**Position Management** – [Position Management QRG](http://ctclinkreferencecenter.ctclink.us/m/79718/l/1344911-9-2-position-management-fluid-new-clone-updates)

Nav>Workforce Administrator page>Position Management Tile>Manage Position Tile

**For editing a current position, add + a row, make the change needed and Submit.**

**Changing a Current Position to a Different Position Number** (see documentation Position Management – New Position adding a new position)

**Make sure the Effective Date is on or before the Effective Date of the new position.** Follow steps below Change/Edit a Current Position. See [Reclassifying a Position with New Job Code QRG](http://ctclinkreferencecenter.ctclink.us/m/79718/l/928118-9-2-reclassifying-a-position-with-a-new-job-code) and documentation, Reallocation-Classified.

Enter Position Number – Hit Search



Click anywhere in box (white)



Add + Row



Under Request Details, change effective date (if needed) and add Reason Code (in this case I’m changing Job Code so I chose Re-Org). Continue.



**Position Data:** Add Action Date, new Job Code (search if necessary), – the rest of job information will autofill **(BE SURE JOB CODE INFO IS CORRECT because it pulls the info from it) – Change if necessary (double check Department and Work Period (W522 for classified and exempt)** (Classified must have Salary Admin Plan and Grade)

Next



**Step 2: Specific Information**

Leave FTE at 0.00 or change to 1.00 (I like 1.00 so it autofill’s the New Employment Instance).

Next



**Step 3: Attachments**: nothing for this step.

Next

**Step 4: Budget Incumbents**: nothing for this step.

Next



**Step 5: Review and submit**: you can view the current to proposed values.

Submit.



Warnings

This warning is telling me to update my Job Codes Work Period to W522. Click OK



This warning means that this change can be put in Job Data Empl Record for position number 0007374 automatically.

If you click Yes, a row with the new information will automatically be placed in Job Data for the position number. If you do this, make sure to check what any future dated rows and what changes were made because they won’t be updated. Especially check the Compensation Frequency to make sure it didn’t change a balloon payment or other issues.



If you click No, a row will not be added and you will need to make the change manually. I’ve done it both ways and it’s pretty cool.

No matter what you choose, go to Job Data and update**. See documentation, Reallocation-Classified.**



Position Confirmation

WVC has no approvers except Reagan or Tim

Click on Multiple Approvers to see who can approve

Check notifications (flag) for an alert or action to approve (if you are the approver).





Now you can go Job Data and see if the information has changed (retroactive only – future dated will not be overridden until the future date.

That’s it! 😊