This position action in HRIS is used to change attributes of a position such as FTE, working title, manager code, shift differential flag, Severe Weather Essential, Public Health Essential, etc. A change position attribute action can be prepared for a filled or vacant position. Filled positions may require submission of additional workflows depending on what you are trying to do. For example: To change an employees hours permanently (over 90 days) you would need to submit 4 workflows, one of which is a change position attribute action. Best practice is to reference the user guide to find the section of the user guide that is related to the action you are to process. If you have any questions as to what workflow(s) you should use to process a particular action, please contact the HR Application Support help desk by submitting a web based Remedy ticket or calling 962-HELP.
Double click the **Positions and Funding Container**.

**Initiating the Establish/Maintain Position Workflow**

Double click the **Establish/Maintain Position** icon.

**Change Position Attribute** (Working title, Manager Code, Shift Differential Indicator, Public Health Essential, etc.) - 2
Identifying the Position

1. Choose **Change Position Attribute** from the Position Action drop down list.

2. *Identify position by double clicking the appropriate browser of Active Employees by Department or Vacant Position by Job by Department.* The browser selection depends on if the position is filled or vacant.

3. Double click on department name to drill down to **specific position** that the transfer request is for.

4. Drag and drop to **Position ID** field.

5. Click on **New Action**.

* Position can also be identified by keying in the seven digit position number in the position ID field.
Setting the Event/Effective Date

1. Type **Event/Effective date (MM/DD/YYYY)**. Type "T" for today's date. Should be the actual date that the employee changed their schedule to the new hours.
2. Click **OK**.
Completing the Request Position Action Form, pg. 1

1. Enter the **Requested Eff Date** - the date that the attribute change is effective.
2. Validate **Working Title**. Change if necessary.
3. If the FTE of the position is changing, click in the **FT/PT** drop down field and select the appropriate option of Full Time or Part Time if applicable.
4. If the FTE is changing, enter the **FTE Count**.
5. If the **Manager code** is changing, click in the drop down field and select appropriate option of Manager or Supervisor.
6. Click in check box to indicate those position attributes that are applicable to the position.

*SPA Permanent Positions may not be reduced below 20 hours per week or .5 FTE. Refer to FTE Change Position Attribute (Working title, Manager Code, Shift Differential Indicator, Public Health Essential, etc.) - 5
Conversion Chart for FTE to hours values.

Press **F5** on your computer keyboard to go to next page.

### Completing the Request for Position Action Form, pg. 2

1. Validate **Reporting Relationship**. Modify as necessary.
2. Validate **Work Schedule**. Modify as necessary.
3. Enter **Comments** as applicable.

From the File menu, select **Save**.
Click **Do Save**. Click **End** on the lister.

At this point, the change in attribute/FTE is routed to Human Resources (HR) for completion. The new information of the position will only be updated once the action has been approved by HR and will be visible on the position inquiry at that time. If you process the request and do not see the position get updated with the changes, you may want to contact your ECC Specialist to determine if it has been approved. This step must be fully approved by the ECC group prior to updating the Position Inquiry with the new data.