## XP02 – Minor Position Changes Reference Guide

RECLASS UNDERFILL	ABOLISHMENTS
Enter position # into XP02	Enter position # into XP02
Таb	Tab
Click on effective date drop down	Click on effective date drop down
Click on most recent date	Click on most recent date
Click on inquire	Click on inquire
1 Enter now effective date (recommend using first day of	1 Enter new offective date (recommend using first day of
1. Enter new enective date (recommend using first day of	1. Enter new enective date (recommend using first day of
a pay period)	a pay period) & enter effective date again in next space
2. Enter new Job code	2. Click on <b>Reason</b> drop down
3. Tab	AB-CHG ABOL-CHING IN COVERED STATUS
<ol><li>Job description will automatically change</li></ol>	AB-COKK ABOLISH-COKRECTION
Change description to match the new position name	
5. Click on <b>Reason</b> drop down	AB-ELSA ABOLTSH ELSA CHANGE
6. Find <b>Reclass Underfill</b> & click on it	AB-FUND ABOLISH-FUNDING
7. Click on Payroll tab in XP02, change grade to	AB-LINK ABOLISH LINK TO BASE
match new job code	AB-OTHER ABOLISH OTHER PER CC EXPRESS
8 Click on <b>Add</b> at the top of the page	AB-RECLASS ABOLISH RECLASS
o. Check of Add at the top of the page	AB-REORG ABOLISH REORGANIZATION
	AB-UNCOV ABOLISH UNCOVERED
	ABOL COV ABOLISH COVERED
	ABOL UC ABOLISH UNCOVERED
	3. Click on appropriate change
	4. Click on <b>Status</b> , click on appropriate number
	5. Click on <b>Add</b> at top of page
PROCESS LEVEL CHANGES	DEPARTMENT CHANGES
PROCESS LEVEL CHANGES Enter position # into XP02	DEPARTMENT CHANGES Enter position # into XP02
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PROCESS LEVEL CHANGES Enter position # into XP02 Tab Click on effective date drop down	DEPARTMENT CHANGES Enter position # into XP02 Tab Click on effective date drop down
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PROCESS LEVEL CHANGES Enter position # into XP02 Tab Click on effective date drop down Click on most recent date Click on inquire 1. Change Process Level	DEPARTMENT CHANGES Enter position # into XP02 Tab Click on effective date drop down Click on most recent date Click on inquire 1. Change Department Code
PROCESS LEVEL CHANGES Enter position # into XP02 Tab Click on effective date drop down Click on most recent date Click on inquire 1. Change Process Level 2. Click on Reason drop down	DEPARTMENT CHANGES Enter position # into XP02 Tab Click on effective date drop down Click on most recent date Click on inquire 1. Change Department Code 2. Click on Reason drop down
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PROCESS LEVEL CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on most recent date   Click on inquire   1. Change Process Level   2. Click on Reason drop down   3. Find Process Level Change, click on it   4. Click on Add at top of page	DEPARTMENT CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on most recent date   Click on inquire   1. Change Department Code   2. Click on Reason drop down   3. Find Department Change, click on it   4. Click on Add at top of page
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PROCESS LEVEL CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on most recent date   Click on inquire   1. Change Process Level   2. Click on Reason drop down   3. Find Process Level Change, click on it   4. Click on Add at top of page   USER LEVEL CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on most recent date   Click on inquire   1. Change User Level   2. Click on Beason drop down	DEPARTMENT CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on most recent date   Click on inquire   1. Change Department Code   2. Click on Reason drop down   3. Find Department Change, click on it   4. Click on Add at top of page   LOCATION CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on sot recent date   Click on inquire   1. Change location   2. Click on Reason drop down
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PROCESS LEVEL CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on most recent date   Click on inquire   1. Change Process Level   2. Click on Reason drop down   3. Find Process Level Change, click on it   4. Click on Add at top of page   USER LEVEL CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on most recent date   Click on inquire   1. Change User Level   2. Click on Reason drop down   Click on inquire 1.   1. Change User Level   2. Click on Reason drop down   3. Find Other, click on it   4. Click on Change at top of page	DEPARTMENT CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on most recent date   Click on inquire   1. Change Department Code   2. Click on Reason drop down   3. Find Department Change, click on it   4. Click on Add at top of page   LOCATION CHANGES   Enter position # into XP02   Tab   Click on effective date drop down   Click on most recent date   Click on inquire   1. Change location   2. Click on Reason drop down   3. Find Location Change, click on it   4. Click on Reason drop down
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DIRECT SUPERVISOR CHANGES	LINK TO INDIRECT SUPERVISOR CHANGES
Enter position # into XP02	Enter position # into XP02
Tab	Tab
Click on effective date drop down	Click on effective date drop down
Click on most recent date	Click on most recent date
Click on inquire	Click on inquire
1. Click on <b>Structure</b> Tab in XP02	1. Click on <b>Structure</b> Tab in XP02
2. Change Direct Supervisor code	2. Change Link to Supervisor
3. Click on <b>Change</b> at top of page	3. Click on <b>Change</b> at top of page
ACTIVATE/INACTIVATE POSITION	
Enter position # into XP02	
Tab	
Click on effective date drop down	
Click on most recent date	
Click on inquire	
1. Enter new effective date (recommend using first day	
of a pay period)	
2. Click on <b>Reason</b> drop down pick Activate	
or Inactivate position	
3. Click on <b>Status</b> , click on appropriate number	
4. Click on <b>Add</b> at top of page	