Reclassify a Position

The action to reclassify a position carried out, through myUFL (Organizational Development) when job duties change significantly.

Note that a salary change that may occur, as a result of the reclassification must be made through Edit Existing Job ePAF. A simulation and instruction guide: **Special Pay Increase**, is available to view or download now at [www.hr.ufl.edu/training/myUFL/toolkits/JobPositionActions.asp](http://www.hr.ufl.edu/training/myUFL/toolkits/JobPositionActions.asp)

Security Roles
You need the Originator or Approver security roles to perform the actions described in this guide:

- **The Originator Roles:** UF_HR Department Hiring and UF_HR View/Inquiry
- **The Level 1 Approver Role:** UF_HR_Level 1 Approver, UF_HR_APPR_POSN1 and UF_HR View/Inquiry

Before you begin, you will need the following:
- Effective Date
- Position number and new job code
- FTE/Standard Hours
- FLSA status
- Position Description: To write the new position description, go to [www.hr.ufl.edu/forms/default.asp#classcomp](http://www.hr.ufl.edu/forms/default.asp#classcomp). The Position Description form gives you a template. If you need any further guidance on how to write the position description contact Classification & Compensation (see below)
- Health Assessment and Non-Health Related Assessment requirements

Procedure
1. Log on to myUFL. Click the **Main Menu** link.
2. Click the **Organizational Development** link.
3. Click the **Position Management** link.
4. Click the **Maintain Positions/Budgets** link.
5. Click the **Add/Update Position Info** link.
6. Use any of the fields shown to search the position.
7. Click the **Search** button.
8. In Organizational Development, the current position is contained in a Row. To reclassify the position, you need to create a new row. Click the **Plus +** sign to add a row. Note that the **Effective Date** for filled positions should always be the first day of a future pay period. Details of payroll schedules can be found at [http://www.fa.ufl.edu/payroll](http://www.fa.ufl.edu/payroll). You can enter the **Effective Date** or you can use the calendar to look up.
9. Click the **magnifying glass** to look up the Reason code.
10. At the Look Up screen, click the **Look Up** button.
11. The complete list of **Reason** codes is shown and you should choose the appropriate Reason for the position reclassification:
    - For TEAMS and USPS positions select **RPC** (filled position)
    - RNP (filled position)
    - JRC (vacant position)
    - For faculty positions, select **TTL**.
12. Enter the **Job Code** attached to the position.
13. The new Job Code information populates the Job Information fields. Check the Full/Part Time field is correct.

14. Check the Salary Plan Information is correct and modify if necessary. For a listing of pay grades and ranges, see http://www.hr.ufl.edu/class_comp/compensation/salary.asp

15. Click the USA flag at the bottom of the screen.

16. Verify the FLSA status is correct - it will default based on the Job Code selected.

17. Next, click the Detailed Position Description link.

18. Click the text box. You can use the Position Description Form to copy and paste a brief description of the position.

19. Click the OK button.

20. Click the Uf Hr Position Dta tab.

21. Check any boxes required in the Health Assessment section. If none, check No Requirements for Position.

22. You may see a warning note asking you to confirm your selection. If so, click OK.

23. In the next section for Non Health Related Position Requirements, select any background checks required.

24. Click the OK button.

25. Click the Specific Information tab.

26. If this is a filled position, you need to ensure both the Update Incumbents and Include Salary Plan/Grade boxes are checked. This will ensure the employee's job data is updated, with any changes made.

27. Click the Education and Government button.

28. Confirm the FTE is correct. If you make changes to the FTE, then tab out of the field to view the change.

29. Click the Save button.

30. Upon saving, you may see an alert message. You can continue without problem. Click OK.

Initiate the approval process workflow for the position action

1. Use the navigation breadcrumb trail at the top of the page to select the Position Management link.

2. Click the UF_HR_APPR_POSN_GBL link.

3. Notice the Position Number has populated.

4. Click the Search button.

5. Click the text box in the More Information field. Here you can add comments to assist the approval process.

6. Click the Save button.

7. Click the OK button.

You have completed the reclassification and the action is in workflow. You can view the action status at any time through this page. **Note that the effective year (in the effective date field) will be 9999 until the position action is approved. Following approval, the effective date will change to the current year.**

Further information on position classification can be found at http://www.hr.ufl.edu/class_comp/default.asp

Additional Help
If you need help with:
- Technical issues contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Policies and directives, contact Classification & Compensation at 392-2477