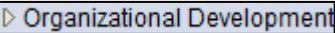
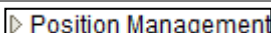


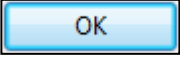



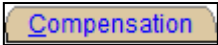


Job Reclassification (using same Position)

Step	Action
1.	The Compensation department has approved a reclass request for Mary Tong. She is now an Administrative Manager 2 (0548U). This change was approved to take effect the first of LAST month.
2.	There are <u>two</u> ways to process a reclassification in Position Management. If the person is one of many people on a Position# you will need to create a new Position# for the new job code. If the reclassified person is the only person on the Position#, you can edit the position to include the new Job Code. In this example we will edit Mary Tong's already existing Position.
3.	Begin by going to Workforce Administration > Job Data and find Mary Tong's Position number on the Work Location page. Copy that number.
4.	Once you have the Position number, click the Organizational Development link in the main menu. 
5.	Click the Position Management link 
6.	Click the Add/Update Position Info link 
7.	The Add/Update Position Info search page displays. Enter the Position number (copied from Mary Tong's Job Data record), into the Position Number field. Click the Search button.
8.	The Position Description page displays. Remember, that when making updates to position, you will need to begin by clicking the plus button on the Description tab page to add a new row. 
9.	Effective Date = 1rst (first) of LAST month
10.	Action is already defaulted to Budgeted Position change (not shown) You must enter a Reason code for the change. Reason = JRC (Job Classification)
11.	Enter Job Code = 0548U .
12.	In this example, we are making no other changes to the position. We do NOT need to enter any information or update the effective date on the last Position Funding tab page. Click the Save button.

Step	Action
13.	<p>A message box will appear whenever the position you are updating is a filled position.</p> <p>The system will tell you whether it has added a row in Workforce Administration > Job Data with the changes you entered - - or whether this is one of the changes you will need to manually edit in Job Data.</p> <p>In this example, the message indicates that the system did NOT add a row for you to Job Data. In order for the changes to apply to the position incumbents, you must update the position information for each incumbent's job data in Workforce Administration.</p> <p>Click the OK button to close the message. </p>
14.	<p>We need to update Job Data in Workforce Administration for Mary Tong##.</p> <p>Use the Job Data link(s) on the Budgets and Incumbents page. (Or you can navigate by going to the Workforce Administration > Job Data)</p>
15.	<p>Click the Budget and Incumbents tab to access the Job Data link for the position incumbent(s). </p>
16.	<p>On the Budget and Incumbents page, click the  link for Mary Tong###</p>
17.	<p>You are now in Workforce Administration > Job Data. To add a new row, click the plus button. </p>
18.	Effective Date = First (1rst) of LAST month
19.	Action = Job Reclassification
20.	Reason = Upward .
21.	<p>Click in the Position Number field. Make a note of the Position#.</p> <p>Refreshing the job data with the updated position information will require a "jiggle".</p> <p>"Jiggle" is a term we will use to indicate a procedure that forces data to repopulate.</p> <ol style="list-style-type: none"> 1. Delete the position number. 2. Tab out of the Position Number field to clear the position data from the row. 3. Re-enter the position number. 4. Tab out of the Position Number field to refresh the position data into the row.
22.	<p>Delete the position number. Tab out. Since positions are required by the system, you will receive a message indicating this requirement.</p> <p>Click the OK button to acknowledge and close the message box.</p> <p>NOTE: you could also have changed the Position # to a different number and then typed in the correct position number again.</p>

Step	Action
23.	Reenter the position number, into the Position Number field. Tab out.
24.	<p>Review Job Data pages if any other information changes based upon this reclass.</p> <p>In this example, there is no Supervisor displaying. (Either because the Reports To: field was not entered on Position or because there are multiple people who occupy the same Position and the system does not know which to choose).</p> <p>Use the Magnifying glass/Lookup button to the right of the Supervisor field to search for Jonathan Friedman. Select him as the supervisor.</p>
25.	<p>In this example, the job code is “open range” (not step-based). Therefore we can skip the Salary Plan tab and go to the Compensation tab.</p> <p>Click the Compensation tab. </p> <p>Enter the monthly salary of 7700.00 in the Comp Rate field.</p>
26.	<p>Click on the Earnings Distribution link and verify the Begin Date (and End Date if appropriate) are showing correctly.</p> <p>Click the Save button.</p>