Reclassification and In-Range Adjustment - Requester
Requester

- Completes Form
- Submits Request
- Receives Email Notifications Throughout Approval Process
**Request Information**

**Reclassification or In-Range Adjustment**

**Requester and Department Head Information**

<table>
<thead>
<tr>
<th>Requested Date</th>
<th>Request Number</th>
<th>Department Head (Copied on Request)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/12/2017 09:55:27 AM</td>
<td>65</td>
<td></td>
</tr>
</tbody>
</table>

**Requester Information**

- **Employee ID**: 1234567
- **First Name**: SHERRY
- **Middle Name**: LYNN
- **Last Name**: SOUTHARD
- **Email Address**: NROARK@LOUISVILLE.EDU
- **Department**: MHC SHARED SERVICES
- **DeptID**: 60105000123
- **University Phone#**: 524-4777

**Enter EMPLID** &

Additional information will populate

OnBase Assigns Request #

Enter anyone that you want to notify request was submitted.
**Reclassification or In-Range Option**

**Position Change Information**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reclassification</td>
<td>Updated Job Description form – outlining how the job has changed in 25% complexity</td>
</tr>
<tr>
<td></td>
<td>☐ Reclassification</td>
</tr>
<tr>
<td></td>
<td>Check Box if Reclassification is Needed</td>
</tr>
<tr>
<td>In-Range Adjustment</td>
<td>Updated Job Description (Only needed if additional duties have been added)</td>
</tr>
<tr>
<td></td>
<td>☐ In-Range Adjustment</td>
</tr>
<tr>
<td></td>
<td>Check Box if In-Range Adjustment is Needed</td>
</tr>
</tbody>
</table>
Enter All Necessary Information

1. Enter Funding Speedtype
2. Description Information (if needed)
3. Justification
4. Enter PCN
5. Enter Proposed Salary

* Are Required Fields

System will automatically populate the correct employee Information.
Attach Required and Relevant Documents

1. Upload All Required Documents

2. Attach Any Supporting Documents (not required)

3. Select Document to Attach

4. Select Open
Errors Submitting Form

1. Select OK

2. Required Field Not Entered

3. Attach Document(s)

Review Form To Find Field(s) (highlighted in red)
Red indicates required field is not entered.
You’ve Got Mail!

Email Sent From onbase@louisville.edu

Request #

Wed 4/12/2017 9:45 AM
onbase@louisville.edu

RECLASSIFICATION Request 64 - HSC - TEST, EMPLOYEE - ADMINV SPCLST

To SLROAR01@LOUISVILLE.EDU

This item will expire in 6 days. To keep this item longer apply a different Retention Policy.

Message

RECLASSIFICATION - Request 64 - TEST, EMPLOYEE - HSC.html (125 KB)

SHERRY ROARK,

Request #64 for position ADMINV SPCLST currently held by TEST, EMPLOYEE in HSC was sent to the HSC Shared Services Reviewer. You will be notified throughout the approval process.

Thank You,

Note: You will be sent approval emails throughout the approval process.
If Changes Are Needed

Wed 4/12/2017 9:45 AM
onbase@louisville.edu
RECLASSIFICATION Request 64 - HSC - TEST, EMPLOYEE - ADMINV SPCLST
To SLROAR01@LOUISVILLE.EDU

Dear SHERRY,

The Dean / VP Approver has requested the following changes be made:

Changes Needed From Dean/VP Approver

1. test

Use this link to make the requested changes:

Use Link to Access Form

2. https://onbase.louisville.edu/onbase/docpop/formpop.aspx?docid=8367630&chksum=bb8811758939382e00650f14798fa741d21fd1d0bf512c84d543efaa7a9dd2bc

Thank You
Make Changes Needed

1. Requester

2. Select “SUBMIT” if completed changes.

3. Window automatically closes when form saved.

Form saves.
Problem Viewing Form

1. Form Doesn't Look Right (no background or logo)
2. Close Browser and All Tabs
3. Re-open Form from Email Link
Approved Notification

Wed 4/12/2017 9:45 AM
onbase@louisville.edu

To SLROAR01@LOUISVILLE.EDU

This item will expire in 6 days. To keep this item longer apply a different Retention Policy.

Message

RECLASSIFICATION - Request 64 - TEST, EMPLOYEE - HSC.html (125 KB)

Dear SHERRY ROARK,

Request #64 for position ADMINV SPCLST currently held by TEST, EMPLOYEE in HSC has been approved by the Dean / VP Approver. The request has been forwarded to Compensation.

Thank You,