RECLASSIFY POSITION

Request is to change the rank or title of the position.

NOTE: Approved Position Reclassifications entered into PeopleSoft HRMS will update Job Record of Incumbent. Pay rate changes due to position reclassifications must be submitted via PAR. The employee's job record is updated when a position is reclassified, but pay rate changes resulting from a reclassification require a PAR.

POSITION INFORMATION TAB – HEADER SECTION

1.	**Requested Action:**	Job Reclassification
2.	**Type of Position:**	Faculty
3.	**Benefits-Eligibility:**	Benefits Eligible
4.	**Staff Replacement:**	Check "No"
5.	**Position #:**	Enter Applicable Position #

SECTION 1 – DEPARTMENT AND CONTACT INFORMATION

The Campus, Division, Department and Location associated with the position will populate from PeopleSoft HRMS.

6.	**Department Contact:**	Employee ID of individual in department to contact regarding position; defaults to the preparer
7.	**Phone:**	Contact Phone populates from PS
8.	**E-mail Address:**	Contact E-mail Address populates from PS

SECTION 2 – POSITION INFORMATION

The Current, or most recent, Incumbent's Name and EMPL ID; the Current Title, Job Code, Salary Plan, Salary Grade, FTE and Head Count associated with the position, Annual Salary of the previous/current incumbent, and previous position effective date will populate from PeopleSoft HRMS.

9.	**Proposed:**	Information regarding the Proposed Classification
10.	**Position #:**	(Leave Blank)
11.	**Official Title:**	Requested Faculty Title
12.	**Job Code:**	Requested Faculty Job Code
13.	**Salary Plan:**	FAC Faculty
14.	**Salary Grade:**	UNG Ungraded
15.	**FTE:**	Position FTE
16.	**Head Count:**	1

Head Count is the number of authorized incumbents for a position. The Head Count for a benefits-eligible position is always 1.

17.	**Annual Salary:**	Estimated Annual Salary
18.	**Effective Date:**	Reclassification Date

Reclassification Date and Target Date of Hire are not retroactive.

FACULTY AFFAIRS USE ONLY

Faculty Affairs verifies approvals, completes the approved attributes; signs the Position Request and reclassifies the position in PeopleSoft HRMS.

SECTION 2 – POSITION INFORMATION (CONTINUED)

19. **Security Sensitive:** Check "No"
20. **Remarks:** Describe the requested action and provide additional information as necessary.

BUDGET AND FUNDING INFO TAB
SECTION 3 – POSITION BUDGET AND FUNDING INFORMATION

(Instructions for this Section to be provided by the Budget Office)

SECTION 4 – SIGNATURES AND APPROVALS

21. **Approvals Required:** Preparer
(According to Action Requested) Department Business Administrator
College/Division Business Administrator
Dean/Director/PI
Assoc/Asst Vice President
Vice President
Provost

The Position Request must have all appropriate approvals **before** it is submitted to Faculty Affairs. Documents lacking appropriate approvals will be re-routed to the necessary parties **before** any action is taken on the position.

SECTION 5 – JOB POSTING DATA

(No action required)

A.2.4