



UNIVERSITY OF
LOUISVILLE®

Reclassification and In-Range Adjustment - Requester



Requester

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



Requester

Form Information

Reclassification or In-Range Adjustment



OnBase Assigns Request #

Requester and Department Head Information

Requested Date	Request Number
04/12/2017 09:55:27 AM	65

Requester Information

Employee ID
1234567

First Name
SHERRY

Middle Name
LYNN

Last Name
ROARK

Email Address
SLROAR01@LOUISVILLE.EDU

Department
HSC SHARED SERVICES

DeptID
4010500123

University Phone#
852-4777

Department Head (Copied on Request)

Last Name
SOUTHARD

First Name
GARY

Middle Name
LYNN

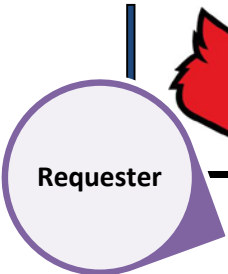
Email Address
GLSOUT01@LOUISVILLE.EDU

Enter EMPLID &



Additional information will populate

Enter anyone that you want to notify request was submitted..



Reclassification or In-Range Option

Check Box for
Either
Reclassification
or
In-Range
Adjustment



Position Change Information	
Reclassification	
Updated Job Description form - outlining how the job has changed in 25% complexity	
<input type="checkbox"/>	Reclassification
Check Box if Reclassification is Needed	
In-Range Adjustment	
Updated Job Description (Only needed if additional duties have been added)	
<input type="checkbox"/>	In-Range Adjustment
Check Box if In-Range Adjustment is Needed	



Requester

Enter All Necessary Information

Enter Funding Speedtype

1

Description Information (if needed)

2

Justification

3

Enter PCN

4



Additional Information About You Will Populate

Position Change Information

Reclassification
Updated Job Description form - outlining how the job has changed in 25% complexity

Reclassification
Check Box if Reclassification is Needed

Funding Speedtype *

Job Description
Job Description *
Attach Job Description

Organizational Chart
Organizational Chart *
Attach Organizational Chart

Other Supporting Documents
Reclassification or In-Range Supporting Docs
Attach Reclassification or In-Range Supporting Docs

Funding Description

Reclassification Justification

* Are Required Fields

System will automatically populate the correct employee information.

Employee Information (Reclassification)

PCN *
Employee ID
Employee Name
Department
DeptID

Position Title
Grade
Current Salary
Proposed Salary *

5

Enter Proposed Salary



Requester

Attach Required and Relevant Documents

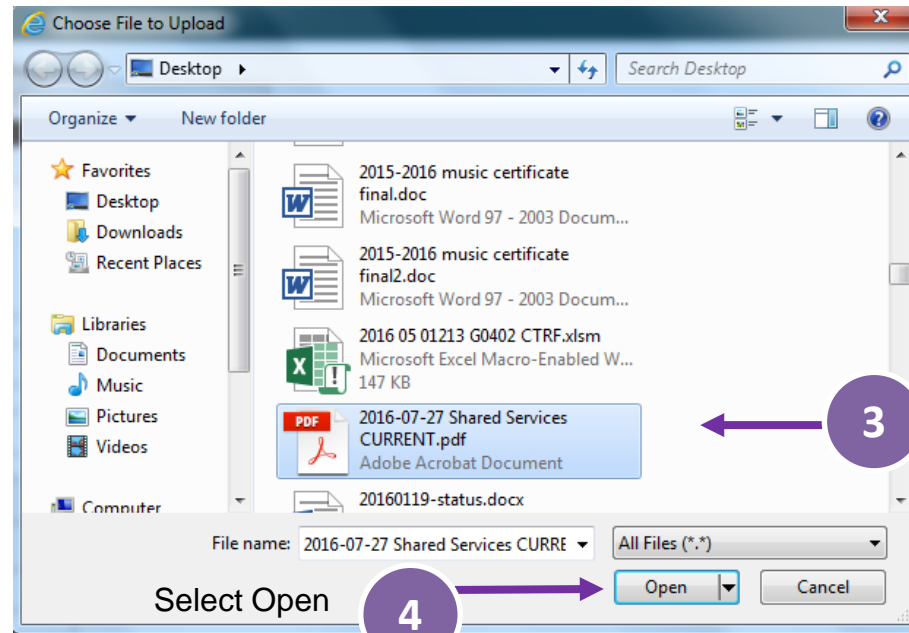
Job Description
Job Description *

Organizational Chart
Organizational Chart *

Other Supporting Documents
Reclassification or In-Range Supporting Docs

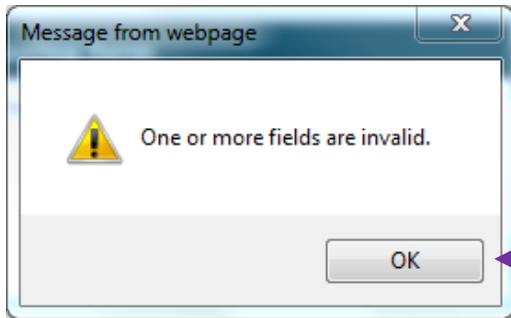
1 Upload All Required Documents

2 Attach Any Supporting Documents (not required)





Errors Submitting Form



1 Select OK

Review Form To Find Field(s)
(highlighted in red)
Red indicates required field is not entered..

Job Description

Job Description *

Attach Job Description

Organizational Chart

Organizational Chart *

Attach Organizational Chart

2 Required Field Not Entered

3 Attach Document(s)



Requester

You've Got Mail!

Email Sent From onbase@louisville.edu



Wed 4/12/2017 9:45 AM



Request #

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,

Email Contains Information Pulled From Your Request

Note: You will be sent approval emails throughout the approval process.



Requester

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

test

1

Changes Needed From
Dean/VP Approver



Use this link to make the requested changes

2

Use Link to Access Form



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

Thank You



Requester

Make Changes Needed

1

I have made the requested changes. *

Submit

Window Automatically Closes

2

Select "SUBMIT"
If Completed Changes

Saving form

The form is being saved.

3

Form Saves



Requester

Problem Viewing Form

Switch to a Different Browser if the below doesn't work....

Authorization to Hire Staff

Request Information

Request Date: 12/15/2016 12:48:52 PM Request #: 169

Requester Information

Campus*: BELKNAP CAMPUS

Employee ID: 1234567

First Name: SHERRY

Middle Name: LYNN

Last Name: ROARK

Position Title: SYS_MGR

Email Address: SLROAR01@LOUISVILLE.EDU

University Phone#:

Position Information

Position Type*: EXISTING VACANT POSITION

Department: HSC SHARED SERVICES

Department ID: 4010500123

Position Title*: DIRECTOR

Full Time Equivalency %: 100

Please check box(es) to indicate what documents are uploaded and attach all relevant information.

Organizational Chart
(current, up to Dean/VP level, including direct reporting relationships)

Job Description Form
(updated with appropriate signatures)

Attachments (1)

Authorization to Hire - Supporting Docs*
[Supporting Documents - 12/15/2016 - HSC SHARED SERVICES - EXISTING VACANT POSITION - DIRECTOR](#)

Attach Authorization to Hire - Supporting Docs...

1

Form Doesn't Look Right (no background or logo)

3

Re-open Form from Email Link

2

Close Browser and All Tabs



Approved Notification



Wed 4/12/2017 9:45 AM

onbase@louisville.edu

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

To SLROAR01@LOUISVILLE.EDU

i 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,