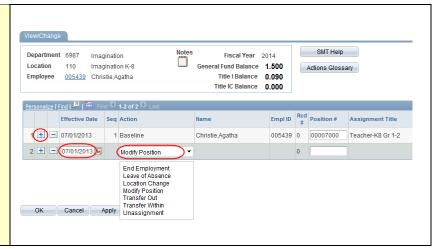
Modify Position

You can use the Modify Position action to reflect the following changes in an employee's assignment: Work Days, FTE, Position Title and Attributes, or Funding.

Step 1: Enter the Effective Date of the Modify Position.

NOTE: You must enter the Effective Date <u>before</u> you select any action. The Effective Date will become display-only after the action is selected.

Step 2: Select Modify Position from the Action List.



Step 3: If changing the Work Days, enter the new Work Days for the employee.

NOTE: You can click on the \(\frac{\qqrta}{\text{to look}} \) to look up Work Days.

Step 4: If changing the FTE, enter the new FTE for the employee.

Step 5: If changing Work Days and/or FTE only, click OK to return to the Staffing Summary page.

Step 6: If changing Position Attributes or Funding, click on Position Details.



BEFORE POSITION DETAIL
ENTRY, PLEASE NOTE: Please
make changes in the correct order,
beginning with the Proposed Position
Information, then moving to the
Proposed Funding Distribution. Click
Apply, then check the Chartfield
Information and make changes if
needed.

Step 7: If changing the assignment, review the Proposed Position Information. If making changes, edit the existing row(s) or use the buttons to add or delete assignment rows as needed.

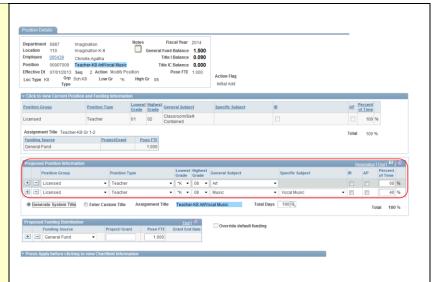
NOTE: If you delete an assignment row, click Apply prior to leaving the page.

NOTE: To change an assignment you will modify the position attributes such as Position Group, Position Type, etc.

NOTE: You can type the first letter of the word you're looking for to narrow the list of choices.

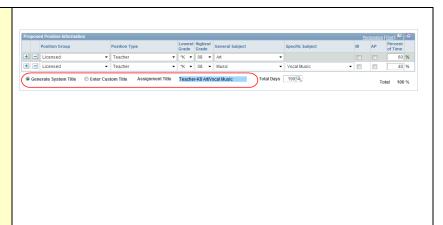
NOTE: If the assignment is IB or AP, check the appropriate box.

Step 8: Enter the Percent of Time the employee is working in each portion of their assignment. This should total 100.



Step 9: Click on Generate System Title or Click on Enter Custom Title.

NOTE: Generate System Title will use a system format for the title. The new Position Title will show in the blue box. If this does not accurately describe the assignment you may Enter Custom Title (the blue box will become an editable field.) If no selection is made, the title will populate as system-generated when the page is saved.



Step 10: If changing the Funding, review the Proposed Funding Distribution. If making changes, edit the existing row(s) or use the buttons to add or delete funding rows as needed.

NOTE: To change the FTE distribution on Funding rows, do not zero out the FTE on one row, then add a new row. Instead, add the new row, enter the FTE for that Funding Source, then delete the zero FTE row.

NOTE: If you delete a funding row, click Apply prior to leaving the page.

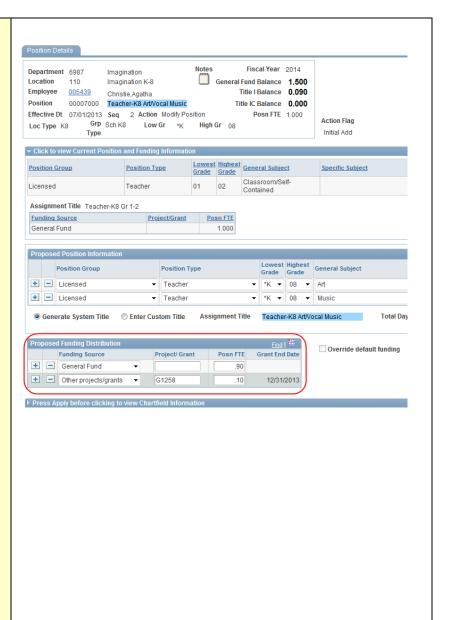
Step 11: To change the Funding, select the Funding Source.

NOTE: When a Grant funding source is selected the Project/Grant number will auto-populate unless you choose "Other Grants". If you choose "Other Grants", you will need to identify the Grant number.

NOTE: When a grant number populates, the Grant End Date will display. This field cannot be edited.

Step 12: **Update the Posn FTE with** the appropriate FTE amount for each row.

NOTE: The distribution percentages and weighted FTE will calculate automatically.



Step 13: Click OK or Apply to save the changes.

NOTE: If a funding group is missing in the chartfield grid, you will not be able to save the change. Call your Budget Analyst for assistance.

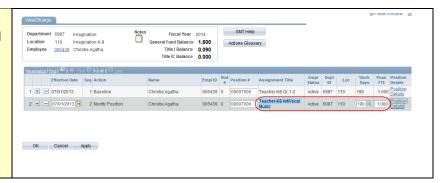
NOTE: If you click OK, you'll be taken back to the View/Change page. If you click Apply, you can stay on the Position Details page to make additional changes or view the Chartfields.

NOTE: Click the collapsed Chartfield grid arrow to view the chartfields. You can edit the fields if needed, and save.

NOTE: If you make additional changes in the Position Details area and save them, any edits you made to chartfields will be over-written and you'll need to re-enter them.

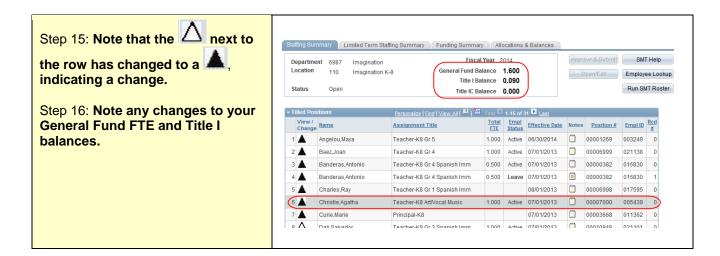


NOTE: On the View/Change page, changes you made will be highlighted in blue.



Step 14: Click OK to return to the Staffing Summary page.





The action is complete!

You have now modified a position.