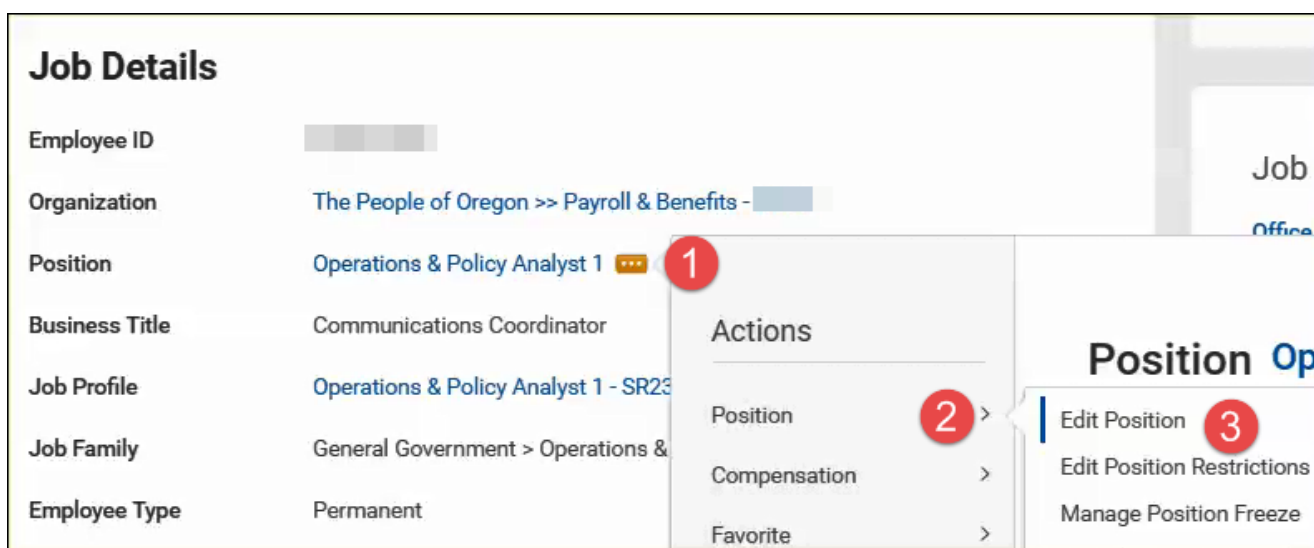


Edit Position – Employee data

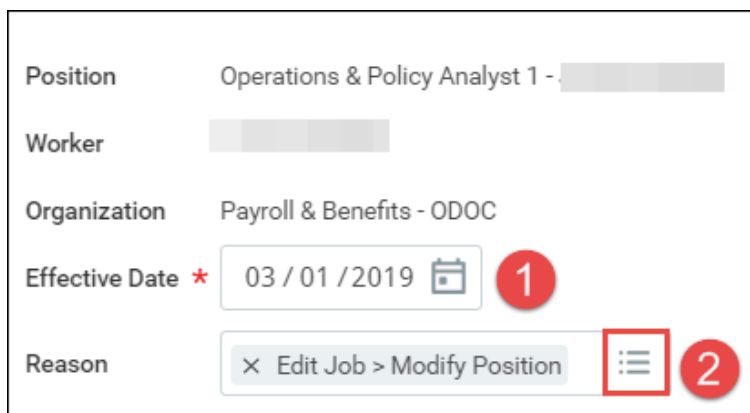
This job aid walks you through the steps of how an HR Partner, HR Assistant, Compensation Partner, or Manager can change the position for an employee, e.g. Full-time to Part-time or Job Share.

Step 1: Navigate to the employee’s Profile page.

Step 2: In the **Job Details** pane, Click on the action brick off of the employee’s **Position** (1), hover over **Position** (2), and select **Edit Position** (3).



Step 3: Enter the **Effective Date** of the change (1) and the **Reason** using the menu prompt (2).



Step 4: In the **Job Details** section change the employee’s **Time Type** (1), and the **Scheduled Weekly Hours** (2).

Job Details

Employee Type *

Job Profile *

Job Title

Business Title

Time Type **1** *

Location *

Pay Rate Type

Scheduled Weekly Hours **2**

The Scheduled Weekly Hours is reflected in the FTE percentage. If the worker is a true hourly employee, enter zero.

If the worker will be eligible for benefits as an ACA temp, the Time Type should remain full time.

Step 5: Use the prompt (>) to open the **Additional Information** section. You’ll see the change to the **FTE**.

Additional Information

Location Weekly Hours 40

Default Weekly Hours

FTE 50%

Step 6: Update the **Job Classification** field as appropriate by clicking on the **X** and then selecting the new codes as needed.


The 6 required job classifications are: **Timesheet**, **PERS Class Plan**, **Service Type**, **Holiday code**, **Overtime eligible**, **Pay Basis code**.

If Job Share, select Job Share **Yes**.

Job Classification

- .N - Default (Timesheet Code)
- 2 - Police and Fire - Qualifying - PERS Tier 1 or 2 (PERS Class Plan)
- C - REPRESENTABLE CLASSIFIED (Service Type Code)
- O - Observed (Holiday Code)
- Y - Yes (Overtime Eligible)
- S - Salaried (Pay Basis Code)

Before



You must click on the **X** to remove the current classification code. Selecting a new code will not remove the old, it will just add a second code. Be sure you have just one code for each classification.

The same 6 required job classifications are still needed, but the **code** itself may need to be changed.


If FTE is a percentage, select **Partial**. If worker is hourly, select **Hourly**.

Job Classification

- .N - Default (Timesheet Code)
- 2 - Police and Fire - Qualifying - PERS Tier 1 or 2 (PERS Class Plan)
- C - REPRESENTABLE CLASSIFIED (Service Type Code)
- O - Observed (Holiday Code)
- Y - Yes (Overtime Eligible)
- P - Partial Salary (Pay Basis Code)

After

Step 7: Enter a **Comment**, such as an identifying the corresponding job share position number, and click **Submit**.



If this is for a job-share, you can now create a [Non-budgeted Position](#) for the other portion of the job share and reference this position.