CAREER PROGRESSION – COMPETENCY/SKILL CHANGE (SHRA/CSS)

If you have an employee in a career banded position that has acquired a new skill which has had an effect on the level of a single competency and not the overall level, this would be considered a Career Progression - Competency/Skill Change.

You will need to submit a Career Progression/In-Range Action along with a copy of the employee’s official offer of employment via People Admin to Classification and Compensation for approval and processing. The action must be routed through the appropriate channels for approval (i.e. Division, Budget, etc.) before submitting to Human Resources.

Upon approval of the action, you will receive an e-mail notification indicating the results of the review.

If the action is approved, 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 00753, CP Comp Skill 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. If there is a problem with the information that you have submitted, the EPAF will be returned to you for correction. If this occurs, you will need to correct the appropriate information and re-submit the EPAF for 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.