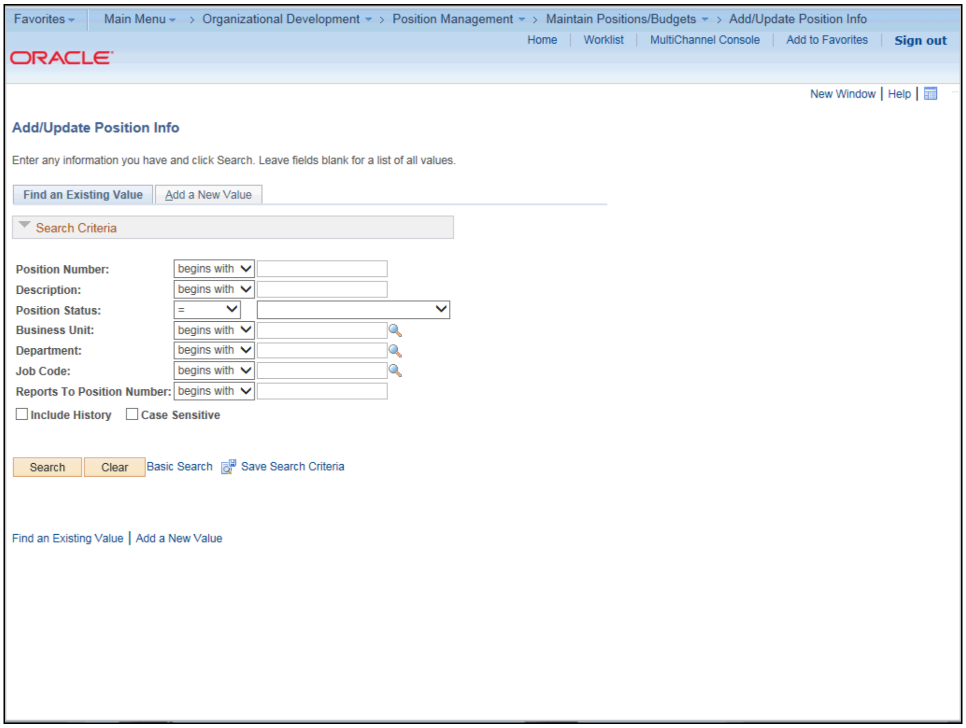
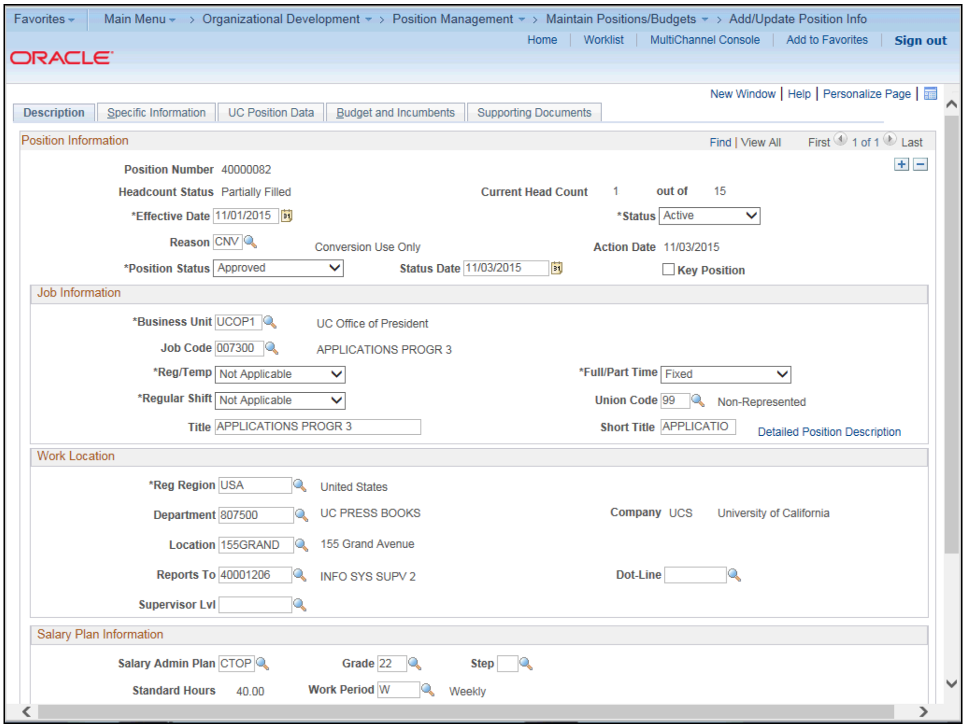
Use this task to update position information. This example demonstrates an update to an existing multi-head count position. Updates to a position using this component does not initiate AWE.

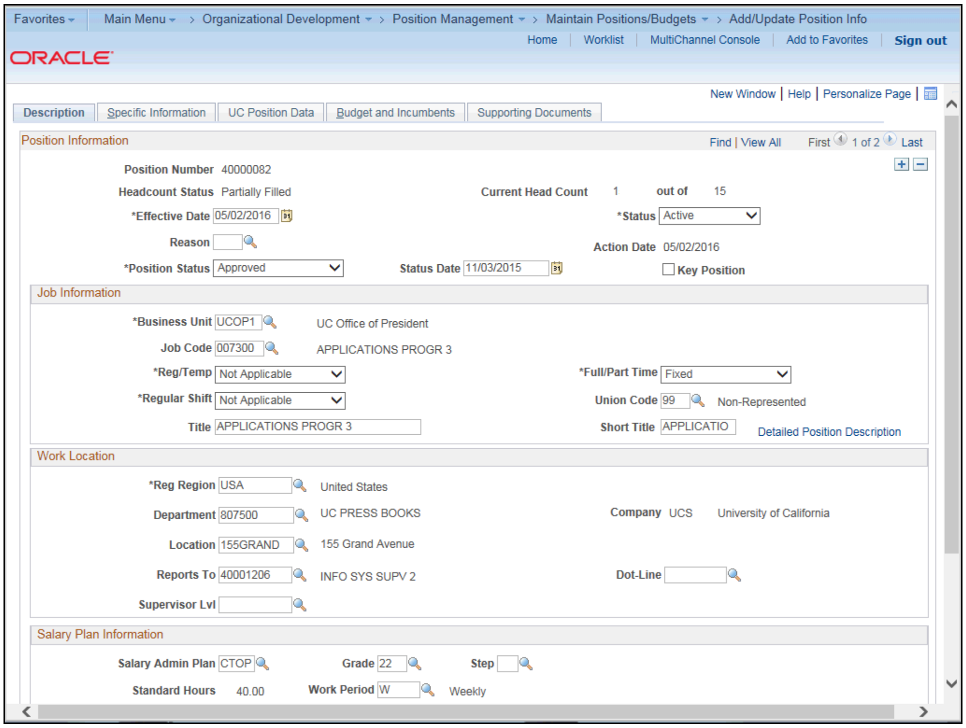
Navigation: PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > **Add/Update Position Info**



Step	Action
1.	When you navigate to the **Add/Update Position Info** page, the system displays the **Find an Existing Value** tab, which you use to search for the appropriate position record. If you don't know the position number you can search using other search fields. Enter search criteria in one or more of the search fields.
2.	Click in the **Position Number** field.
3.	Enter the desired information into the **Position Number** field. For this example, enter **40000082**.
4.	Click the **Search** button. 

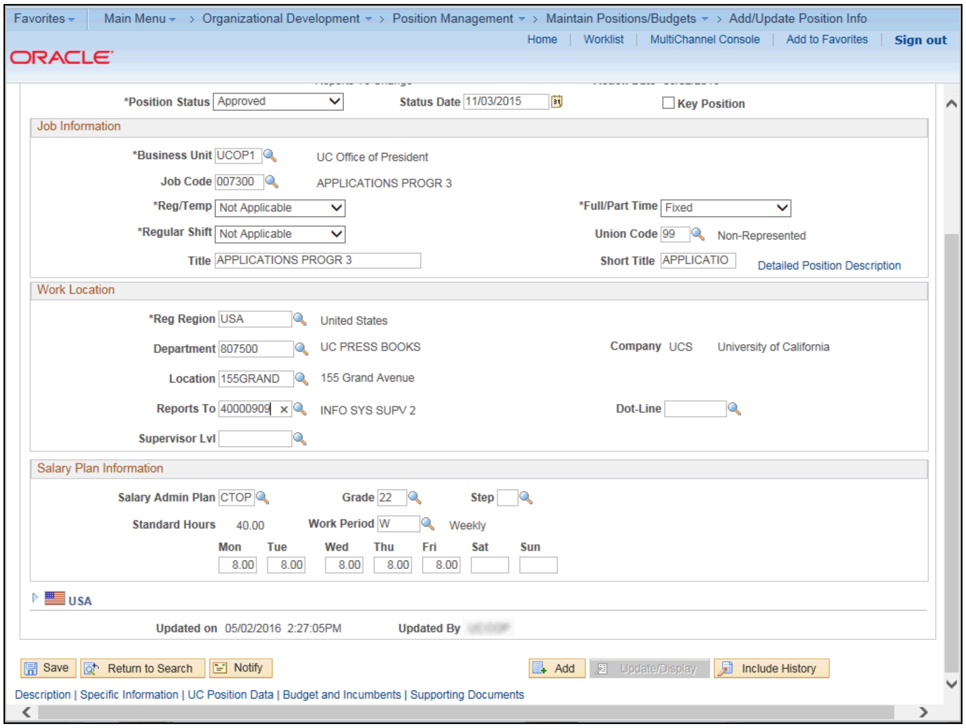


Step	Action
5.	In this example, you can see that the **Current Head Count** is 1 out of 15, indicating this is a partially filled multi-head count position.
6.	To update a position, you must first insert a new, effective-dated row. Click the **Add a new row** button. 

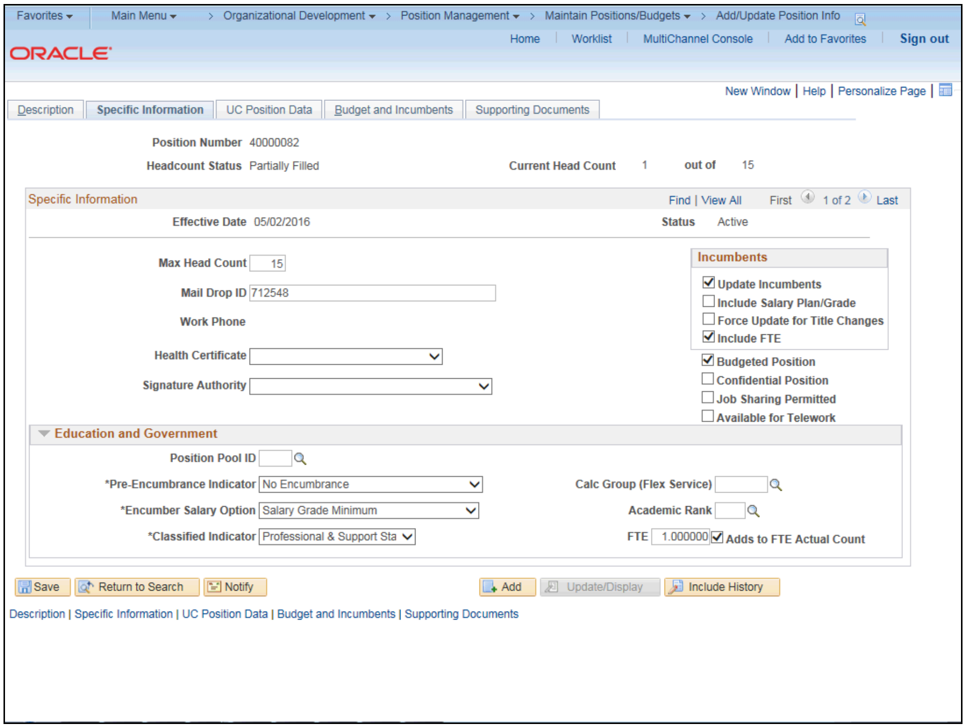


Step	Action
7.	In the **Effective Date** field, enter the date on which the updated position data becomes effective or select the appropriate date from the calendar.
8.	For this example, enter a change to the **Reports To** field. Click in the **Reason** field.
9.	Enter the desired information into the **Reason** field. For this example, enter **RTC** (Reports To Change).
10.	Note the **Union Code** for the position. This determines the **Employee Relations Code** field selection on the **UC Position Data** tab.
11.	Make any necessary updates on the **Description** page. In this example, update the **Reports To** value.
12.	Click in the **Reports To** field. 40001206
13.	Enter the desired information into the **Reports To** field. For this example, enter **40000909**.
14.	Scroll down to display additional fields and page options. Click the scroll bar.

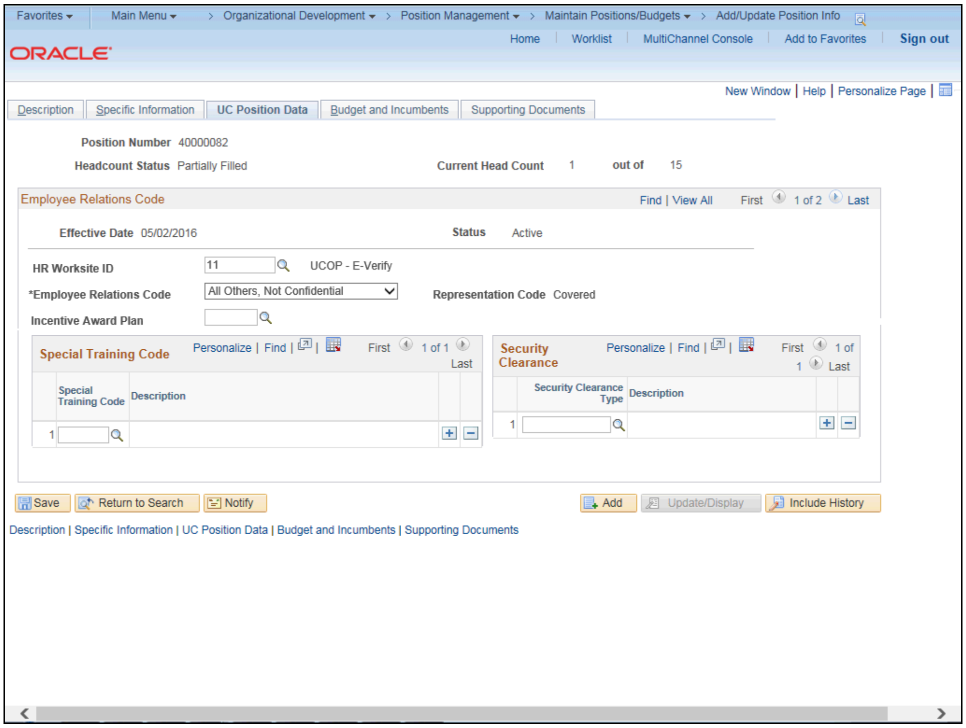
Step	Action
15.	The **Work Period** field defaults to the standard **Work Period** assigned to the **Job Code** for this position. Do not change this field.



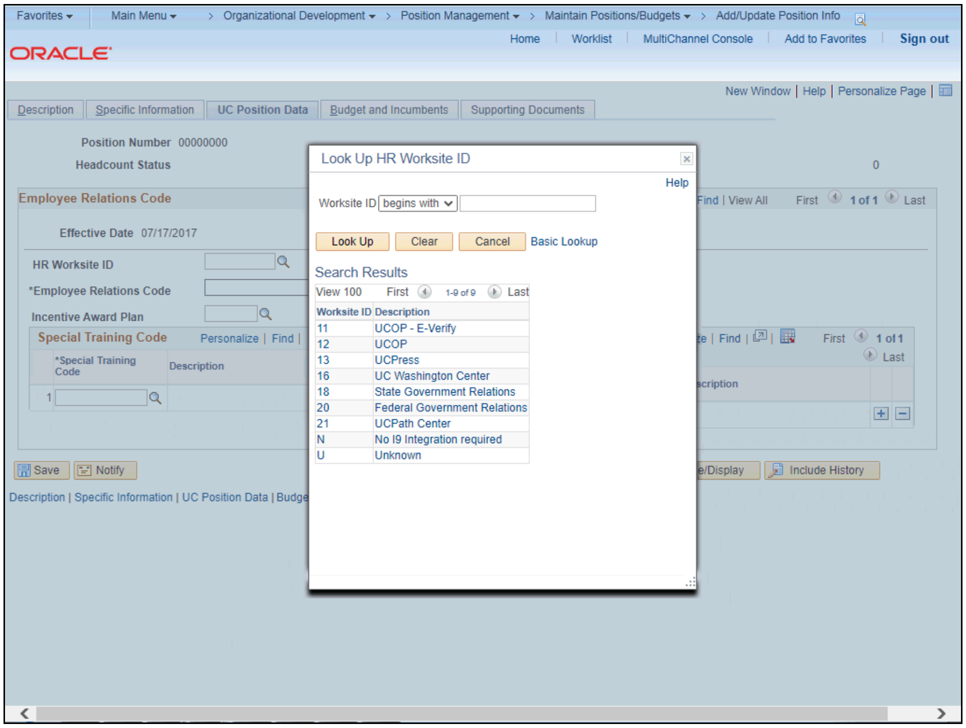
Step	Action
16.	After entering the necessary updates on the **Description** page, click the **Specific Information** link. Specific Information



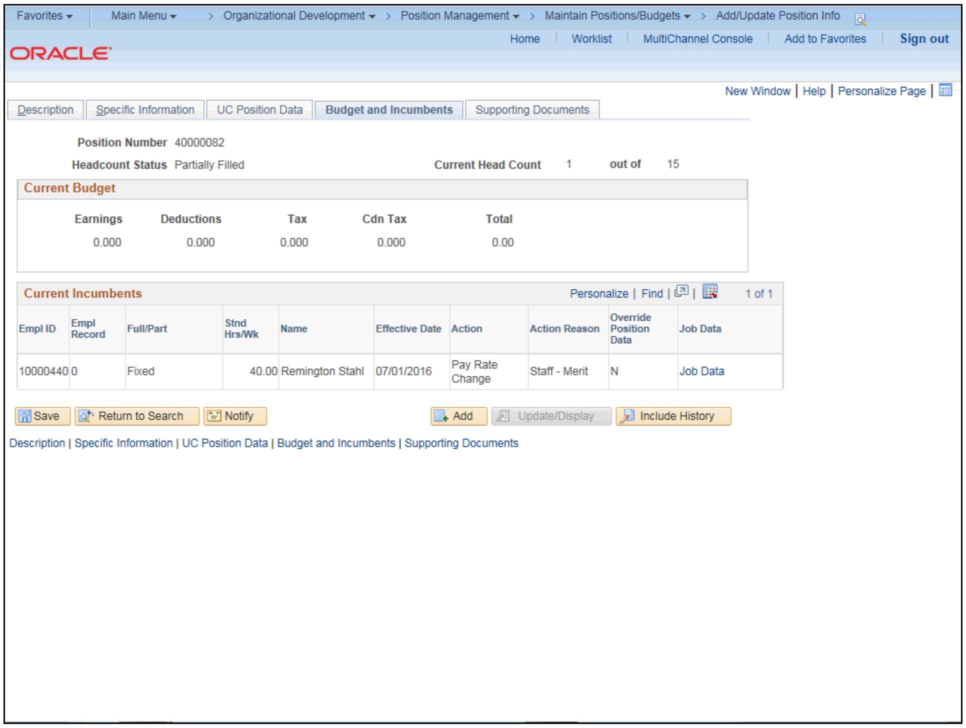
Step	Action
17.	Review the information on the **Specific Information** page and make any necessary updates.
18.	If this is a position-only change or a vacant position, it's not necessary to select the **Update Incumbents** check box. If this is an update to a filled position, ensure the **Update Incumbents** check box is selected to prompt UCPath to cross update the incumbent employee's job data.
19.	Ensure the **Include Salary Plan/Grade** check box is not selected.
20.	Select the **Include FTE** check box to prompt the system to update the **FTE** value on the **Job Information** page when the **Use Position Data** functionality is used in the **Job Data** component. If the **Include FTE** check box is selected in **Position Management**, then the **FTE** field on the **Job Data** page is not editable.
21.	When you are finished making the necessary updates on the **Specific Information** page, click the **UC Position Data** tab. UC Position Data



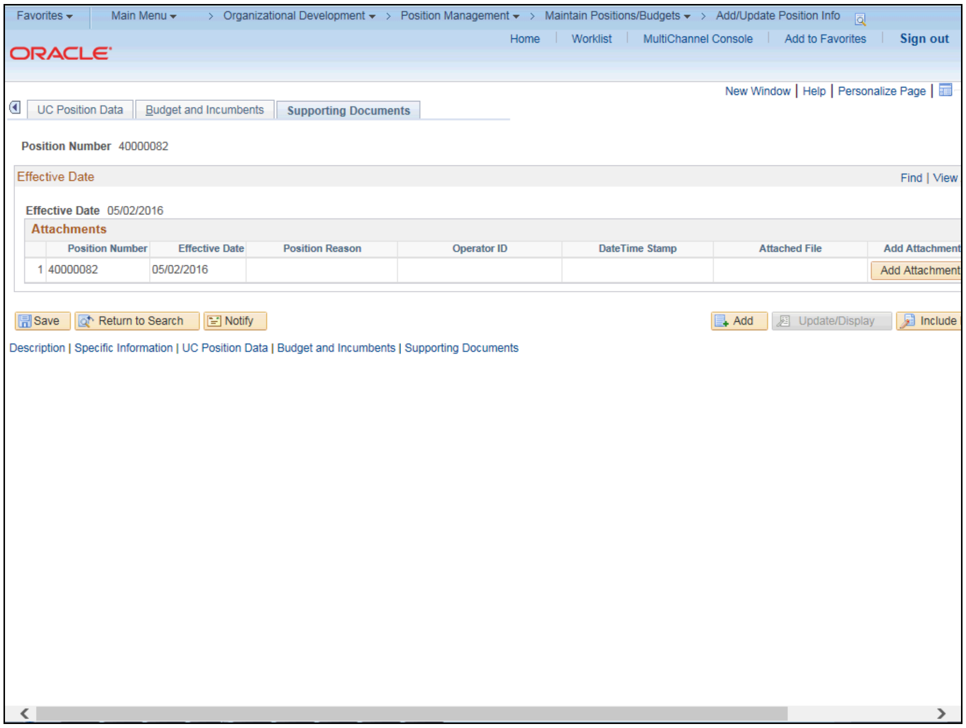
Step	Action
22.	Review the information on the **UC Position Data** page and make any necessary updates.
23.	The **HR Worksite ID** field drives the majority of UCPath and Tracker integration functionality. This field determines: • If the new hire I-9 email is auto-generated from Tracker. • If the position requires E-Verify authorization through Tracker. • If a new I-9 will be used for employees rehired within three years. Refer to your Location's business process on I-9 and Tracker processing to determine the appropriate **HR Worksite ID**.
24.	An entry must be made in the **HR Worksite** field. For all new and vacant positions, the system will not allow you to save if the field is blank. This example is for a filled position. Add the appropriate **HR Worksite ID** value if previously blank.
25.	Click the **Look Up HR Worksite ID** button.



Step	Action
26.	If the position does not require a **HR Worksite** value, choose the value **N - No I9 Integration required**. Do not use the value **U - Unknown** as it is for administrator use only. For this example, enter a **HR Worksite value** directly in the field.
27.	When the **Job Code** is changed, the **Employee Relations Code** is removed and required to be re-entered. **Notes:** • If a job code is tied to the **BX** union code, you must select **Stud Academic Title, HEERA** as the **Employee Relations Code**. • If a job code <u>is not</u> tied to the **BX** union code, the **Employee Relations Code** <u>must not</u> be **Stud Academic Title, HEERA**. For this example, the **All Others, Not Confidential** list item is selected.
28.	When you are finished making the necessary updates on the **UC Position Data** page, click the **Budget and Incumbents** tab. Budget and Incumbents



Step	Action
29.	Review the information on the **Budget and Incumbents** page. This information is view-only; you cannot update the information on this page. You can access the incumbent's job data if you have security access to view it. Click the **Job Data** link to display the **Job Data** component for the incumbent. The system returns you to the **Position Data** component when you complete your review or after you make changes.
30.	When you are finished viewing information on the **Budget and Incumbents** page, click the **Supporting Documents** tab. Supporting Documents



Step	Action
31.	Review any existing attachments, and if necessary, upload an attachment. In this example, the position does not have any attachments.
32.	When you are finished updating the position, click the **Save** button. 
33.	You have updated position information. **End of Procedure.**