Overview/Description
This process describes the steps necessary to update Full/Part Time status on a position.

Instructions
1. Search for and Select the Position

Navigation
NavBar > Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

   a. Enter the **Position Number** and click **Search**.

2. Review the Position

   a. Ensure you are on the correct row for the pay period.
   Example for May 2019, ensure you are on the correct row that is prior to:
   - “5/1/2019” for **monthly** positions
   - “5/5/2019” for **biweekly** positions

   b. If there are future dated rows in the system, select **Correct History** at the bottom of the page and toggle between rows to ensure you are on the current effective dated row that is prior to the date listed above.
c. Review the **Full/Part Time** status and **Standard Hours**
   - Standard Hours of **40** should be **Full Time**
   - Standard Hours of **less than 40** should be **Part Time**

d. If the Standard Hours and the Full/Part Time status are **correct**, no updates are needed, proceed to step 4.
e. If the Full/Part Time status does not match the guidelines in step 2.c, or there are discrepancies, proceed to step 3 for instructions for updating the position.
3. Update the Position

On the **Description** tab

a. Ensure you are on the correct row outlined in 2.a.

b. Click “+” (located at the top right corner of the panel) to insert a new effective dated row.

c. Enter the following data:

   - **Effective Date** (Example – May 2019):
     - “5/1/2019” for *monthly* positions
     - “5/5/2019” for *biweekly* positions

   - **Reason**: “UPD” for Position Data Update

   - **Full/Part Time**: Select the appropriate status
     - If the Standard Hours are 40, but the Full/Part Time status shows Part Time, change this to “Full Time.”
     - If the Standard Hours are less than 40, but the Full/Part Time status shows Full Time, change this to “Part Time.”
On the **Specific Information** tab

d. Select **Update Incumbents** box

   **Note:** Be sure to check the **FTE** under the **Education and Government** section to ensure it matches the standard hours for the position.

e. **Save** the record.

4. **Review Job Data**

   **Navigation**

   NavBar > Navigator > Workforce Administration > Job Information > Job Data

   a. **Enter the Employee ID** and click **Search**.  
      If the employee has multiple records, ensure you select the correct Record Number to review.

   ![Image of search criteria](image)

   b. Review **Job Data** to ensure the **Position Update** fed over and inserted a row in Job Data.

   c. If the data fed over correctly, on the **Work Location** tab you should see a new row:
      - **Effective Date** (Example – May 2019):
         - “5/1/2019” for **monthly** positions
         - “5/5/2019” for **biweekly** positions
      - **Action:** “Position Change”
      - **Reason:** “Position Data Update”
d. If you do see the newly inserted rows, review the Job Information tab to ensure the updates fed over correctly.

e. If the changes fed over correctly, you can move to the next position.

f. If you do not see the newly inserted rows, proceed to step 5 to manually enter this row in to Job Data.

5. Update Job Data

a. Ensure you are on the correct row for the pay period.
   Example for May 2019, ensure you are on the correct row that is prior to:
   - “5/1/2019” for monthly positions
   - “5/5/2019” for biweekly positions

b. If there are future dated rows in the system, select the Correct History button at the bottom of the page and toggle between rows to ensure you are on the current effective dated row that is prior to the date listed above.
On the **Work Location** tab

- Ensure you are on the appropriate row outlined in 5.a.
- Click “+” (located at the top right corner of the panel) to insert a new effective dated row.
- Enter the following data:
  - **Effective Date** (Example – May 2019):
    - “5/1/2019” for *monthly* positions
    - “5/5/2019” for *biweekly* positions
  - **Action**: “Position Change”
  - **Reason**: “Position Data Update”
- Remove the position number, tab out of the field, and reenter the position number.
On the **Job Information** tab

g. Ensure the appropriate data is listed:

- **Standard Hours** of “40”, **Full/Part Time** “Full-Time”
- **Standard Hours** of “less than 40”, **Full/Part Time** “Part-Time”

h. **Save** the Record.

! **Important**

Review and update any **future dated rows** to reflect the required changes.