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## 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>. 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](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
6. approval process.
7. Click the **Save** button.
8. 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](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](mailto:helpdesk@ufl.edu)
- Policies and directives, contact Classification & Compensation at 392-2477