



<b>File Name</b>	Reclassification.doc
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## Reclassification

### Concept

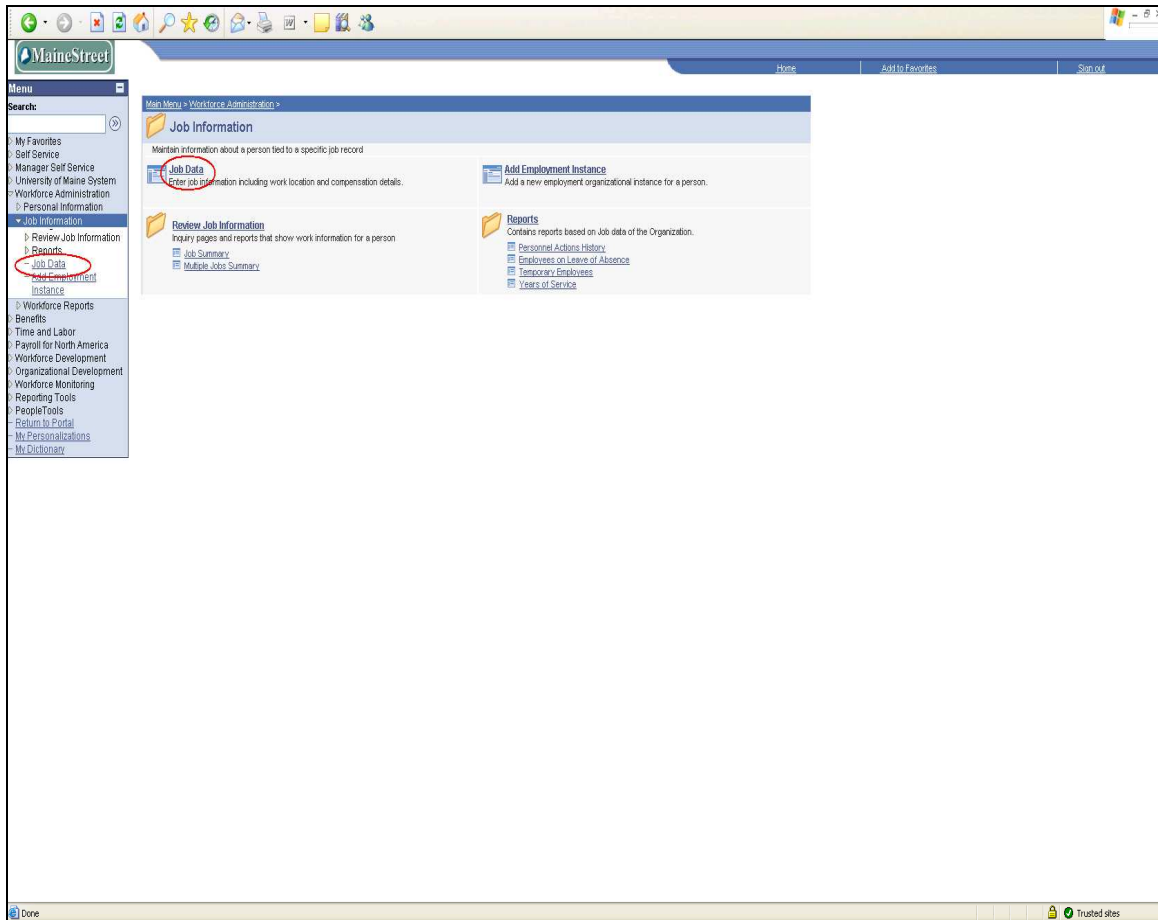
**Description:** An employee's job title and/or classification are changed to more accurately reflect current duties (with or without a change in compensation).

Reclassification of any University position will take place whenever job duties and responsibilities are significantly changed by the University from those originally assigned. Such changes may result in either an increase or decrease in job duties and responsibilities, and may occur for various administrative reasons. The effective date of reclassification shall be the date of submission of the completed request for reclassification. These changes require edits to the Position Table prior to pulling the updated info into the employee's Job Data.

#### **Additional Information:**

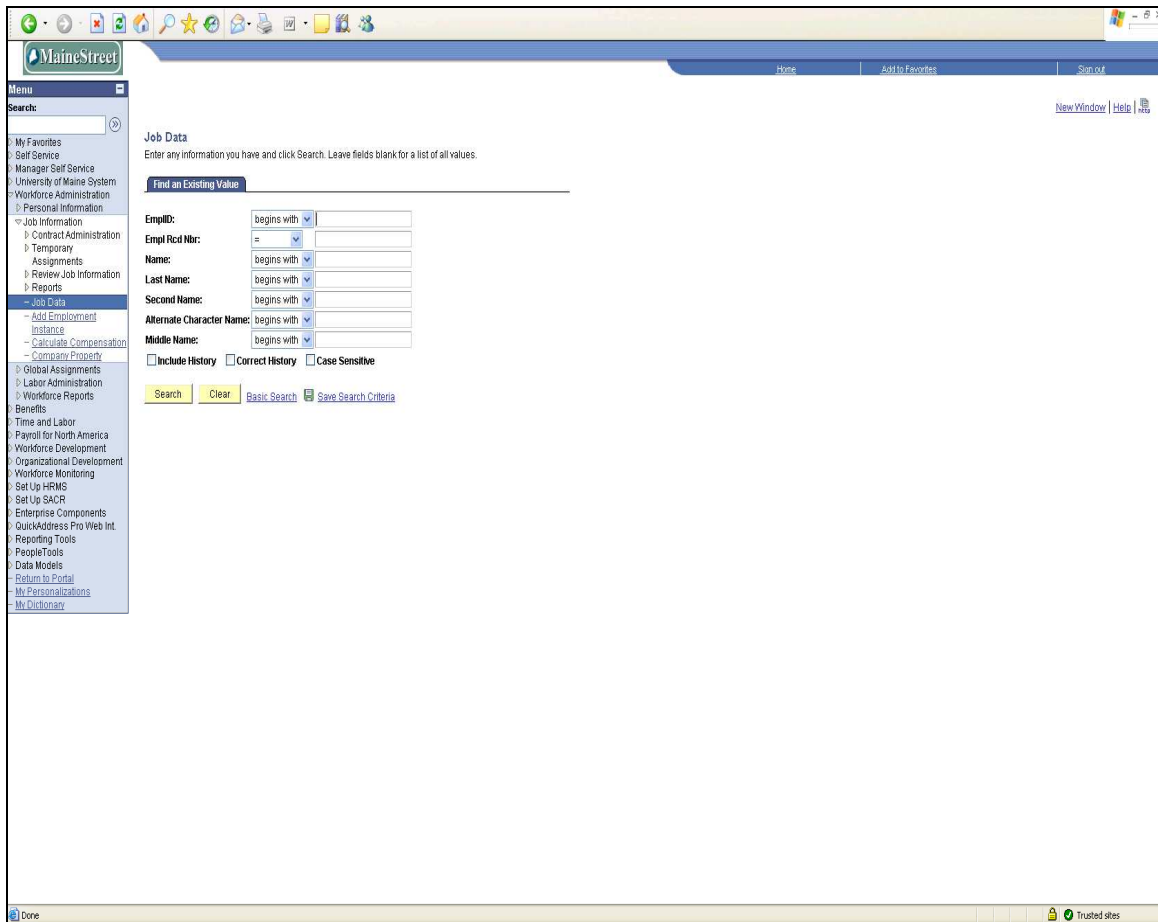
- Edits must be made to the Position Data Table prior to bringing information into Job Data.
- If compensation is changing refer to the **Pay Rate Change** process. Do not enter another job row. follow the process for data instructions.
- Check **Enrollment, Termination and Reporting** process for Time and Labor if Workgroup changes.
- If the employee earnings are to be distributed to a different account, refer to the **Pay Distribution** process.
- Review **Payroll Check Distribution** process if check distribution changes.

## Navigation:



- | Step | Action  |
|------|---|
| 1.   | Click the <b>Workforce Administration</b> link. |
| 2.   | Click the <b>Job Information</b> link.          |
| 3.   | Click the <b>Job Data</b> link.                 |

## Procedure:



The screenshot shows a web browser window displaying the 'Job Data' search page. The page has a blue header with the 'MaineStreet' logo and navigation links for 'Home', 'Add to Favorites', and 'Sign out'. A left-hand menu lists various system functions, with 'Job Data' selected. The main content area is titled 'Job Data' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with the following fields and options:

- Find an Existing Value** (button)
- EmpID:** dropdown menu set to 'begins with' and an input field.
- EmpID Rcd Nbr:** dropdown menu set to '=' and an input field.
- Name:** dropdown menu set to 'begins with' and an input field.
- Last Name:** dropdown menu set to 'begins with' and an input field.
- Second Name:** dropdown menu set to 'begins with' and an input field.
- Alternate Character Name:** dropdown menu set to 'begins with' and an input field.
- Middle Name:** dropdown menu set to 'begins with' and an input field.

At the bottom of the form are three checkboxes:  Include History,  Correct History, and  Case Sensitive. Below the checkboxes are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
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- |    |  |
|----|--|
| 4. | To search for an existing record: Enter <b>EmpIID</b> , <b>Name</b> or <b>Last Name</b> . Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review. |
| 5. | Click the <b>Search</b> button.  |

**Search**

# Process Document HRMS: Reclassification



Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Julie Brown EMP ID: 0099999 Empl Rcd #: 0

Work Location

HR Status: Active Payroll Status: Active

Effective Date: 09/07/2008 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Pay Rate Change Job Reclassification

Last Start Date: 04/17/2003 Termination Date:

Expected Job End Date: 12/31/2009

Position Number: 00011022 Administrative Assistant II Position Entry Date: 10/27/2004

Override Position Data  Position Management Record

Regulatory Region: USA United States

Company: UMS University of Maine System

Business Unit: UMS05 University of Maine

Department: OCES UM Coop Extension Department Entry Date: 04/17/2003

Location: 000101 UM CES ORONO

Establishment ID: UMS05 University of Maine

Date Created: 10/01/2008

Job Data [Employment Data](#) [Examinas Distribution](#) [Benefits Program Participation](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Update Display](#) [Include History](#)

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

## Step Action

6. Click the **Plus (+) key** to add a new job row.
7. Enter the Effective Date of the reclassification.
8. **Sequence** field defaults to '0'. If the added job row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.
9. Click the **Drop down arrow** to select from the **Action** list.
10. **NOTE:** If there is **NO** pay change, use the Action of '**Job Reclassification**'. If there **IS** a pay change, use the Action of '**Pay Rate Change**'.
11. Click the **Drop down arrow** to select from the **Action/Reason** list.
12. Click the **Job Reclassification** list item.
13. After the Position Data table for this position has been updated: To bring in the changes from Position Data - blank out the position number, tab out of the field, re-enter the position number. If these actions are not taken, the edited data from position data will not populate Job Data.
14. Click the **Job Information** tab.



# Process Document HRMS: Reclassification

The screenshot shows the HRMS interface for Julie Brown (EMP ID: 0089999). The 'Job Labor' tab is selected. The 'Job Information' section includes the following data:

Effective Date:	09/07/2008	Effective Sequence:	0	Job Indicator:	Primary Job
Action / Reason:	Pay Rl Chg	Job Reclassification		Current	
Job Code:	0014	Administrative Assistant II	Entry Date:	09/07/2008	
Supervisor Level:					
Reports To:	00013750	Assoc Extension Professor	0021785	Gary Anderson	
Regular/Temporary:	Regular	Full Part:	Full-Time		
Empl Class:	Hourly	Officer Code:	None		
Regular Shift:	N/A	Shift Rate:			

Standard Hours: 40.00  
Work Period: W Weekly  
FTC: 1.000000

Contract #  
Contract Number: [Search] Contract Type: [Select]  
Next Contract Number

USA  
Job Data: [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update Display | Include History

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Step	Action
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15.	Review data on the Job Information panel. Most of the fields will populate from data on the Position Data Table.
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Employee Class may need to be edited.

Click the **Job Labor** tab.

# Process Document HRMS: Reclassification



Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation

Julie Brown EMP ID: 0099999 Empl Rcd #: 0

Effective Date: 09/07/2008 Effective Sequence: 0 Job Indicator: Primary Job  
Action / Reason: Pay Rt Chg Job Reclassification Current

Bargaining Unit: [ ] Labor Agreement: [ ] Labor Agreement Entry Dt: 07/05/2003  
Employee Category: [ ] Employee Subcategory: [ ] Employee Subcategory 2: [ ]  
Union Code: 003 COLT Represented Classified Union Seniority Date: 04/17/2003  
Works Council ID: [ ] Labor Facility ID: [ ] Labor Facility Entry Date: [ ]  
Exempt from Layoff [ ] Layoff Exemption Reason: [ ]

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason

Recalculate Seniority Dates

Job Data Employment Data Examiners Distribution Benefits Program Participation

Save Return to Search Notify Previous tab Next tab Refresh Update Display Include History

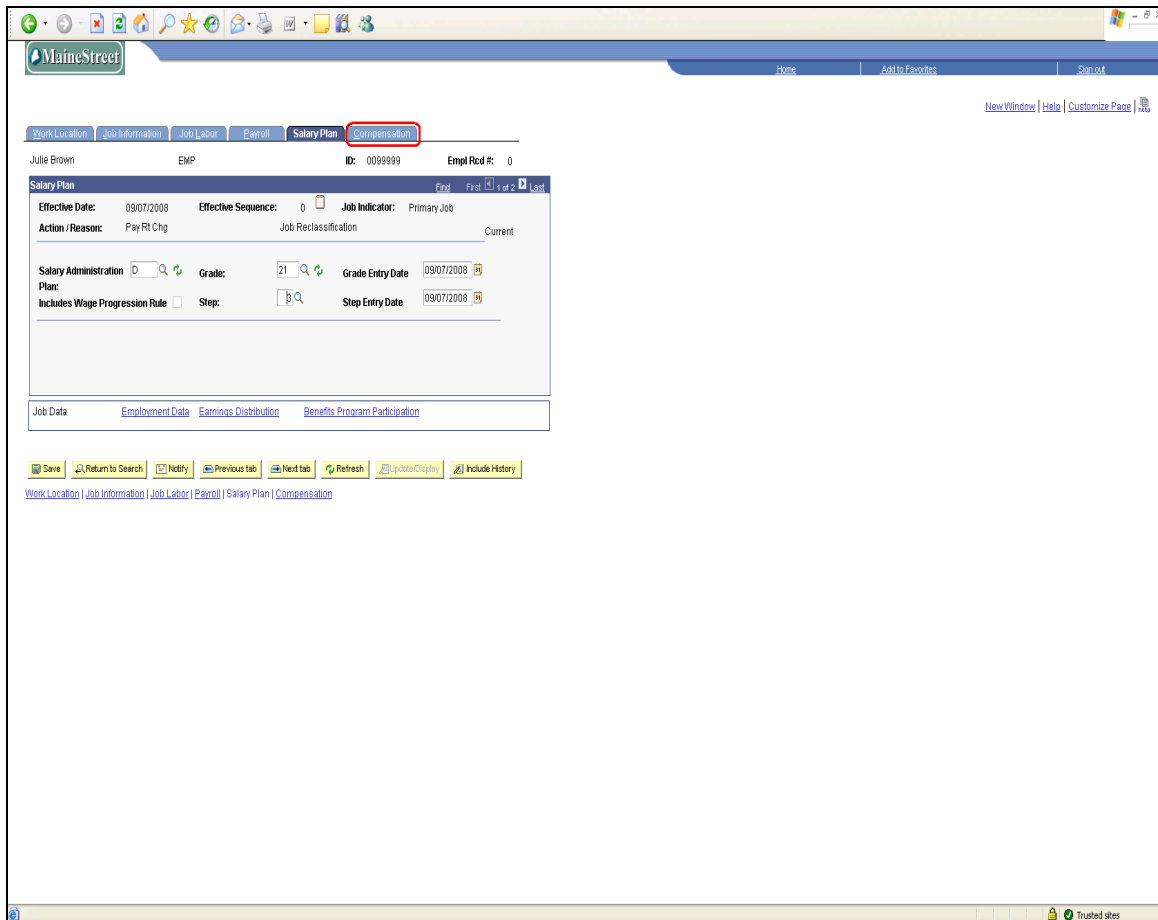
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Step	Action
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- |     |  |
|-----|--|
| 16. | Review data on the Job Labor panel. Union Code defaults from the Position Data Table. If this code is inaccurate, the code should be corrected on the Position Data table. |
|-----|--|

Not all collective bargaining units require tracking a 'Union Seniority Date'. If this reclassification results in employee changing to a bargaining unit that requires tracking this date, edit date if necessary.

Click the **Salary Plan** tab.



Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Julie Brown EMP ID: 0089999 Empl Rcd #: 0

Salary Plan

Effective Date: 09/07/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Pay Rtg Chg Job Reclassification Current

Salary Administration Plan: Includes Wage Progression Rule  Step:  Grade: Z1 Grade Entry Date: 09/07/2008

Step Entry Date: 09/07/2008

Job Data: [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Step	Action
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- |     |  |
|-----|--|
| 17. | Salary Administration Plan and Salary Grade fields will populate with information from the Position Data table. Step field must be entered manually. |
|-----|--|

**NOTE:** Step Entry Date will default to the effective date of the added row. Review and edit if necessary.

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|-----|------------------------------------|
| 18. | Click the <b>Compensation</b> tab. |
|-----|------------------------------------|

# Process Document HRMS: Reclassification



Step	Action
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|-----|--|
| 19. | If Step was entered on the Salary Plan panel, Clicking the <b>Default Pay Components</b> button will populate the comp rate field with the appropriate hourly rate. If Step is blank on the Salary Plan panel, it will be necessary to manually enter an hourly comp rate. |
|-----|--|

**Default Pay Components**

- |     |   |
|-----|---|
| 20. | Click the <b>Calculate Compensation</b> button to re-calculate the dollar amounts in the 'Pay Rates' section of this panel. |
|-----|---|

**Calculate Compensation**

- |     |                               |
|-----|-------------------------------|
| 21. | Click the <b>Save</b> button. |
|-----|-------------------------------|

**Save**



<b>Step</b>	<b>Action</b>
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22.	<b><u>Additional Information:</u></b>
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1. Check **Enrollment, Termination and Reporting** process for Time and Labor if Workgroup changes.
2. If the employee earnings are to be distributed to a different account, refer to the **Pay Distribution** process.
3. Review **Payroll Check Distribution** process if check distribution changes.