

## RECLASSIFY POSITION

*Request is for Human Resources to conduct a classification analysis of the job duties and requirements.*

***Filled:** Request to reclassify a position that is currently, and will continue to be, filled by the incumbent listed in Section 3.*

***Vacant:** Request to reclassify a position that is not filled, or will soon be vacated by the incumbent listed in Section 3.*

**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:** Non-exempt Staff  
Exempt Staff
3. **Benefits-Eligibility:** Ben Elig
4. **Staff Replacement:** **Filled:** Check "No"  
**Vacant:** Check "Yes"
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 classification; 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. **Title:** Proposed Title
12. **Job Code:** Proposed Job Code (if requesting existing classification)
13. **Salary Plan:** Proposed Salary Plan
14. **Salary Grade:** Proposed Salary Grade
15. **FTE:** Position FTE
16. **Head Count:** 1

**POSITION REQUEST FORM**  
**Benefits-Eligible Staff Position**

*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:** **Filled:** Proposed Reclassification Date  
**Vacant:** Target Date of Hire

*Proposed Reclassification Date and Target Date of Hire are not retroactive.*

**HUMAN RESOURCES USE ONLY**

Human Resources verifies approvals and classifies the position, in coordination with management; completes the approved attributes; signs the Position Request and enters the reclassification into PeopleSoft HRMS.

**SECTION 2 - POSITION INFORMATION (CONTINUED)**

19. **Security Sensitive:** If Staff Replacement, Check "Yes" or "No"  
**ATTACHMENT:** IF THE POSITION IS SECURITY SENSITIVE, A REQUEST FOR SECURITY SENSITIVE POSITION FORM IS REQUIRED.  
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 Human Resources. 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**

(For Human Resources use only)

**ATTACHMENTS:**

**FILLED:** JOB ANALYSIS QUESTIONNAIRE (JAQ) AND MEMO STATING REASON OR CAUSE FOR RECLASSIFICATION ARE REQUIRED.

**VACANT:** COPY OF THE UNIVERSITY JOB DESCRIPTION FOR THE PROPOSED TITLE OR JOB ANALYSIS QUESTIONNAIRE (JAQ) IF REQUESTING NEW TITLE/GRADE, AND MEMO STATING REASON OR CAUSE FOR NEW POSITION IS REQUIRED. IF APPLICABLE, ATTACH A JOB DESCRIPTION ADDENDUM.