XP02 – Minor Position Changes Reference Guide

RECLASS UNDERFILL

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. Enter new job code
3. Tab
4. Job description will automatically change
   Change description to match the new position name
5. Click on **Reason** drop down
6. Find **Reclass Underfill** & click on it
7. Click on Payroll tab in XP02, change grade to match new job code
8. Click on **Add** at the top of the page

ABOLISHMENTS

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) & enter effective date again in next space
2. Click on **Reason** drop down

AB-CHG	ABOL-CHNG IN COVERED STATUS
AB-CORR	ABOLISH-CORRECTION
AB-COV	ABOLISHE COVERED
AB-EXP	ABOLISH-EXPIRED
AB-FLSA	ABOLISH FLSA CHANGE
AB-FUND	ABOLISH-FUNDING
AB-LINK	ABOLISH LINK TO BASE
AB-OTHER	ABOLISH OTHER PER CC EXPRESS
AB-RECLASS	ABOLISH RECLASS
AB-REORG	ABOLISH REORGANIZATION
AB-UNCOV	ABOLISH UNCOVERED
ABOL COV	ABOLISH COVERED
ABOL UC	ABOLISH UNCOVERED

3. Click on appropriate change
4. Click on **Status**, click on appropriate number
5. Click on **Add** at top of page

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

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
3. Find Other, click on it
4. Click on **Change** 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 **Change** at top of page

DIRECT SUPERVISOR CHANGES	LINK TO INDIRECT SUPERVISOR CHANGES
Enter position # into XP02 Tab Click on effective date drop down Click on most recent date Click on inquire - Click on **Structure** Tab in XP02 - Change **Direct Supervisor** code - Click on **Change** at top of page	Enter position # into XP02 Tab Click on effective date drop down Click on most recent date Click on inquire - Click on **Structure** Tab in XP02 - Change Link to Supervisor - Click on **Change** 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 - Enter new effective date (recommend using first day of a pay period) - Click on **Reason** drop down pick Activate or Inactivate position - Click on **Status**, click on appropriate number - Click on **Add** at top of page	