RECLASSIFY A PERSON

(The employee’s record has already been updated with an effective dated row showing the new job code and title. You now need to enter the approved salary increase as follows.)

(Workforce Administration, Job Information, Job Data)

Employee ID (Enter 6 digit number) – Search

Work Location

1. Insert a row
2. Enter Effective Date (same as effective date of reclassification of the position)
3. Effective Sequence: 1 (This is because there is already an effective dated row with that same effective date)
4. Action: Pay Rate change
5. Reason: REC – Reclassification

Job Information

No changes should be needed.

Payroll

No changes should be needed.

Salary Plan

1. Review Rating: There should be no change. (Do not change to N.)
2. Next Review Date: Change to 6 months from the effective date of the reclassification
   (NOTE: If the employee is currently in probationary status the Next Review Date is to be changed to show 1 year from the effective date of the demotion.)

Compensation

1. Rate Code: Choose base
2. Comp Rate: Enter new salary (You may get a warning that the salary must equal the Job Earnings Distribution record.)
3. Calculate Compensation

Job Earnings Distribution

1. Change Amount and Change Percent fields will populate once your enter the new salary on Compensation
2. If you have chosen By Amount you will need to correct the distribution on this panel to equal the Comp Rate entered on Compensation
3. If you have chosen By Percent check to make sure still correct and changes do not need to be made

Employment Data

1. Business Title - should default in from the position side. If not contact HR for correction to be made.

Save