager

'Reg Temp: Regular Full Part Time: >= 50%

Regular Shift: N/A

Title: Museum Curator Short Title: Mus Curat [Detailed Position Description](#)

Work Location

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

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New Window | Customize Page | help

Description | **Specific Information** | Position and Incumbent Data

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Position Information Find | View All First 1 of 2 Last

Position Number: 00679646 Museum Curator [Go To Position Funding](#)

Headcount Status: Open Current Head Count: 0 out of 1

Effective Date: 02/21/2007 Position Notes Status: Active

Reason: PCT Change Percent Time/Std Hours Action Date: 02/21/2007

Position Status: Proposed Status Date: 02/21/2007

Job Information

Business Unit: UCOLO University of Colorado

Job Code: 1423 Museum Curator Manager Level: Non-Manager

Reg/Temp: Regular Full/Part Time: >= 50%

Regular Shift: N/A

Title: Museum Curator Short Title: Mus Curat [Detailed Position Description](#)

Work Location

Reg Region: USA United States

Department: 10261 School of Education Company: CU University of Colorado

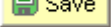
Location: 1EDUC Education Bldg

Reports To: 150637 Appointing Authority:

Essential Services Class Staff Seasonal or Academic Year Appointment? Supervises Classified Staff

Special Opportunity Posn Preplacement Physical Required Class Staff Spec Ouals Officer Position

6. After making specified change or changes:

- Click 
- Position updates must be approved

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Description | **Specific Information** | Position and Incumbent Data

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Position Information Find | View All First 1 of 2 Last

Position Number: 00679646 Museum Curator [Go To Position Funding](#)

Headcount Status: Open Current Head Count: 0 out of 1

Effective Date: 02/21/2007 Position Notes Status: Active

Reason: PCT Change Percent Time/Std Hours Action Date: 02/21/2007

Position Status: Proposed Status Date: 02/21/2007

Job Information

Business Unit: UCOLO University of Colorado

Job Code: 1423 Museum Curator Manager Level: Non-Manager

Reg/Temp: Regular Full/Part Time: < 50%

Regular Shift: N/A

Title: Museum Curator Short Title: Mus Curat [Detailed Position Description](#)

Work Location

Reg Region: USA United States

Department: 10261 School of Education Company: CU University of Colorado

Location: 1EDUC Education Bldg

Reports To: Appointing Authority:

Essential Services Class Staff Seasonal or Academic Year Appointment? Supervises Classified Staff

Special Opportunity Posn Preplacement Physical Required Class Staff Spec Ouals Officer Position

Faculty/Exempt Professional - Minimum Maximum

Update Position Data complete