



File Name	Update Position_BUSPROC.doc
Version	8.9
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Last Changed by	Ann M. Flood
Status	DRAFT

Update Position

Trigger:

Concept

Description:

Position data may change over time (i.e. Reports to, title change, full to part-time, etc). All changes to Position Data are effective dated. Correct History in Position Data can only be done at the System Office.

"Update Incumbents" is not activated in the Position Data Tables. Changing position data does not automatically update job data for incumbents assigned to a position. A job row must be added to populate changes to employees job record. If a job row is added in job data for the incumbent (and position data is not being overridden) , the effective date of the job row must be equal to or later than the effective date in position data to populate the edited fields in job data:

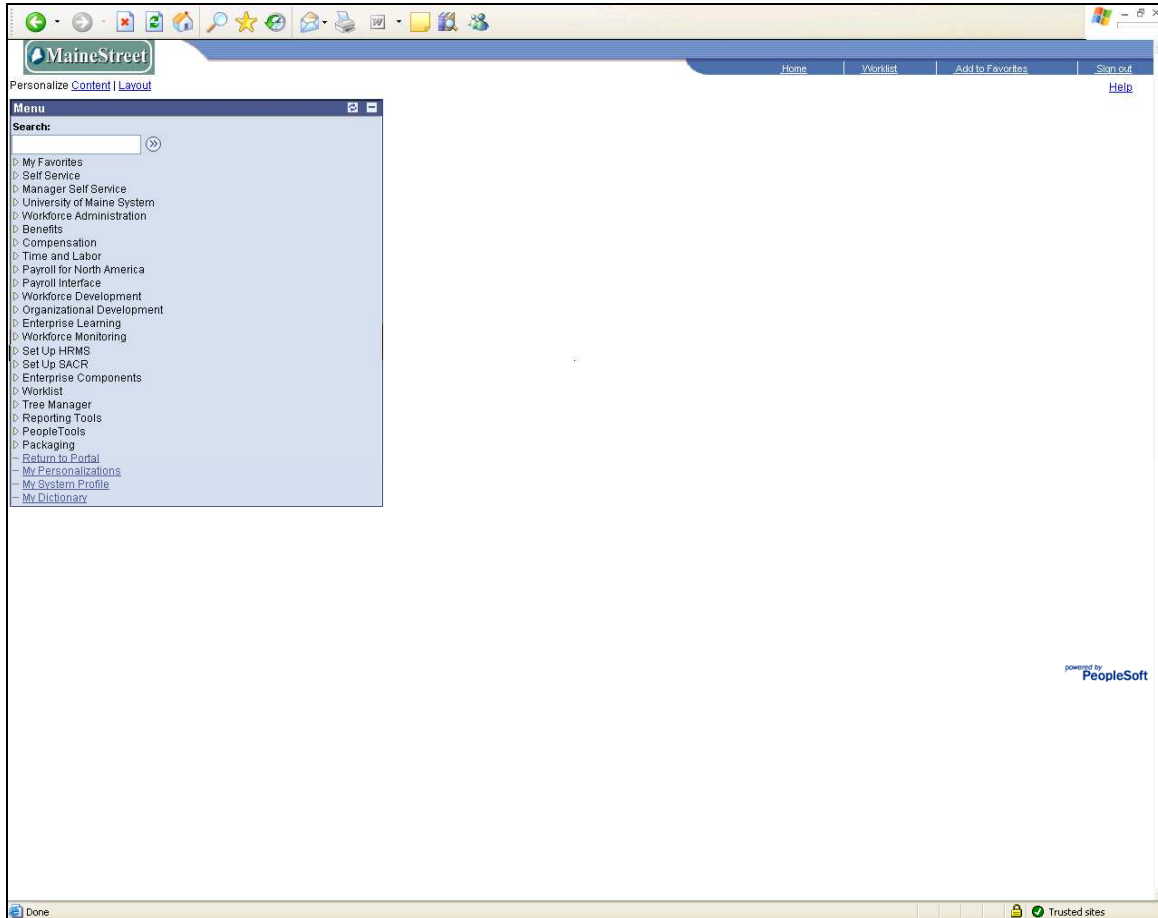
Example: Position Data table is edited with effective date 10/1/09.

Job row added with effective date 10/1/09 or later will receive edited data.

Job row added with effective date 9/30/09 or earlier will not receive edited data

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Procedure

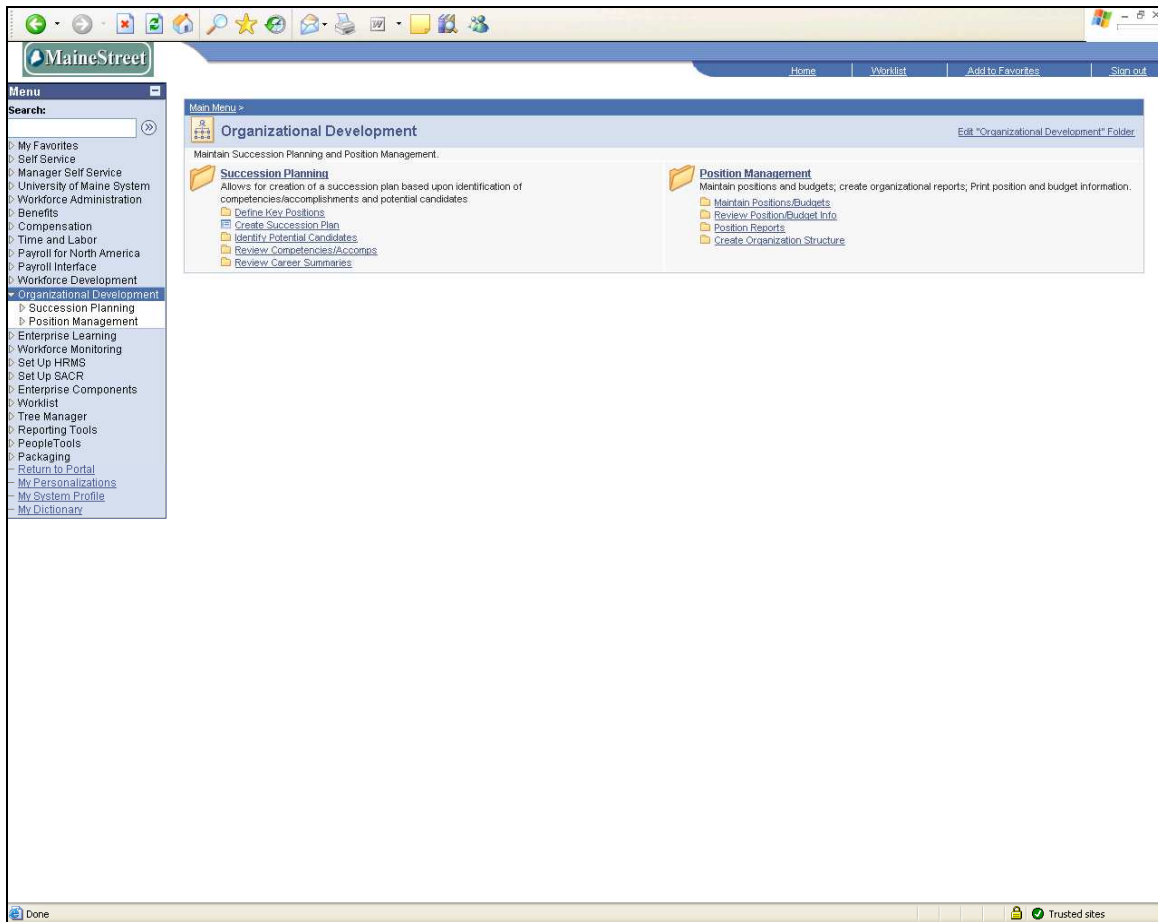


- | Step | Action |
|------|--|
| 1. | Click the Organizational Development link.
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Process Document

Position Management - HR: Update Position



- | Step | Action |
|------|--|
| 2. | Click the Position Management link.
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| 3. | Click the Maintain Positions/Budgets link.
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| 4. | Click the Add/Update Position Info link. |

Process Document

Position Management - HR: Update Position

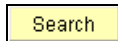


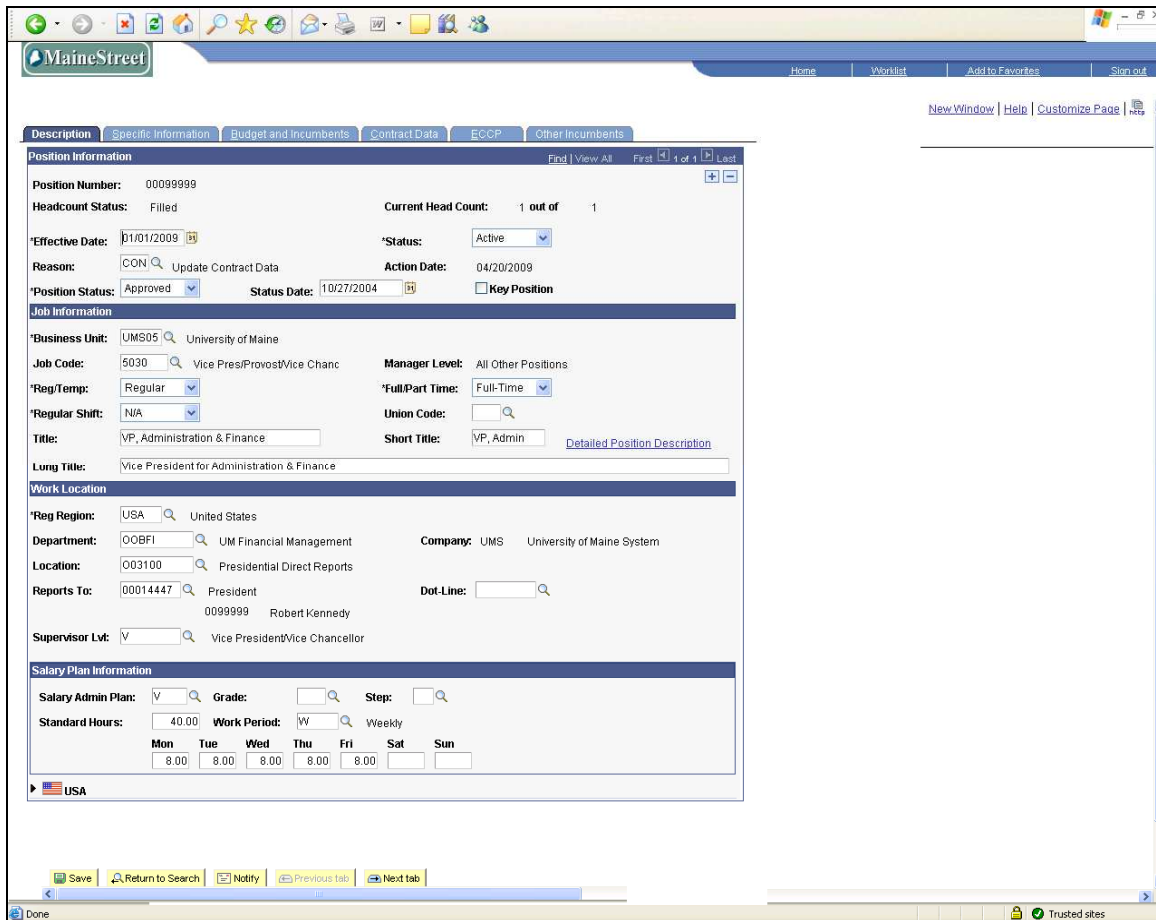
Step	Action
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5.	Enter Position Number into the Position Number field.
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If Position Number is not known, the Description, Position Status, Business Unit, or Department fields may be used to search for the correct position.

6.	Click the Search button.
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Step	Action
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7. Click the **Plus (+) key** to add a new row.



8. Enter the applicable Effective date into the **Effective Date** field.

NOTE: Position Data rows are effective-dated, but not sequenced. Therefore, the same effective date cannot be used on more than one row.

9. Click the **Look up Reason** button.



10. Click an entry in the **Reason Code or Description** column.


Title Change

11. Edit/Change all applicable fields on **ALL** panels before saving.

Process Document

Position Management - HR: Update Position



Step	Action
12.	If changing Title, the new title <u>MUST</u> be entered in both the Title and Long Title fields.
13.	Click the Save button. 
14.	End of Procedure.