FIU | FLORIDA INTERNATIONAL UNIVERSITY

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."

Favorites | 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 Value	Add a New Value	→ Click on *Add a New Value*

Limit the number of results to (up to 300): 300

Field			
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   Clear   Basic Search   Save Search Criteria

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

Find 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 Promotion	Change in job classification to another classification with a higher level of responsibility and a higher pay grade maximum in the same pay plan.
RCD – Reclassification Demotion	Change in job classification to another one with lower 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 Promotion	Change to a higher level job classification in a different pay plan (e.g. staff to admin).
CDE – Pay Plan Change Demotion	Change in job classification to a lower level in a different pay plan (e.g. admin to staff).

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 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 - Promotion

☐ Post Upon Approval
☑ Pay Action/Notification to Employee Records   → **Check flag if the incumbent is being reclassify to a higher classification**
☐ Budget Purposes Only

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.
Pay Action/Notification to Records	If the incumbent is being reclassified to a higher classification, please check this box.
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:

Fields to Complete	Description
Department ID	Information defaults to current data. *Note:* 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:

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

Budget Information:

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
50812000
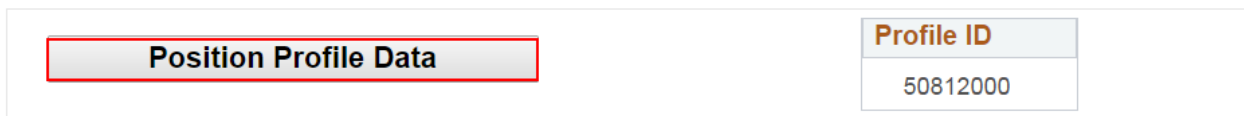
- The "Position Profile" consists of the following sections:
    o **Conditions** – Work schedule, target salary range, machines, and equipment used.
    o **Requirements** – Pre employment requirements, working conditions, other essential requirements, compliance requirements, and departmental requirements.
    o **Qualifications** – Licenses & certifications, degrees, language skills, knowledge, skills, and abilities (KSAs), and departmental preference.
    o **Duties** – Responsibilities that the incumbent is expected to perform.

Conditions:

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 Schedule

Profile ID:	70016487	Coordinator Admin. Services
Profile Type:	FIUPOS	FIU POSITION

Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.

Details	Find	View All First ◄ **1 of 1** ► Last
*Effective Date:	11/09/2012 📅	➕
*Time:	🔍	**Click on the Magnifying glass to open the content catalog for the Schedule**
*Status:	Active ▼	

OK   Cancel   Apply and Add Another   ➡ **Click to add another content Item**

➡ **Click to add the content item and return to the Conditions Tab**

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

Requirements:

Non-person Profile

Profile ID: 70016487

Profile Type: FIUPOS   FIU POSITION

*Profile Status: Inactive

*Description: Coordinator Admin. Services

Short Description: CordAdmSvc

Profile Actions: <Select Action>

Profile Syndications   Import Content

| Conditions | Requirements | Qualifications | Duties | Advertisement |

▼ Pre-Employment Requirements

There are currently no Pre-Employment Requirements for this profile. Please add one if required.

➕ Add New Pre-Employment Requirements

▼ Working Conditions

There are currently no Working Conditions for this profile. Please add one if required.

➕ Add New Working Conditions

▼ Other Essential Requirements   Customize | Find | View All | First ◄ 1 of 1 ► Last

ID	Job factor ID	Content Type	Status	
SCHED007	Ability to work flexible hours as needed.	JOBFACTORS	Active	🗑

➕ Add New Other Essential Requirements

▼ Compliance Requirements

There are currently no Compliance Requirements for this profile. Please add one if required.

➕ Add New Compliance 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 | Requirements | **Qualifications** | Duties | Advertisement | Direct Charge Exemption |

▼ Licenses & Certifications

There are currently no Licenses & Certifications for this profile. Please add one if required.

⊞ Add New Licenses & Certifications

▼ Degrees

There are currently no Degrees for this profile. Please add one if required.

⊞ Add New Degrees

▼ Language Skills

There are currently no Language Skills for this profile. Please add one if required.

⊞ Add New Language Skills

▼ Knowledge, Skills & Abilities   Personalize | Find | View All | 🔲 | 📑   First ◁ 1-5 of 14 ▷ La

ID	KSA ID	Status	View History
KNOW009	Knowledge of advanced features in Microsoft Office Suite and SharePoint.	Inactive	📇
KNOW036	Knowledge of Photoshop.	Inactive	📇
MENTALABL001	Ability to handle information of sensitive and confidential nature in a professional manne	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.

Non-person Profile

Profile ID NEW

Profile Type FIUPOS   FIU POSITION

*Profile Status [Inactive ▼]

*Description [Coordinator Academic Suppt]

Short Description [CoordAcad]

🖶 Print   💬 Comments   Profile Actions [Select Action] ▼ ⟫

| Conditions | Requirements | Qualifications | **Duties** | Advertisement | Direct Charge Exemption |

▼ **Job Summary**

There are currently no Job Summary for this profile. Please add one if required.

➕ Add New Job Summary   →   **Enter the scope of the job.**

▼ **Duties & Responsibilities**

There are currently no Duties & Responsibilities for this profile. Please add one if required.

➕ Add New Duties & Responsibilities   →   **Enter the Duties/Responsibilities that this position will perform**

▶ **Profile Identities**

➕ Add Profile Identity

▶ **Profile Associations**

➕ Add Profile Association

[Save]

How to Update the Job Summary:

- ✓ Click on "Job Summary."
- ✓ Insert a row by clicking on the plus (+) sign.

Update Job Summary

Profile ID 50812000   Account Manager

Profile Type FIUPOS   FIU POSITION

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 [07/02/2016] 📅   **Insert a Row by clicking on the plus (+) sign** → [+][−]

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,]

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

Profile ID 50812000   Account Manager
Profile Type FIUPOS   FIU POSITION

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   **Enter**
             execution plans for existing and new campaigns and programs ➡ **duties**
             including, the planning, oversight and execution of direct
             marketing, PR, Advertising, online marketing, event marketing,

[OK]   [Cancel]

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 ▼

Weight % [   ]   ➡ **Staff position requires a weight percentage to be allocated to 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.

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

Update Duties & Responsibilities

Profile ID 50812000   Account Manager
Profile Type FIUPOS   FIU POSITION

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 clicking on the plus (+) sign** ← [+][−]

Duties DU01   Duty #1

Status Active ▼

Weight %

☑ Essential Function

Description (1325 Max Length) Direct report to the Director of Communication; Responsible for the planning, administration, coordination and management of all communications which include public relations and information and may include development 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.

[Save]

[Return to Previous Page]

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

Actions
[Submit for Approval]
[Withdraw]

9. Workflow Approval Process

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