

Process of Reclassifying a Position

Reclassifying an existing a position

What is a Reclassification?

A reclassification is the re-allocation of a position in one classification to a different classification based on a change in the job duties.

Process of reclassifying an existing position

1. The Originator must submit a request through the electronic position request form (ePRF).

Location: Main Menu>Manager Self Service> ePRF Position Request Forms> Enter/Update Position request

2. "Add a New Value."

ravorites 🛛 Main_Menu > Manager Self Service → ePRF Position Request Forms > Enter/Update Position Request

Enter/Update Position Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing V	aiue <u>A</u> dd a New	Value Click on Add a New Value
Limit the number of	results to (up to 300)): 300
Request ID:	begins with 🔻	
Business Unit:	begins with 🔻	
Department:	begins with 🔻	
Job Code:	begins with 🔻	
Position Number:	begins with 🔻	
Panther ID:	begins with 🔻	
Last Name:	begins with 👻	
First Name:	begins with 🔻	
Workflow Status:	= •	▼
Originator UserID:	begins with 🔻	
Case Sensitive		
Search	ear Basic Search	Save Search Criteria

3. Click "Add" to start completing the ePRF.

Eind an Existing Value	Add a New Value	
Request ID: NEW		
Add		

4. Complete the Fields

When reclassifying a position, first determine the appropriate action reason.

Action reasons:	
Action reason	Description
RCP – Reclassification	Change in job classification to another classification
Promotion	with a higher level of responsibility and a higher pay
	grade maximum in the same pay plan.
DCD Declassification	Channa in ich classification to another and with lower
RCD – Reclassification	Change in job classification to another one with lower
Demotion	level of responsibility and lower pay grade maximum in
	the same pay plan.
REC – Reclassification Lateral	Change from one job classification to another one with
	the same level of responsibility and the same pay
	grade maximum in the same pay plan.
CPR – Pay Plan Change	Change to a higher level job classification in a different
Promotion	pay plan (e.g. staff to admin).
CDE – Pay Plan Change	Change in job classification to a lower level in a
Demotion	different pay plan (e.g. admin to staff).

Action reasons:

Flag Functionality:

• "Post Upon Approval" – This flag triggers a notification to Talent Acquisition and Management (TAM) upon position action approval.

Position Request Form

Request ID:	0000022945
*Requested Effective Date:	01/14/2017
*Reason:	RCP Q Reclassification - Promotion
Post Upon Approval	Check flag if the position will be posted
Pay Action/Notification	to Employee Records
Budget Purposes Only	

• "Pay Action/Notification to Employee Records" – This flag triggers a notification to Employee Records for pay actions.

Position Request Form

Request ID:	0000022945	
*Requested Effective Date:	01/14/2017	
*Reason:	RCP 🔍 Reclassification - P	romotion
Post Upon Approval		Check flag if the incumbent is
Pay Action/Notification t	o Employee Records 🔶	being reclassify to a higher
Budget Purposes Only		classification

Position Information Fields:

Fields to Complete	Description
Requested Effective Date	The beginning of the pay period.
Reason	Click on the magnifying glass and choose the action reason the appropriate action reason (CPR, CDE, REC, RCD, RCP).
Post Upon Approval	If the position is going to be posted, please check this box.
Рау	If the incumbent is being reclassified to a higher classification,
Action/Notification to	please check this box.
Records	
Job Code	Enter the appropriate job code.
Working Title	N/A
Short Title	Field information defaults.
Reg/Temp	Field information defaults to "Reg."
Union Code	Field information defaults to the appropriate union code per the job code.
Reg Region	Field information defaults to USA.

Salary Plan	Field information defaults to the appropriate salary plan per the job code.
Pay Grade	Field information defaults to the appropriate salary plan per the job code.
Standard Hours	Field information defaults to current.
Work Period	Field information defaults to 52.2.

Organization Relationship Information:

🔍 Organizati	on Relationship Information
Dept ID	290000000 🔍 CARTA Deans Off
Location	01024 Q Paul Ceja Architecture Bldg.
Reports To	70003523QRoary PantherInformation defaults to current data. Note - If any of these attributes is being updated, then the action reason needs to be
	Job Code: 0671 Sr Dir Administrative Svcs change.
Company	FIU Q Florida International Univ
	Supervisor Of Personalize Find View All 💷 🔣 First 🕚 1 of 1 🕑 Last
	*Position Number Position Title Name Reports To Reports To Descr

Fields to Complete	Description
Department ID	Information defaults to current data. <i>Note:</i> If the department ID is being updated, please contact Compensation Administration to discuss the action in further detail.
Location	Field information defaults to data.
Reports To	Field information defaults to current data.
Company	Defaults to FIU.
Supervisor Of	Field information defaults to current data. Direct reports can be added in this field.
Union Code	Field information defaults to the appropriate union code per the job code.

Other Information:

Other Information	nation	
Shift	1 - Day Shift ▼	
Critical Investment ID		
Comp Rate	Chg Amt	:: Chg %:
	Specific Information	
	 Update Incumbents Include Salary Plan/Grade Force Update for Title Changes Financial Disclosure Required Job Sharing Permitted Essential Personnel 	→ HR will complete these fields

Fields to Complete	Description
Shift	Field information defaults to current data.
Critical Investment ID	Field information defaults to current data.

Budget Information: Budget Information

Allo	ocation	Persona	lize Find View	All 💷 🔢	First 🤇) 1 of 1	Last
	Combo Code	*Distrb %	Funding End Date	Edit Chartfields			
1	000015449	100.000	31	Edit Chartfields			+ -
	000010440	100.000		Eart offartholdo			
;						-	
						_	

Fields to Complete	Description
Allocation	Field information defaults to current data. If the allocation is changing, please submit the admin/staff change in status form (change in allocation) to update the allocation.
Budget Amount	Field information defaults to current data.

- 5. Completing the Position Description:
 - In the ePRF, go to the "Position Profile Data" icon in order to update the position description. The icon can be found in the middle of the ePRF transaction.

Position Profile Data	Profile ID
POSITION PTOME Data	50040000
	50812000

- The "Position Profile" consists of the following sections:
 - Conditions Work schedule, target salary range, machines, and equipment used.
 - Requirements Pre employment requirements, working conditions, other essential requirements, compliance requirements, and departmental requirements.
 - Qualifications Licenses & certifications, degrees, language skills, knowledge, skills, and abilities (KSAs), and departmental preference.
 - **Duties** Responsibilities that the incumbent is expected to perform.

Conditions:

Schedule		Personalize Find View	AII 💷 🔣
D	Time		Statu
B8:30AM	Begin time: 8:30 AM]	Active
E5:00PM	End time: 5:00 PM	→ Current schedule	Active
+ Add New So		pdate the working schedule	
-	ary Range	Personalize Find Vie	
Target Salary Rai	0		Status
\$33,000 - \$45,00			
			Active
+ Add New Ta		Click to update target salary range Personalize Find View	
+ Add New Ta	arget Salary Range		
 Add New Ta Machines 	arget Salary Range →		Ali 🖉 📑
Add New Ta Machines D OFFICE001	arget Salary Range & Equipment Used Machines & Equipment		All 🖓 📑
 Add New Ta Machines 	arget Salary Range & Equipment Used Machines & Equipment Calculator		All 🔄 📑 Status Active
Add New Ta Machines OFFICE001 OFFICE002	Arget Salary Range & Equipment Used Machines & Equipment Calculator Copy machine	Personalize Find View	All 🔄 📑 Status Active Active

Fields to Complete	Conditions Tab
Add New Schedule	Click "Add New Schedule" in order to update the working hours.
Target Salary Range	The target salary range is reviewed and approved by Compensation Administration.
Add New Machines & Equipment Used	Machines, equipment, and tools that the incumbent will be expected to use when performing the duties of this position.

Non-person Profile Add New Sche		
Profile ID:	70016487	Coordinator Admin. Services
Profile Type:	FIUPOS	FIU POSITION
Add item details. Select continue adding additio		eturn. Select Cancel to return. Select Apply and Add to
Details		Find View All First 🚺 1 of 1 🗈 Last
*Effective Date:	11/09/2012	t Click on the Magnifying close to
*Time:		Click on the Magnifying glass to open the content catalog for the
*Status:	Active	✓ Schedule
	Apply and Add	

Note: Follow the same process for all the required fields.

Requirements:

Non-persor	n Profile		
Profile ID:	70016487		
Profile Type:	FIUPOS	FIU POSITION	
*Profile Status:	Inactive 👻		
*Description:	Coordinator Admin.	Services 🚺 🎒	
Short Description:	CordAdmSvc		
Profile Actions:	<select action=""></select>	• 📎	
Conditions		ent cations Duties Advertisem	ent
Pre-Employment	nt Requirements		
There are current	tly no Pre-Employment R	equirements for this profile. Pleas	e add one if required.
➡ Add New Pre-E ➡ Working Condit	Employment Requiremen	IIS	
		s for this profile. Please add one if	roquirod
There are current	ay no working conduons	s for unis prome. Prease add one in	required.
+ Add New Work			
🗢 Other Essential			🚻 First 🗹 1 of 1 🕨 Last
	b factor ID	Content Type	Status
	<u>pility to work flexible</u> ours as needed.	JOBFACTORS	Active 🗍
+ Add New Other	r Essential Requirement	<u>s</u>	
- Compliance Red	quirements		
There are current	tly no Compliance Requi	rements for this profile. Please ad	d one if required.
+ Add New Com	pliance Requirements		

Fields to Complete	Requirements Tab
Pre-Employment Requirements	The pre-employment requirements are determined by the type of duties the incumbent will be performing. For example, positions that handle cash require fingerprinting. All positions require a criminal background check.
Working Conditions	Update the working conditions.
Other Essential Requirements	Update any other essential requirements that are needed to perform the duties of this position.
Compliance Requirements	The compliance requirement depends on the function of the job. For instance, if the position oversees budget, then it will require the "Financial Disclosure" compliance requirement.

Qualifications:

Conditions Requi	rements Qualifications	Duties	Advertisement	Direct Cl	harge Exemp	otion		
▼ Licenses & Certifications								
There are currently r	no Licenses & Certifications f	or this profile	e. Please add or	e if required.				
+ Add New License	es & Certifications							
Degrees								
There are currently r	no Degrees for this profile. Pl	ease add on	ne if required.					
+ Add New Degrees	s							
🔻 Language Skill	s							
There are currently r	no Language Skills for this pro	ofile. Please	e add one if requi	red.				
+ Add New Langua	ge Skills							
🔍 Knowledge, Sk	tills & Abilities		Persona	lize Find '	View All 🗳		First 🕚 1-	5 of 14 🕑 La
ID	KSA ID					Status		View History
KNOW009	Knowledge of advanced fea	tures in Mici	rosoft Office Suit	e and ShareF	oint.	Inactive		
KNOW036	Knowledge of Photoshop.					Inactive		
MENTALABL001	Ability to handle information manne	of sensitive	e and confidential	nature in a p	rofessional	Active		

Fields to Complete	Qualifications
Add New Licenses & Certifications	Update the position with the appropriate licenses & certifications.
Add New Degrees	Update the position with the appropriate degrees.
Knowledge, Skills & Abilities	Update the position with appropriate KSAs that are needed to perform the functions.

6. Duties & Responsibilities

Fields to Complete	Duties Tab
Job Summary	The job summary describes the primary purpose of the position.The purpose may be linked to goals or outcomes for the department/unit.Administrative positions– The job summary can describe the strategic value of the position or the importance to the organization's business.Staff positions– The job summary will be more task oriented.
Duties	The most important duties, responsibilities, or tasks should be listed first.

Profile ID NEW				
Profile Type FIUPOS	FIU POSITION			
*Profile Status Inactive				
*Description Coordinator Aca				
Short Description CoordAcad				
Short Description CoordAcad				
Print (D Comments		Profile Actions	[Select Action]	• (>>
Conditions Requirements Q	ualifications Duties	Advertisement	Direct Charge Exemption	
▼ Job Summary				
There are currently no Job Summa	ry for this profile. Please	add one if required.		
+ Add New Job Summary	→ Enter the scop	pe of the job.		
Duties & Responsibilities				
There are currently no Duties & Re	sponsibilities for this profi	ile. Please add one	if required.	
+ Add New Duties & Responsibiliti	ies — Enter the perform		nsibilities that this posit	ion will
Profile Identities	perioriii			
+ Add Profile Identity				
Profile Associations				
,				
+ Add Profile Association				
Save				
	_			
ow to Update the Job S	<u>Summary:</u>			
	narv."			
✓ Click on "Job Sumn	•	(+) sign.		
 ✓ Click on "Job Sumn ✓ Insert a row by click 		() 0		
✓ Click on "Job Sumn✓ Insert a row by click				
✓ Insert a row by click				
✓ Insert a row by click date Job Summary Profile ID 50812000	Account Manage	r		
✓ Insert a row by click date Job Summary Profile ID 50812000 Profile Type FIUPOS	FIU POSITION			
✓ Insert a row by click date Job Summary Profile ID 50812000 Profile Type FIUPOS late item details, then select OK to apply cha	FIU POSITION		-	
✓ Insert a row by click date Job Summary Profile ID 50812000 Profile Type FIUPOS late item details, then select OK to apply cha	FIU POSITION		Find View All F	
Insert a row by click Indate Job Summary Profile ID 50812000 Profile Type FIUPOS Interiment details, then select OK to apply characteristic Interiment details, then select OK to apply characteristic	FIU POSITION anges and return. Select Cance 07/02/2016	el to return without any c	-	
✓ Insert a row by click date Job Summary Profile ID 50812000 Profile Type FIUPOS late item details, then select OK to apply cha ails *Effective Date Job Summary	FIU POSITION anges and return. Select Cance 07/02/2016		Find View All F Insert a Row by clicking on	
✓ Insert a row by click odate Job Summary Profile ID 50812000 Profile Type FIUPOS late item details, then select OK to apply cha ails *Effective Date Job Summary Effective Status	FIU POSITION anges and return. Select Cance 07/02/2016	el to return without any c Job Summary	Find View All F Insert a Row by clicking on plus (+) sign	rst 🕚 1 of 3 🕑 Last the 🖛 🛨 🖃

- ✓ Once you insert a row, the "Effective Date" will default to today's date.
- ✓ Enter the duties.
- ✓ Click "OK."

Profile ID 50812000 Profile Type FIUPOS

Account Manager

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details		Find View All
	*Effective Date 01/20/2017 Defaults to current date.	
	Job Summary SUM01 Job Summary	
	Effective Status Active	
	Job Summary Responsible for the overall marketing communication and execution plans for existing and new campaigns and programs including, the planning, oversight and execution of direct marketing. PR. Advertising, online marketing, event marketing.	Enter duties
OK	ncel	

How to Update and Add New Duties/Responsibilities:

Adding New Duties:

Add New Duties & Responsibilities

Profile ID NEW

Coord. Academic Support Services

Profile Type FIUPOS

FIU POSITION

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details	Find View All First
*Effective Date 01/11/2017	
*Duties	Click on the magnifying glass and select the appropriate Duty number
Status Active v	Staff position requires a weight percentage to be allocated to
Weight %	each of the duty. Administrative position doesn't require a weight percentage
Essential Function	Check flag, if it's an Essential duty
Description (1325 Max Length)	— Enter duties
OK Cancel Apply and Add Another	

Fields to Complete	Duties Tab
Duties	Enter "DU" and the next sequential number (e.g. DU01, DU02, etc.).
Status	Active
Weight %	Staff Position – Enter the percentage of time, the incumbent generally spends performing the duty. Administrative position – Does not require a weight percentage.
Essential Function	Click the "Essential Flag" if the duty is essential to the position.
Description	Enter the duty in the "Description" field.

Updating the Duties: ✓ Select the duty that you want to update.

🔻 Duti	es & Responsibilities					Personalize Find View All 💷 🔜 🛛 First			
ID	Duties	*Effective Date	Status	Status Weight Weight	Essential Function	Description (1325 Max Length)			
DU01	Duty #1	01/28/2017	Active		ø	Direct report to the Director of Communication; Responsible planning, administration, coordination and management of al communications which include public relations and informati include development programs such as promotional fundrais alumni participation in support of the College's programs and			
DU02	Duty #2	01/28/2017	Active			Serves as External Relations liaison for the Dean's Office as College as needed.			
DU03	Duty #3 Click on the Duty that you want to update	01/28/2017	Active		ø	Conducts meetings with CARTA Account Managers and uni officials in developing, coordinating and evaluating the streng weaknesses of the communication programs, in coordination Director of Communication. Prepares recommendations for t of Communication regarding the development and revision o programs.			
DU04	Duty #4	01/28/2017	Active		¢	Manage the production, implementation, dissemination and e of all promotional materials, news/media relations, signage, announcements, CARTA News, advertising, press kits and materials for the College, including Dean's newsletters for al and external audiences.			
DU05	Duty #5	01/28/2017	Active		Ø	Manage, plan, execute and evaluate all marketing initiatives outreach, engagement and signature events central to the C mission and in tandem with university officials, community s and Development Director.			

- ✓ Insert a row by clicking on the plus (+) sign.
- ✓ Once you insert a row, the "Effective Date" will default to today's date.
- \checkmark Enter the duties.
- ✓ Click "OK."

Update Duties & Responsibilities

Profile ID 50812000
Profile Type FIUPOS

Account Manager

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details			Find View All	First 🕚	1 of 3 🕐 Last
*Effective Date	01/28/2017		Insert a Row by		+
Duties	DU01	Duty #1	on the plus (+) si	gn	
Status	Active •				
Weight %					
	Essential Function				
	Communication; Responsible for ordination and management of de public relations and velopment programs such as	×.			

7. Saving the Changes

Once the duties have been entered, click "Save" toward the bottom of the page. Then, click "Return to Previous Page," which will direct you to the ePRF transaction.



8. Submitting for Approval

Scroll to the bottom of the main ePRF transaction and click the "Submit for Approval" button.



9. Workflow Approval Process

Department Manager ------→ Business Unit Head ------→ Compensation