

Department/ Unit Name:		Hiring Manager/Requestor:		Phone:	
Organization Code #:		Email: _____ Address of person responsible for collecting or reviewing applications			
Web Time or Leave Approver:	Name:	Title:		Position#:	
Performance Reviewer:	Name:	Title:		Position#:	
[] Same as WTE/Leave Approver					

Action Requested: [] New Position [] Reclassification	Current Position Title: (Reclassification Only)		Position Number: (Reclass Only)	
	Proposed Position Title:		Name of Incumbent: (Reclass Only)	

Required Attachments: [] Job Description (in standard format) [] Organization Chart (current & proposed)	Schedule:			
	____ Full Time (37.5 hrs per week or more)			
	____ Part Time, Full Benefits (greater than 25 hrs but less than 37.5 hrs per week)			
	____ Part Time, Partial Benefits (greater than 20 hrs but less than 25 hrs per week)-NE Only			
____ Part Time, No Benefits (less than 20 hrs per week)				

Job Description (attached):
 [] Reviewed & Approved (Existing title and description as is)
 [] Reviewed with Modifications (changes highlighted)
 [] New Title & Description (title changes, basic qualification change, and/or salary change)

FUNDING:

____ Institutional _____ Requesting New Funds From Position #: _____ Org. #: _____

____ Grant (External) _____ Grant Organization code #

____ Auxiliary (Self Funded)

____ Strategic Planning

Human Resources Only:

Job Title:	FLSA Classification:		Salary Range:		Salary Grade:
	____ Non-Exempt		Minimum:		Position Class:
	____ Exempt		Midpoint:		
Position Number: (New Position Only)	Retirement System:		Maximum:		H Code:
	____ KERS ____ KTRS				

Approvals

DATE

1. Budget Head	_____	_____
2. Department Head (Staff Only) Dean (Academic Position Only)	_____	_____
3. Vice President / Provost	_____	_____
4. Human Resources Consultant/HRIS	_____	_____
5. Human Resources Director	_____	_____
6. Financial Affairs	_____	_____
*Return signed document to Human Resources Consultant		

HR CHECKLIST

1. Job Description Creation / Finalization
 - Compare to prior Job Description and highlight differences (reclassification only)
 - Compare to other internal job descriptions to determine level of position
 - Review organizational chart for department with the Hiring Official
 - Discuss equivalences and document
 - Finalize job description (save on N drive) and receive Hiring Official approval
2. Analyze Request
 - If approved, proceed to Step 3
 - If not approved, conference with Hiring Official/VP
3. Classification Determination
 - Conduct compensation analysis (survey review, internal equity review, etc.)
 - Review with HR Director to finalize classification/salary grade & receive sign-off
 - Communicate classification to Hiring Official
 - Send HR Compensation Consultant information to update job class table as needed
4. OES / Banner
 - Verify P Class & E Class
 - Update NBAPOSN (through HRIS)
 - Create OES template (new position) OR update existing template (reclassification)
5. Reclassification Only
 - Calculate Salary Recommendation for incumbent:
 - Review other incumbents & IPEP data if multi-incumbent position
 - Draft Salary Recommendation Form (SRF)
 - Review with HR Director
 - Send to Hiring Official
 - Produce PAF and route for approvals to implement changes
6. Approvals & Compliance
 - Ensure proper approvals received and process followed
 - Scan and save final forms and documentation to N Drive- Reclass & New Position Folder
 - Put a copy of the forms and documentation in the appropriate color folder in the HR office. Label the folder with the Position Title, Position Number, Department and Year.
 - Red folder = New Position
 - Blue folder = Reclassification