

Modify Details of an Existing Position in My HR Services

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INTRODUCTION

Why is this important?

Position management is key:

- To start a recruiting process, internal or external
- To assign new joiners or internal movers their 'seat' in our Organization structure
- To reflect our Business Organization's evolution

The correct and timely creation / maintenance of positions ensures a proper functioning of all HR processes and an org chart that provides a correct view of the organization.

POSITION MANAGEMENT - GUIDELINES & PRINCIPLES FOR MANAGERS

Modify a Position

Why modify positions?

Be aware that when you modify the details of a position currently assigned to an employee, the **changes will also apply to its incumbent**. For example, changing the cost center of the position will update the employee's cost center.

A position is modified

- To correct or update the position name, position grade, job function/code, or the cost center
- To set the position "To be recruited" when the current incumbent is leaving, and you want to mark the position as open for internal or external recruitment
- You must **never** change the Business Unit, Company, or Location Group in the position when it's assigned: this should be treated via a new position creation first and **Recruitment process** started.
- To perform an **internal move/transfer**

Note: If you require an FTE (percentage/capacity of utilization) change for an employee (e.g. part-time employee that will start being full-time) please open a **[ticket through Service ONE](#)**.

To modify a position follow the **step-by-step guide below**:

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- [How to manage positions in My HR Services](#)
- [Checklist for the Manager \(position creation\)](#)
- [Checklist for the Manager \(position modification\)](#)
- [Checklist for the N+1 Manager](#)
- [Job Catalog](#)
- [Job Families & Grading](#)