CHANGING A POSITION AND PERSONNEL RECORD TO REFLECT RECLASSIFICATION OF AN OCCUPIED POSITION

Step 1: Change the position

1. A.

Use the IRIS transaction ZPOSITION000 to begin the request to change a position’s attributes following a reclassification.

After you have entered the Effective Date, Position Number, and Cost Center, select “Change” to modify the position attributes.
1. B.
Step 2: Change the personnel record

2. A.

When the position change has been fully processed, initiate the ZXFERCHGLOA IRIS transaction to change the personnel record.

2. B.

Enter Earliest Effective Date for the change, then select Create Request.

Select STEP 1. No changes are necessary.
2. C.
2. D.

Select STEP2 when finished.

Change salary (if appropriate).

2. E.

Select the icon to open the change reasons.

2. F.

When STEP3 is complete, attach any necessary documents and submit for approval.