

Staff Reclassification/New Classification

Quick Reference Guide

Step 1: Complete Request Form

- ▶ Department completes the [Staff Job Classification/Reclassification Request Form](#) . Save the form as a PDF to be attached to the ePAR.

Step 2: Submit ePAR

- ▶ Department completes the related ePAR. Utilize job code 9999 if the requested job code and/or title is unknown. The source(s) of funds for any salary increase must be documented on the ePAR.
- ▶ Attach the completed PDF form from Step 1 to the ePAR.
- ▶ If a reorganization, attach a proposed organization chart.
- ▶ Submit the ePAR, with attachment(s) for approval. Required approvals will be captured through the ePAR workflow process.

Step 3: HR Compensation Analysis

- ▶ HR Compensation Analyst evaluates the request based on the information provided in the ePAR and request form, meets with department as needed regarding the request, provides a recommended job title and salary range and moves the ePAR forward to the next approval step.

Resources:

[ePAR-Classification and Reclassification Training](#)
[Classification/Reclassification Webpage](#)
Contact Human Resources with any questions

Step 4: Department Approval

- ▶ The Department Head enters the approved final salary into the ePAR and moves it forward to the next approval step.

Step 5: ePAR Processed

- ▶ ePAR is processed upon final approval by all in the workflow and is effective as of the effective date utilized on the ePAR.

Step 6: Update PeopleAdmin

- ▶ Department is responsible for updating the position description in PeopleAdmin. Please refer to the [position management page](#) for details.
- ▶ HR Compensation team is responsible for updating the related classification description in PeopleAdmin.

Definitions

Reclassification	A change in the classification of a job as a result of a significant and permanent change in job duties. Upon department submission of a reclassification request, HR Compensation will conduct a reclassification analysis to determine if any changes are needed to the job title and pay grade.
New Classification	When a department requests creation of a new position, the duties and responsibilities of the position are reviewed by HR Compensation to determine the appropriate job title and pay grade.