8.9 HRMS Step by Step Guide
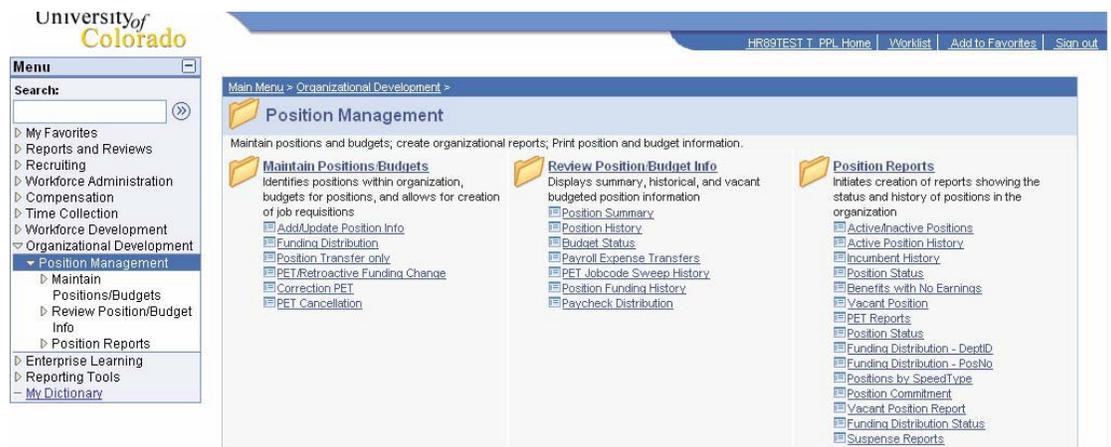## Position Location Change – Organizational Development Module

Overview: This guide provides instruction on updating the department and/or campus box of employees and persons (POI's).

In version 8.9, Oracle/PeopleSoft has changed the name of Develop Workforce to Organizational Development.

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

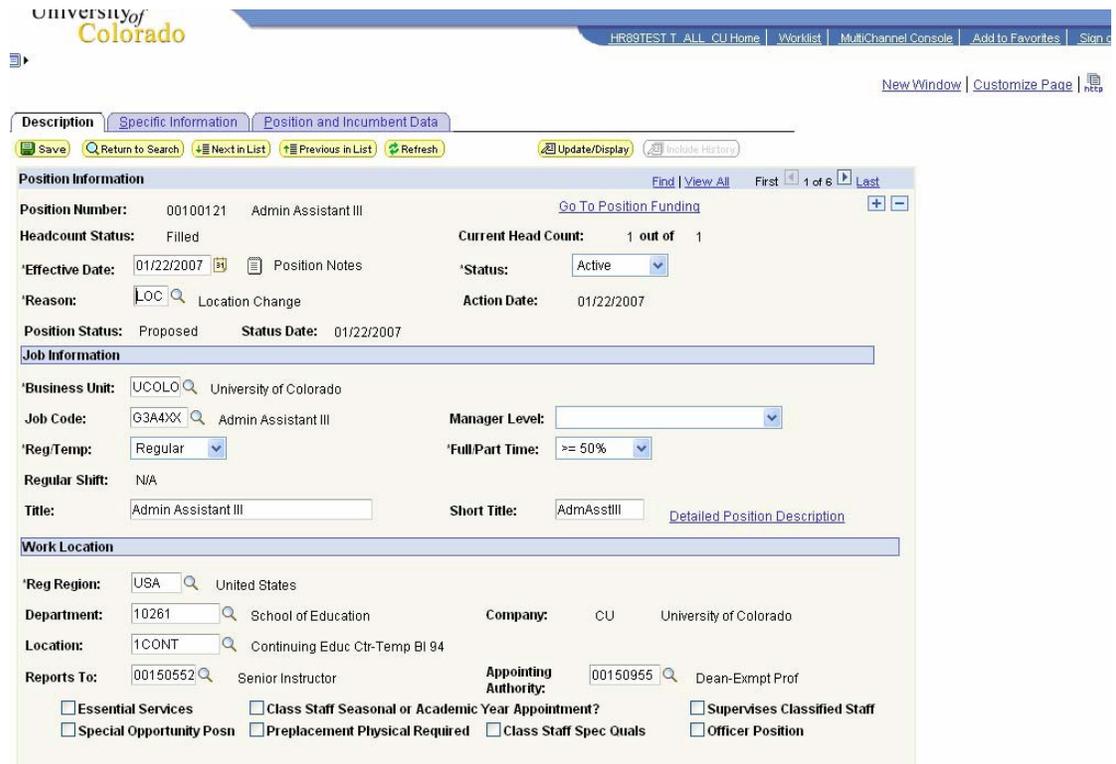|	
1. Navigate to Position Management ☐ Organizational Development ☐ Position Management ☐ Maintain Positions/Budgets ☐ Add/Update Position Info	
2. Add/Update Position Info page displays ☐ On Find an Existing Value tab, enter one or more of the search fields ☐ Search may be done by single position number or by department number if many or all positions are to have location changes ☐ Search may be further refined by using Job Code along with department number ☐ Click ⬚Search⬚	
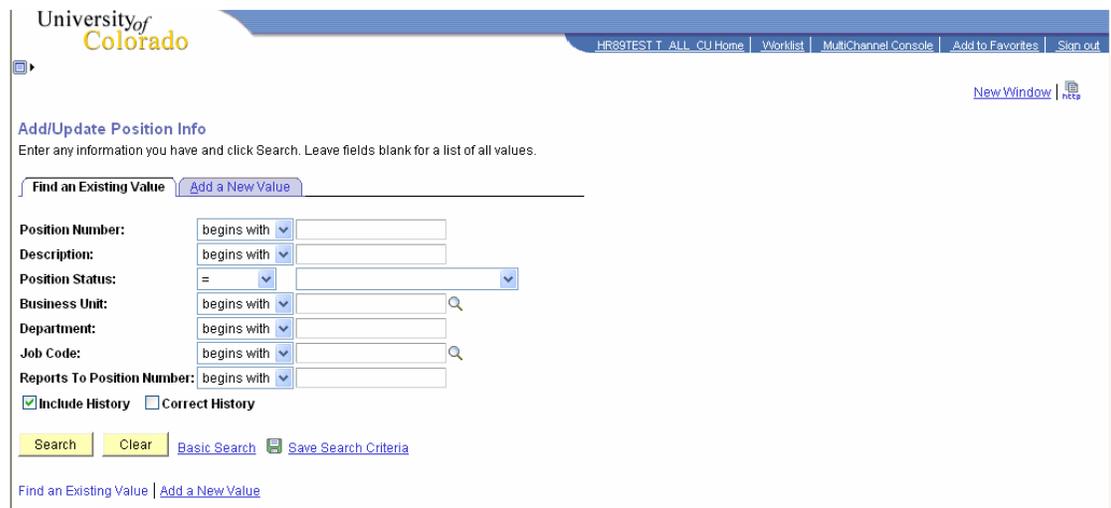
3. Description page displays

☐ Click [+] to insert a row in the Position Information section

☐ The effective date defaults to current date; change if necessary. The effective date will determine the local tax charged for that month

☐ Enter Reason of LOC

☐ In Work Location section, change Location

☐ Click [Save]

4. If position is filled, system inserts new job row for incumbent with same effective date of Location change
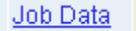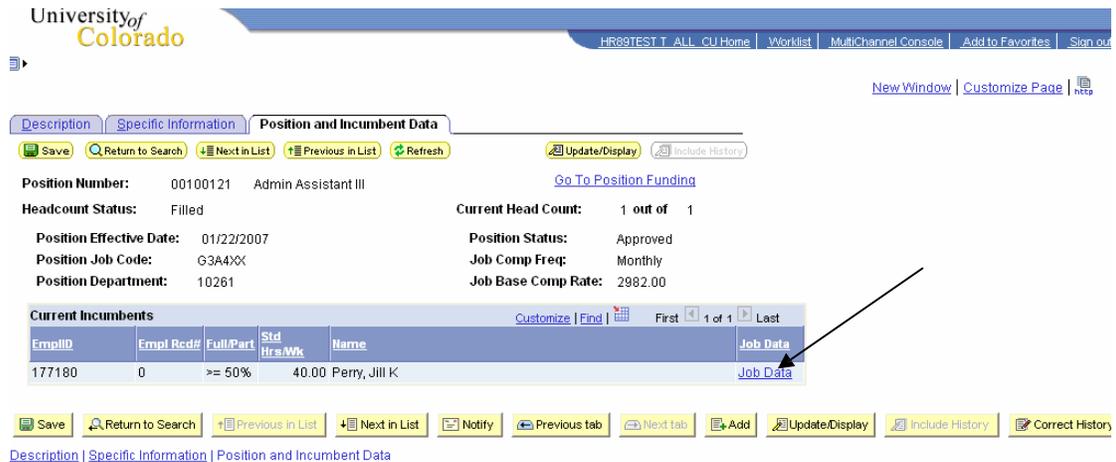
☐ Click [Position and Incumbent Data]

☐ Click [Job Data] link

5. New window opens in Job Data

☐ Position Change row has been inserted with same effective date entered in Position

☐ Click ➕ to insert a row in the Work Location section

6. New row displays

☐ Use same effective date as previous row and enter next higher Sequence number

☐ Enter Action of Data Change

☐ Enter Reason of LTU (Local Tax Update)

☐ Click *Payroll*

7. Payroll page displays

☐ Change Tax Location Code if applicable

☐ Review and *Save*

☐ Remember to verify Percent of Time & Standard Hours

8. Update incumbent's Personal Data if appropriate

□ Navigation: Workforce Administration, Personal Information, Modify a Person

□ Click ➕ to insert a row in Biographical History section

□ Effective date should be same as position and job data changes

□ Update Department and/or Campus Box if needed

□ Review and *Save*

Biographic Information					
'Date of Birth:	01/13/1960	47 Years	0 Months	Date of Death:	

Biographical History   Find | View All   First ◀ 1 of 3 ▶ Last ➕ ➖

'Effective Date for PERSONAL DATA: 01/22/2007

Gender: Female

'Highest Education Level: G-Bachelor's Level Degree

Language Code: English   ☐ FERPA Flag

Military Status:

Previous Non-Employee T-ID:

Home Department: 10261   School of Education

Campus Box: 249 UCB   School of Education

Position Location Change complete