

Job Aid

Modify Request

Audience: Certified HR Practitioner Centralized Practitioner Decentralized Practitioner University HR
 Employee Self Service (ESS) Manager Self Service (MSS) Faculty Self Service (FSS)

Category:
Human Resources

Introduction:
This document will assist Certified HR Practitioners with reviewing and approving Position Modify actions.

The following requests can be completed through a Position Modify Action:

- **Working Title**
- **Department**
- **Supervisor**

Navigation:

The individual providing support will need access to UGAJobs – Certified HR Practitioner user role

Instructions:

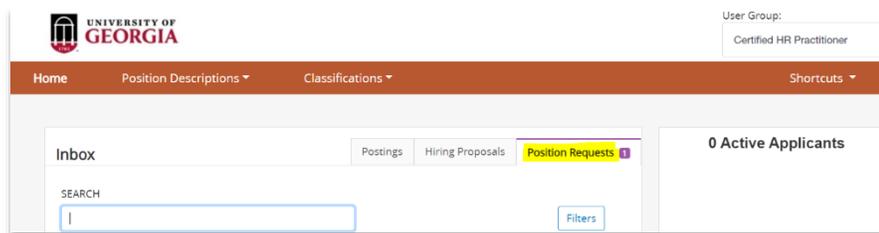
After the **Initiator** has created the modify action, the **Approver** will review the request and transition the action to the **Certified HR Practitioner**, who will then review and approve the Modify request.

NOTE: If you will be acting as the Initiator, Approver and Certified HR Practitioner, remember to login (toggle) to the appropriate user role after each workflow transition.

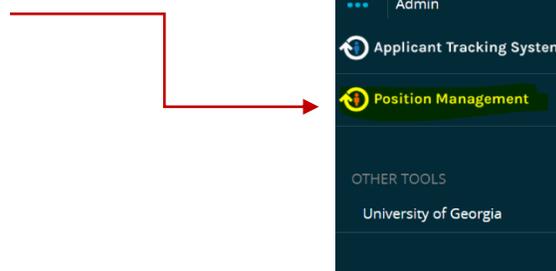
To view Modify actions that have been assigned to you, login as the **Certified HR Practitioner** and follow the steps outlined below:

Actions assigned to you may be viewed in 2 ways:

- They will be visible from your Inbox, on the home screen, click the **Position Request** tab at the top:



- They are located in **Position Descriptions Requests** module
 - a. From UGAJobs home screen, Click on the 3 blue Dots in the upper right hand side of the screen and Select **Position Management**

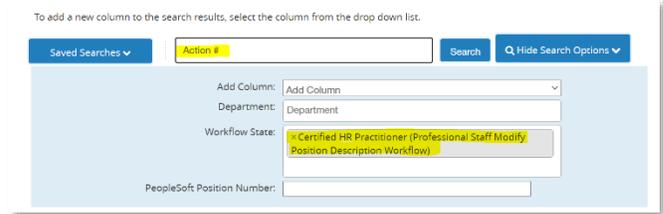




Click on **Position Descriptions** and select the section where the position action request is located: **Staff Position Requests** or **Grad/Research/Student/Temp Position Requests**

You can search by the **Action number** in the Search field or scroll down to the list of positions.

You can also select the workflow as **“Certified HR Practitioner”**



To begin Modify Request review:

From the summary page, click **Edit** to open the Modify request:



Starting from the top tab, open and review each tab, paying close attention to the following:

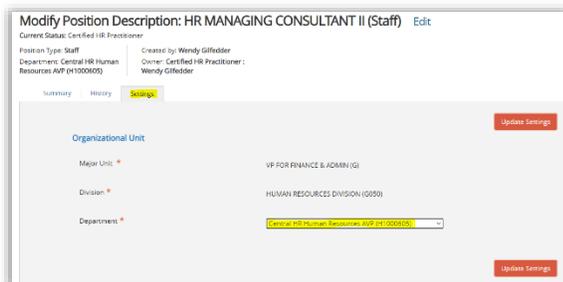
Modify Justification Tab

Review the Reason for the request and the Justification of Need

- Change Major Unit
- Change Division
- Change Department
- Replacement of Supervisor
- Update Working Title

NOTE: If the Request is to change the department, you will need to update the department through the Settings tab:

Click on **Settings**



Select the department needed. If you do not have access to the department, Division or Major Unit, please submit the request to Central HR to complete the action.

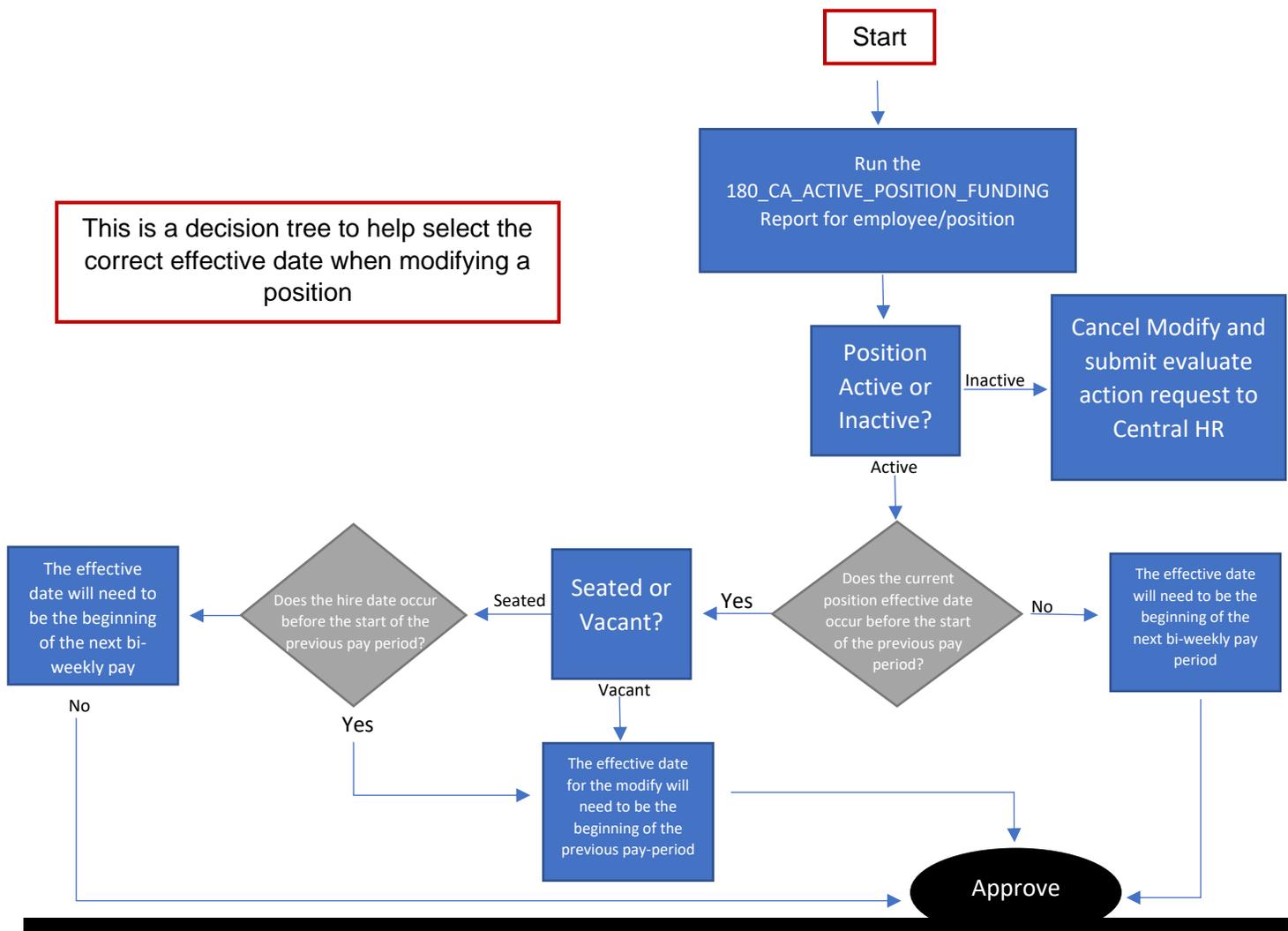
Save & Continue

Modify Details Tab

- Review **seated employee**: If seated employee will be leaving the position, confirm if a termination has been submitted, if needed
- Review and adjust the **Working Title** if needed
- Choose the correct **Effective Date**:
 - Select the first day of the previous pay period for **Non-Exempt, Biweekly** Employees
 - *For example, if you are reviewing/creating a Modify action on 09/23/2021, the effective date should be 09/19/2021.*
 - Select the first day of the month for **Monthly, Exempt** Employees

Resources for accurate Effective Dating:

- **UGA Payroll Calendar**: <https://busfin.uga.edu/payroll/calendar/>
 - UGA Biweekly Practitioner Payroll Processing Calendar
 - UGA Monthly Practitioner Payroll Processing Calendar
- **Query Viewer**
 - Utilize the following query to locate the date of the most recent position update:
 - **180_CA_ACTIVE_POSITION_FUNDING**
- **Follow the Decision Tree below to appropriately select the Effective Date:**



Modify Details Tab (continued)

Please select

- POS-Contract Change-CON
- POS-Department Change-DPT
- POS-Fair Labor Standards Act-FLS
- POS-FTE Change-FTE
- POS-Job Description Update-JDU
- POS-Job Re-Classification-JRC
- POS-New Fiscal Year-NFY
- POS-New Position-NEW
- POS-Position Data Update-UPD
- POS-Position Inactivated-INA
- POS-Position Reactivated-REA
- POS-Re-Organization-REO
- POS-Reports to Update-MGR
- POS-Title Change-TTL
- POS-Transfer-XFR

Please select

Select the Change Reason field.

You will only choose one of the following:

- **POS-Dept Change –DPT:** Only a department change is needed
- **POS-Position Data Update-UPD:** When there are multiple changes made on the same Modify request (i.e. Working Title, Department, and Supervisor)
- **POS-Reports-to change-MGR:** Supervisor change
- **POS-Title Change-TTL:** Working Title change

Save & Continue

Position Supervisor Tab

Review current Supervisor. To search for the new Supervisor's, click on the text **Filter These Results**

Enter the **Supervisor's name** in the Search field

Select **Position type** from the drop-down options

Search Position Descriptions

Supervisor's name Search

Position Type:

Position Number:

Department:

Position Description Status:

Search Cancel

Selected Supervisor

Job Title	HUMAN RESOURCES ASST DIRECTOR view
Position Number	19806
Position Type	Staff
Org Unit	Central HR Human Resources AVP (H1000605)
First Name	LINDSEY
Last Name	SESSIONS
Email	12925232439069990319_emailaddress@zed.zed

Position Descriptions - Filter these results

Click **Search**

Working Title	PeopleAdmin Position Number	PeopleSoft Position Number	Employee Last Name	Employee First Name	HR Department	Supervisor	Created Date
<input checked="" type="radio"/> HUMAN RESOURCES ASST DIRECTOR	19806	11800941	SESSIONS	LINDSEY	Central HR Human Resources AVP	Human Resources Director of Workforce Planning & Recruitment (Michael Gorman)	November 09, 2017 at 04:20 PM

Select the **Supervisor** by clicking the radio button

Note: The Supervisor's PeopleSoft Position Number is included here which will be needed for the next tab (**Supervisor Position Number**).

Save and Continue

Supervisor Position Number Tab

Enter the appropriate Supervisor's PeopleSoft Position Number in the field. **(This is the integration field – double check to confirm the correct number has been entered!)**

To locate the Supervisor's PeopleSoft Position Number, you may choose one of the following:

- Use the **Filter these Results** information from the previous screen to locate the correct position number
- Utilize the following query to confirm the position number in OneUSG Connect as another resource: **180_CA_ACTIVE_POSITION_FUNDING**

Note: The Peoplesoft Supervisor Position Number is an 8-digit number, not the EMPL ID. To correctly populate the field, be sure there are no spaces between numbers and no spaces at the end.

Save & Continue

Position Documents Tab

There are no required documents for a Modify action; however, departments may attach documents here for internal purposes.

Save & Continue

To transition the Modify request, from Summary Page, hover over **Take Action on Position Request** and select one of the following:

Modify Approved (Move to Modify Request: Modify Approved- Certified HR): After all tabs have been validated and the Modify action request is ready to be approved.

Submit- Move to Central HR: If the department would like Central HR to review the Modify Action request.

Return- Move to Initiator: If any fields need to be validated, the Certified HR Practitioner may send the Modify Action back to the Initiator for clarification.

Return- Move to Approver: If the Modify Action request needs to be reviewed by the Approver again, you have the ability to send it back, if needed.

Resources and contact information

For questions or assistance while reviewing and approving non-faculty modify action requests, please reach out to your designated HR Team:

hrteam1@uga.edu

hrteam2@uga.edu

hrteam3@uga.edu

Or you can contact University HR Directly:

hrweb@uga.edu

Phone: 706-542-2222