

# Changing Hours- Personnel Action

1. Open **NEW ENCORE**
2. Click on **HUMAN RESOURCES**
3. Select **HUMAN RESOURCES/PERSONNEL**
4. Under **APPLICATIONS**, select **PERSONNEL ACTION**
5. In the **PA TYPE** box, there will be the **3 DOTS**. Click on the **3 DOTS**. Select **POSITION CHANGE**. Press the *TAB* key on your keyboard.
6. **Type in effective date**. The format must be **DD-MMM-YYYY** (ex: 01-Jan-2015). Hit your *TAB* key.
7. **Enter Employee's name**. Press the *TAB* key
8. In the white area under **CHANGE** is where the hour and minute changes are made.
9. Be sure to put the **STEP** in the white area below the authorized hours in the **CHANGE** column
10. Press **SAVE**.
11. The PA number will show in the upper left-hand corner. Feel free to write this down. If you want a paper copy, please click on **PRINT**.