CHANGE IN OVERALL LEVEL FOR CAREER BANDED POSITIONS (SHRA/CSS)

In order to change the overall competency level of a career banded position you will need to submit an action via People Admin with the following steps:

Prepare a position description that clearly describes the position’s duties, changes that have occurred to the position, level of responsibility, and degree of supervision.

Submit a “Job Description Update or Reclassification Request for SHRA/CSS Position” action via People Admin, attaching an updated organizational chart. The action must be routed through the appropriate channels for approval (i.e. Division, Budget, etc.) before submitting to Human Resources.

Upon receipt of the action in Human Resources, your request will be assigned to the appropriate consultant for review.

After the consultant has made a decision on the action, you will receive an e-mail notification indicating the details of the decision (i.e. classification title, effective date, FLSA status, etc.).

If the position does not have an employee in it, this is the final step before you will need to submit your requisition on People Admin to advertise the position.

If the position has an employee in it, the e-mail notification will include a request for the personnel representative in the appropriate area to submit an Electronic Personnel Action Form (EPAF) in Banner HR to update the employee information. Upon receipt of this e-mail this person will need to log on to Self Service Banner via One Stop by using their Pirate ID and password to gain access in order to initiate the EPAF.

The EPAF Approval Category will be a Career Progression or Inrange Salary Adjustment, CG0009. The Job Change Reason will be 00750, CP Comp Level Change SHRA Only.

The Personnel Effective Date for the EPAF will be the date that the action was made effective by your consultant.

The job effective date will coincide with the next payroll cycle. Please reference the payroll schedule in order to determine the correct date to use for your EPAF.

Once you have submitted your EPAF through the proper routing and it has been approved, you will receive an e-mail notification confirming the approval.

Please make sure to check with your budget representative to determine if you will need to submit a position change form (PCF). The PCF is only submitted when the funding source is changing, the percentages of funding on the source are changing, or the total
salary will be more that the position is currently budgeted at in the system. If you have questions regarding this form, please contact your budget representative.