Reclassification w/Equity Adjustment

Workflow, Routing & Approvals

Department/Division

Department/Division consults with HRBP regarding request and need. Once it is determined that a reclassification is appropriate, Department will:

- Submit Business Need & Justification for reclassification;

- AVC Approval

- Budgetary/Funding Information and Approval

- Organization chart

- Summary of job duties; changes in job that would warrant a reclassification

ASSET HRBP

Once a complete package is received from Department/Division, HRBP will:

- Review submitted documentation for completeness and compliance with policy, CBA, as applicable

- Advise & Consult on request, justification and business need;

- Assists in creating and/or finalizing Job Description

- Coordinate VC-PBA Approval

- Create and finalize HRMS case in HRMS

- Consults with Department on recommended Equity Adjustment (should reclassification be approved)

- Submits to HR- Class & Comp:

-If approved, enters request for Equity adjustment into Review;

- Submits to HR Class & Comp for review and approval

Human Resources

HR – Classification & Compensation reviews request:

- Provides either approval, rejection, or request for additional information;

- If approved: returns Review case to HRBP for completion (and submission of Equity request)

- - Review/ approves equity adjustment and approves Review case

HRBP & Department

HRBP will then:

- Produces reclassification (including new job description for signature) letter for department's delivery to employee, submitted through DocuSign to manager and employee.

Department:

- Signs letter and delivers/ discusses with employee – finalized letter auto routed to HRBP

HRBP will then:

- Submits request to APPS for change in position, attaching final letter and signed job description for the file