Flow of Reclassification

Department submits a Job Description Form to be reviewed

Employment reviews all documents and makes a recommendation to the department concerning the pay rate, grade, and position title.

Department verifies that $$ are available for reclassification at the pay rate, grade, and position title.

Department Creates Electronic PAR (Budget Row should be one day less than the effective date of reclassification)

Electronic PAR is routed through the Department/ College approvals.

Department notifies employment of the Electronic PAR number

Employment will Print the Electronic PAR indicating the new job code/position title on printed copy. Employment will create reclassification letter

Employment will bring printed PAR and reclassification letter to Position Management

Position Management Reviews/Verifies Electronic PAR: Budget/Funding/Data

Position Management approves Electronic PAR

System notifies department of approval

Position Management manually processes a position row with the new Job code/title

Position Management take reclassification letter to Payroll for Processing

Payroll creates Job row with new compensation rate.

Department notifies Employee of reclassification

```
┌─────────────────────────┐          ┌──────────────────────────────────────┐
│ Department submits a Job │          │ Employment reviews all documents and   │
│ Description Form to be   │──────────│ makes a recommendation to the          │
│ reviewed                 │          │ department concerning the pay rate,    │
│                          │          │ grade, and position title.             │
└─────────────────────────┘          └──────────────────────────────────────┘
```

Department submits a Job Description Form to be reviewed

Employment reviews all documents and makes a recommendation to the department concerning the pay rate, grade, and position title.

Department verifies that $$ are available for reclassification at the pay rate, grade, and position title.

Department Creates Electronic PAR (Budget Row should be one day less than the effective date of reclassification)

Electronic PAR is routed through the Department/College approvals.

Department notifies employment of the Electronic PAR number

Employment will Print the Electronic PAR indicating the new job code/position title on printed copy. Employment will create reclassification letter

Employment will bring printed PAR and reclassification letter to Position Management

Position Management Reviews/ Verifies Electronic PAR: Budget/Funding/Data

Position Management approves Electronic PAR

System notifies department of approval

Position Management manually processes a position row with the new Job code/title

Position Management take reclassification letter to Payroll for Processing

Payroll creates Job row with new compensation rate.

Department notifies Employee of reclassification