


In anticipation of the new IT Salary Structure, Classifications and Pay Bands effective 7/30/16, please follow the guidance below for processing the associated actions.

SHARE entry for each position affected by the class study:

- On description tab in Organizational Development
- Add a row
- Effective date: 7/30/16
- Reason: SSC (Class Study Change)
- Position Status: Proposed
- Job code: Select new job code to be associated
- **Change Position Status back to Approved (within the same row entry do not hit save yet)**
- Click on  USA and update the position's FLSA Status if it has changed.

NEW WINDOW

Description Specific Information Budget and Incumbents

Position Information Find | View All First 1 of 11 Last

Position Number: [REDACTED]

Headcount Status: Current Head Count: 1 out of 1

*Effective Date: 07/30/2016

*Status: Active

Reason: SSC Class Study Change

Action Date: 08/03/2016

*Position Status: Proposed

Status Date: 07/30/2016

☐ Key Position

Job Information

*Business Unit: 36100 Dept of Information Technology

Job Code: INEA23 IT NETWORK ADMINISTRATOR II

Manager Level: Non-Manager

*Reg/Temp: Reg/PERM

*Full/Part Time: Full-Time

*Regular Shift: N/A

Union Code: CY CWA - Bargaining Unit Eligible

Title: IT NETWORK ADMINISTRATOR II

Short Title: 25

[Detailed Position Description](#)

Work Location

*Reg Region: USA United States

Department: [REDACTED]

Company: NM State of New Mexico

Location: [REDACTED]

Reports To: [REDACTED]

Dot-Line: [REDACTED]

Supervisor Lvl: H Level H

Salary Plan Information

Salary Admin Plan: CLSS

Grade: IE

Step: [REDACTED]

Standard Hours: 40.00

Work Period: W Weekly

Position Information

Position Number: [REDACTED]

Headcount Status: [REDACTED] Current Head Count: 1 out of 1

*Effective Date: 07/30/2016 *Status: Active

Reason: SSC Class Study Change Action Date: 08/03/2016

*Position Status: **Approved** Status Date: 07/30/2016 ☐ Key Position

Job Information

*Business Unit: 36100 Dept of Information Technology

Job Code: **INEA23** IT NETWORK ADMINISTRATOR II Manager Level: Non-Manager

*Reg/Temp: Reg/PERM *Full/Part Time: Full-Time

*Regular Shift: N/A Union Code: CY CWA - Bargaining Unit Eligible

Title: IT NETWORK ADMINISTRATOR II Short Title: 25 [Detailed Position Description](#)

Work Location

*Reg Region: USA United States

Department: [REDACTED] Company: NM State of New Mexico

Location: [REDACTED]

Reports To: [REDACTED] Dot-Line: [REDACTED]

Supervisor Lvl: H Level H

Salary Plan Information

Salary Admin Plan: CLSS Grade: IE Step: [REDACTED]

- On the Specific Information Tab
- Click Update Incumbent
- Click Save

Description | **Specific Information** | Budget and Incumbents

Position Number: 00058006
Headcount Status: Filled
Current Head Count: 1 out of 1

Specific Information Find | View All First 1 of 2 Last

Effective Date: 07/30/2016 Status: Active

Job Profile ID:
Max Head Count:
Mail Drop ID:
Work Phone:
Health Certificate:
Signature Authority:

Incumbents

- ☒ Update Incumbents
- ☐ Include Salary Plan/Grade
- ☒ Budgeted Position
- ☐ Confidential Position
- ☐ Job Sharing Permitted

Education and Government

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

Description | Specific Information | Budget and Incumbents

You will get the below warning click OK

07/30/2016 Status: Active

Message

Warning -- Update incumbents flag should be turned off for any reason other than Approved (APR). (0,0)

The PeopleCode program executed a Warning statement, which has produced this message.

OK Cancel

You will get the below message click NO

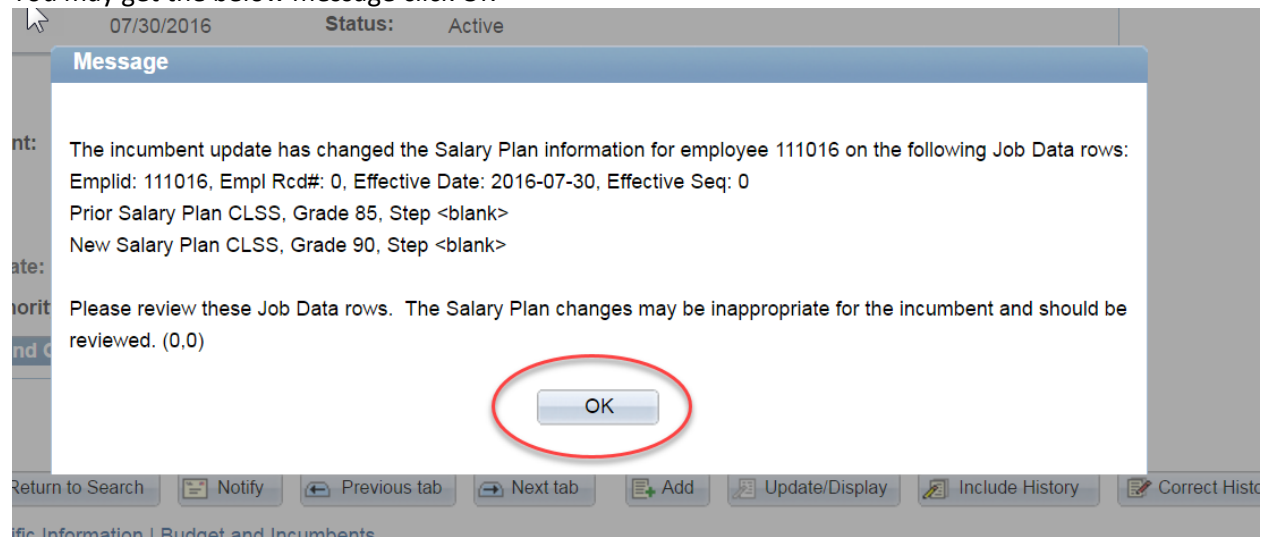
Message

This position has 1 incumbents. Do you wish to use a batch process to update incumbent data? (1000,997)

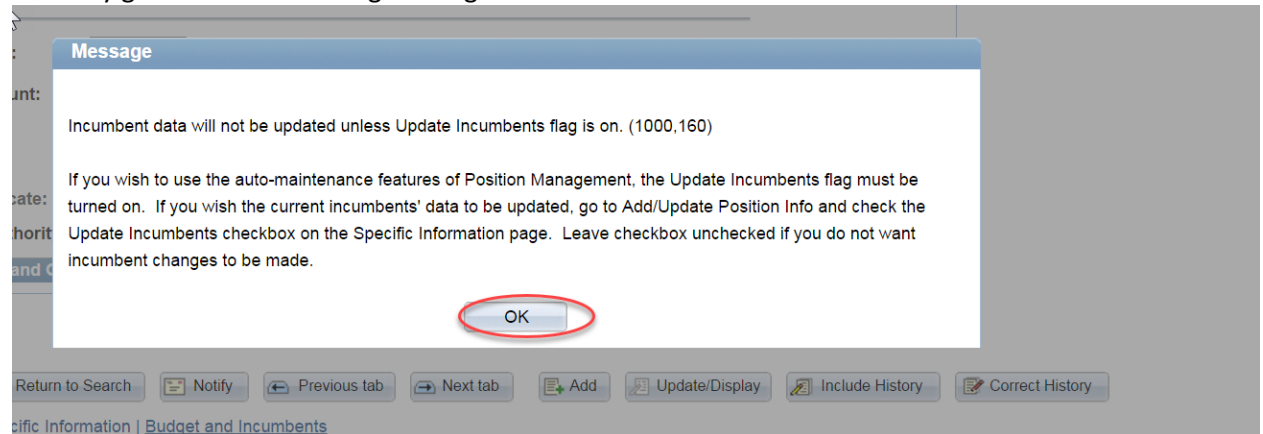
Batch processing is designed for high volume transactions. Please select 'Yes' if you wish to initiate a batch job to perform incumbent updates. If you select 'No' incumbent data will be updated online.

Yes **No**

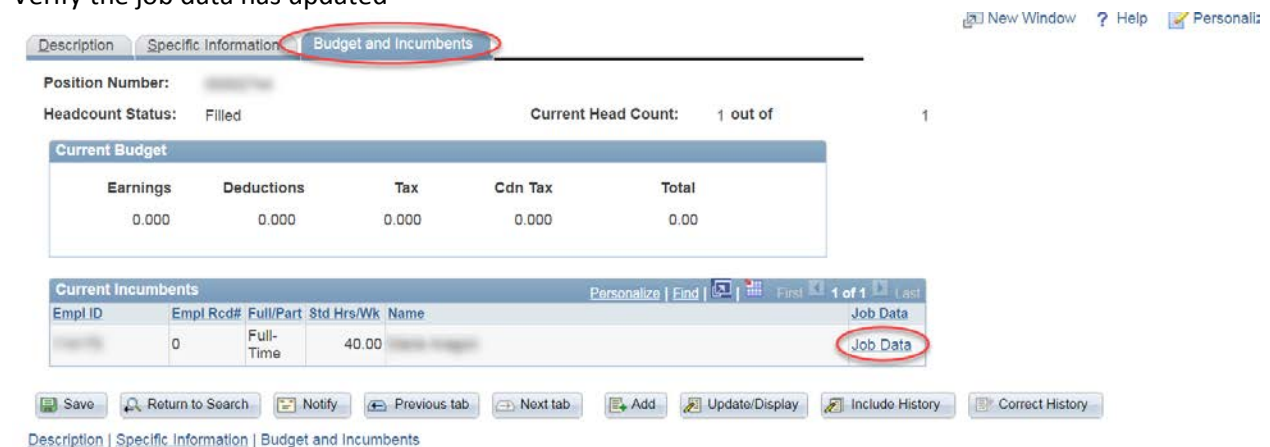
You may get the below message click OK



You may get the below verifying message click OK



Verify the job data has updated



The below is what you should see automatically

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Work Location Find First 1 of 22 Last

HR Status: Active Payroll Status: Active [+ -]

*Effective Date: 07/30/2016 Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Position Change Class Study Change

Current

Last Start Date: Termination Date:

Expected Job End Date: ☐ End Job Automatically

Position Number: IT NETWORK ADMINISTRATOR II Position Entry Date: 03/29/2014

[Override Position Data](#) ☒ Position Management Record

Regulatory Region: USA United States

Company: NM State of New Mexico

Business Unit: 26100 Dept of Information Technology

Department: Department Entry Date: 02/28/2015

Location: State of New Mexico

Establishment ID: NMS01 State of New Mexico

Date Created: 08/03/2016

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[OK](#) [Cancel](#) [Apply](#)

Click Ok to go back to the position record.

Only in they need a move to min add a sequence etc.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Work Location Find First 1 of 3 Last

HR Status: Active Payroll Status: Active

*Effective Date: 07/30/2016 Sequence: 1 *Job Indicator: Primary Job

Action / Reason: Pay Rate Change Move to Minimum

Last Start Date: 09/25/1995 Termination Date:

Expected Job End Date: End Job Automatically

Position Number: 00058006 IT PROJECT MANAGER Position Entry Date: 10/03/2009

Override Position Data Position Management Record

Regulatory Region: USA United States

Company: NM State of New Mexico

Business Unit: Educational Retirement Board

Department: Office of the Director Department Entry Date: 05/09/2015

Location: 500 N. Canyon Blvd, Suite 1000

Establishment ID: NMS01 State of New Mexico

Date Created: 07/12/2016

Job Data Employment Data Earnings Distribution Benefits Program Participation

Work Location Job Information Job Labor Payroll Salary Plan Compensation

EMP ID: Empl Rcd #: 0

Compensation Find First 1 of 3 Last

Effective Date: 07/30/2016 Effective Sequence: 1 Job Indicator: Primary Job

Action / Reason: Pay Rt Chg Move to Minimum Future

Compensation Rate: 2,559.14 USD *Frequency: B Biweekly

Comparative Information

Pay Rates

Default Pay Components

Pay Components Personalize Find First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	32.00	USD	H	

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation