

Modify Position

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 of the Modify Position.

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 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 w(e i) (s DC 201 2018)**

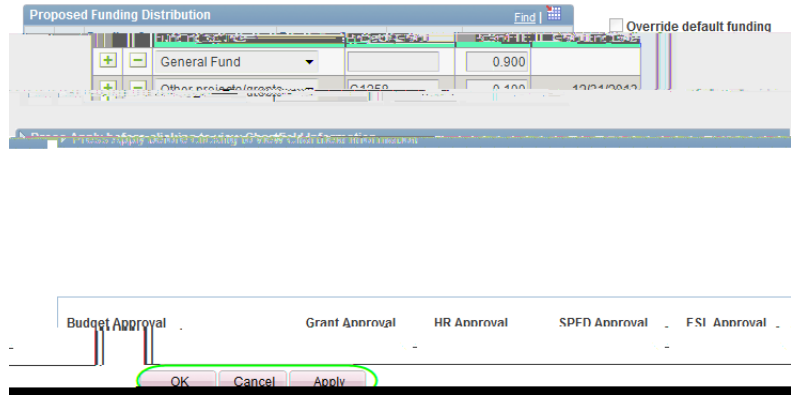
Step 13: Click OK or Apply to save the changes.

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.

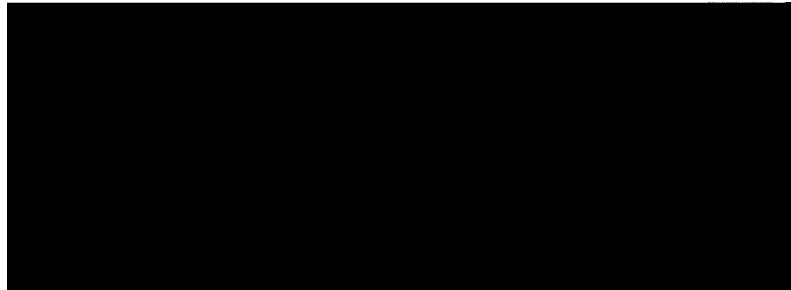
NOTE: taken back to the View/Change page. If you click Apply, you can stay on the Position Details page to make additional changes or view the Chartfields.

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 -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.

