

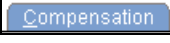
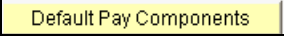
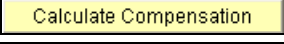



Reclassification

1.	Click the Workforce Administration link. 
2.	Click the Job Information link. 
3.	Click the Job Data link.
4.	To search for an existing record: Enter EmplID, Name or Last Name . 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 Search button. 
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.	<u>After the Position Data table for this position has been updated:</u> 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. 

15.	<p>Review data on the Job Information panel. Most of the fields will populate from data on the Position Data Table.</p> <p>Employee Class may need to be edited.</p> <p>To continue: Click the Job Labor tab.</p> 
16.	<p>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.</p> <p>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.</p> <p>To continue: Click the Salary Plan tab.</p> 
17.	<p>Salary Administration Plan and Salary Grade fields will populate with information from the Position Data table. Step field must be entered manually.</p> <p>NOTE: The Step Entry Date will default to the effective date of the added row. Review and edit if necessary.</p>
18.	<p>Click the Compensation tab.</p> 
19.	<p>If Step was entered on the Salary Plan panel, Clicking the Default Pay Components 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.</p> 
20.	<p>Click the Calculate Compensation button to re-calculate the dollar amounts in the 'Pay Rates' section of this panel.</p> 
21.	<p>Click the Save button.</p> 
22.	<p><u>Additional Information:</u></p> <ol style="list-style-type: none"> 1. Check <u>Enrollment, Termination and Reporting</u> process for Time and Labor if Workgroup changes. 2. If the employee earnings are to be distributed to a different account, refer to the <u>Pay Distribution</u> process. 3. Review <u>Payroll Check Distribution</u> process if check distribution changes.
23.	<p>End of Procedure.</p>