Modify a Position

To modify a position you must have the role HCM Department Position Mgr

You can modify an existing position.

Please note the following changes made to Position Management as of April 2011:

All position requests require that the Appointment Type field be completed. The Appointment Type is necessary to ensure each employee receives the appropriate letter type for their annual Notice of Appointment (NOA). The Appointment Type may still be changed, based on the employee’s situation, during the NOA process.

Previously, a position could be created without selecting an Appointment Type. Now, the appointment type is initially defaulted based on job code. Or, you may change the Appointment type from the drop down menu or select Not Applicable if NOT subject to receiving a Notice of Appointment. If the Appointment Type is changed to blank, an Error Message will appear and the request will not be submitted.
If the Appointment Type is left blank, an Error Message will appear.

Error Message

Position Management Information

- Error Message
  - Error: Missing Value on Submit
    - In order to submit, all editable values must be entered.
    - Enter a valid value in the field APPOINTMENT TYPE.
Step 1 – Navigate to Create/Modify a Position

After logging to [HRSA PeopleSoft](https://hrspa.asu.edu) with your ASURite ID and password, click on these menus:

ASU Customizations > ASU HCM Custom > ASU Position Management > Create/Modify Position

Step 2 - Click on Modify Existing Position
Step 3 – Enter in the Position to be modified

You will need the position number that you want to modify. If you know it, you can type it in the field. If you don’t, you can click on the magnifying glass and search for the positions in your department.

For our example, we want to modify the position of one of the sales associates in our business unit (C0101) and department (C0401).

In this example, we know our business unit, department code and we know that the position we want to modify has the word "sales" in the description. So we set the search criteria to search for that position.

Click the Look Up button

Tip: By putting in just your department, you can see all of the positions currently in your department.
Click on the row of your choice.
Step 4 – Click on the Continue button

Click the **Continue >>** button
Step 5 – Select the Action Reason

We must supply an Action/Reason to indicate why the position is being modified.

Click the Drop Down Menu button on the Action Reason field.

Click on the reason for the position change. If you don’t see a reason that matches your situation, call Data Management for coaching.

Please note that if a change is being made to the department code, you will need to then go into Maintain Position Accounting and update the funding on the position to the new department code before HR will be able to process your position modification.
Please note the following changes made to Position Management as of October 21, 2009:

Some changes have been made to the Position Management front end so Financial Services can successfully run the distribution process on a confirmed payroll.

The changes include:

- **Changes to department codes on filled positions will be locked down for six business days between when the payroll process first begins (Thursday night) until the evening of the following Friday (payday) when the distribution process is complete.**
  This lockdown will happen only for department code changes with an effective date before or within the payroll currently being processed. During this period, departments can enter department code changes on filled positions for a future payroll, vacant positions and new positions. If there is no department code change, a department can continue to submit position transactions. Once the distribution process has been confirmed, departments can enter department code changes on positions with an effective date for the recently distributed payroll.

- **Departments can no longer edit the department code field in Maintain Position Accounting.**
  This field will reflect the department code on the position. When a new position number is created or a department code is modified on an existing position number, departments must go into the Maintain Position Accounting screen and hit the **Submit** button to have the position number show as funded.

- **Departments can no longer future date new position numbers.**
  Creating a position equal to or less than the current date will allow departments to modify, post or use the position for eHire. **NOTE:** Positions will not encumber until they have been tied to an active employee.

- **Departments can no longer make changes to account information on filled positions for previously distributed payrolls.**
Step 6 – Update appropriate fields then tab to go to the next field

In this example, we will be changing the Standard Hours from 20 to 40.
Check to make sure the Worker's Comp code matches the Position Attributes.

Since the position has been changed to **40 Standard Hours**, you will also need to change the Full/Part Time field to **Full-Time**.
Step 7 – Click on the Save and Submit button.

When you have completed modifying the fields that need to be changed, click on the Save and Submit button.

Click the Return button

Position Management Information

- Position Management
  - Submit Confirmation
    - The Submit was successful.
    - Return
When the Save and Submit button is clicked an email is generated informing you that your request has been successfully submitted and will be reviewed by Financial Services Data Management.

If the request is returned, another email is generated. To find out what corrections need to be made, go back into your Return to Work in Progress folder and click on the link to the returned position number. There is a field called Return Reason that will indicate why the position number was returned.