

EMORY



Staff Classification Change Requests: Reclassifications, Promotions, Demotions and Lateral Moves

Presented by Debra Smith, Compensation Manager

EMORY



Benefits of Classification Change Process

- ❑ Standardizes information needed to make a timely decision
- ❑ Information is immediately sent to decision-maker
- ❑ Fewer people involved in process
- ❑ Approved request creates an electronic or eHRAF
- ❑ eHRAF approval routing
 - Creates approval transparency
 - Reduces processing time associated with transactional document
- ❑ Improves customer experience

EMORY



How to Access

- PeopleSoft HR Web
<http://leo.cc.emory.edu>
- Directly at the eHRAF:
<http://apps.hr.emory.edu/hraf>



EMORY



Classification Change Request

HRAF

EMORY

[Human Resources Home](#) | [Log Out](#)

[Help](#)

Emory University Electronic HRAF

Enter your Emory NetID and password to continue.

NetID:

Password:



Staff Classification Change

HRAF

EMORY

[Human Resources Home](#) | [Log Out](#)

[Help](#)

Create HRAF

- ▶ [New Hire](#)
- ▶ [Classification Change](#)
- ▶ [My Drafts](#)

Review HRAFs

- ▶ [Waiting for My Approval](#)
- ▶ [In Progress](#)
- ▶ [Completed](#)

- ▶ [Classification Changes](#)

Pre-Start

- ▶ [All New Hire Forms](#)

Classification Change Request

A supervisor may use this request tool for **regular staff only**. Possible classification changes include:

- **Reclassification:** A reclassification involves the classification of an existing position into a new job title and/or pay grade due to a significant change in job content. This change must be based on more than an increase/decrease in work volume and pace or the addition/deletion of minor duties. In this situation, an employee is moving to the job classification that more accurately reflects how his or her duties have evolved. The current position will not be backfilled. A reclassification may result in the placement of a position in a higher, lower or the same pay grade.
- **Promotion:** A promotion occurs when an employee moves from a position in one job classification to another in a higher pay grade AND the original position is left vacant or to be filled.
- **Demotion:** A demotion occurs when an employee moves to a position in a lower grade.
- **Lateral Move:** A lateral move occurs when an employee moves to a position in an equivalent grade.

If you are requesting a classification change for an employee who currently receives a Ministerial Housing Allowance (MHA), please contact the Compensation department before using this tool.


Please review the [Promotions & Reclassifications](#) and [Lateral Transfers](#) policies before continuing.

After Compensation review, a HRAF must be approved by the appropriate Vice President, Dean, Director, Department Head, or proxy before the action can be processed.

Compensation will contact you if there are concerns about your request. Please do not communicate the potential classification change to the affected employee until you have received final approval for the electronic HRAF.

A résumé must be attached electronically to complete a request.

Please ensure that you have the employee's most current résumé attached to your request before continuing.

 [Begin New Request](#)



Search for a Staff Record

Create HRAF

- ▶ [New Hire](#)
- ▶ [Classification Change](#)
- ▶ [My Drafts](#)

Review HRAFs

- ▶ [Waiting for My Approval](#)
- ▶ [In Progress](#)
- ▶ [Completed](#)

- ▶ [Classification Changes](#)

Pre-Start

- ▶ [All New Hire Forms](#)

Classification Change Request

Search for an employee's job record

Enter the employee's first and last names. Partial names are allowed.





Choose an Employee Record

Create HRAF

- ▷ [New Hire](#)
- ▷ [Classification Change](#)
- ▷ [My Drafts](#)

Review HRAFs

- ▷ [Waiting for My Approval](#)
- ▷ [In Progress](#)
- ▷ [Completed](#)

- ▷ [Classification Changes](#)

Pre-Start

- ▷ [All New Hire Forms](#)

Classification Change Request

Search for an employee's job record

Enter the employee's first and last names. Partial names are allowed.

Click Choose next to the desired employee record below.

Name	Job Title	Department	Select
Woody Cowboy	Mgr, Research Projects	SPH: Career Services	Choose
Ulysses Grant	Program Associate	ECAS: Art History	Choose
Misses Robinson	Administrative Assistant	GBS: Accounting Area	Choose
Gloria Salazar	Asst Professor - TT	SOM: Medicine: Cardiology	Choose
Strawberry Shortcake	Information Analyst III	LAW: Admission	Choose





Attach a Résumé

Create HRAF

- ▷ [New Hire](#)
- ▷ [Classification Change](#)
- ▷ [My Drafts](#)

Review HRAFs

- ▷ [Waiting for My Approval](#)
- ▷ [In Progress](#)
- ▷ [Completed](#)

- ▷ [Classification Changes](#)

Pre-Start


- ▷ [All New Hire Forms](#)

Step 1 of 7: Attach Résumé

A résumé or CV is required to process a change.
You may upload PDF, Word, plain text, or rich text (RTF) documents.

Select your file:

Click Continue once you have selected the employee's résumé





Current and Requested Position

HRAF

EMORY

[Human Resources Home](#) | [Log Out](#)
[Help](#)
Step: [1](#) | **[2](#)** | [3](#) | [4](#) | [5](#) | [6](#) | [7](#)

Create HRAF

- ▷ [New Hire](#)
- ▷ [Classification Change](#)
- ▷ [My Drafts](#)

Review HRAFs

- ▷ [Waiting for My Approval](#)
- ▷ [In Progress](#)
- ▷ [Completed](#)

- ▷ [Classification Changes](#)

Pre-Start

- ▷ [All New Hire Forms](#)

Step 2 of 7: Employee's Current Position

Name: Grant,Ulysses S**EmplID:** 0390076 **Record:** 0**Department:** ECAS: Art History (833010)**Job Code & Title:** XA20 Program Associate (XA20)**Grade:** 230**FLSA Status:** Exempt**Standard Hours Worked:** 40**Highest Education Level:** Bachelor's Level Degree **Will the employee's current position be backfilled?** No Yes

Step 3 of 7: Requested Position

New Job Code:



Error Checking

Create HRAF

- ▶ [New Hire](#)
- ▶ [Classification Change](#)
- ▶ [My Drafts](#)

Review HRAFs

- ▶ [Waiting for My Approval](#)
- ▶ [In Progress](#)
- ▶ [Completed](#)

- ▶ [Classification Changes](#)

Pre-Start

- ▶ [All New Hire Forms](#)

Step 2 of 7: Employee's Current Position

- **Please indicate whether the employee's current position will be backfilled**

Name: Grant,Ulysses S

EmplID: 0390076 **Record:** 0

Department: ECAS: Art History (833010)

Job Code & Title: XA20 Program Associate (XA20)

Grade: 230

FLSA Status: Exempt

Standard Hours Worked: 40

Highest Education Level: Bachelor's Level Degree

Will the employee's current position be backfilled? No Yes

Step 3 of 7: Requested Position

New Job Code: XA21 Program Associate, Sr - XA21

[Back to Step 1](#)

[Save as Draft](#)

[Continue](#)



Justification Documentation

Create HRAF

- ▶ [New Hire](#)
- ▶ [Classification Change](#)
- ▶ [My Drafts](#)

Review HRAFs

- ▶ [Waiting for My Approval](#)
- ▶ [In Progress](#)
- ▶ [Completed](#)

- ▶ [Classification Changes](#)

Pre-Start

- ▶ [All New Hire Forms](#)

Step 4 of 7: Justification

Please explain why this individual was selected and others were not considered:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce orci ipsum, vestibulum id egestas eu, aliquam ut nisl.

Alternatively, you can attach letters of recommendation, performance reviews, or other documents with supporting information.

Current Justification:

 [SampleJustification.pdf](#)

Select your file:



New Position Details

Step 5 of 7: Requested Position Details

▸ Classification Change

▸ My Drafts

Review HRAFs

▸ Waiting for My Approval

▸ In Progress

▸ Completed

▸ Classification Changes

Pre-Start

▸ All New Hire Forms

Title & Job Code: Program Associate, Sr - XA21

Effective Date: September 1, 2011

Department: 833010 ECAS: Art History - 833010

New Supervisor: Debra Smith

Grade: 232

FLSA Status: Exempt

New Pay Rate: \$ 3400 per month

New Annual Salary: \$

Standard Hours: 40.0

FTE: 1.0

Part Time / Full Time: Full time

Will this candidate supervise regular staff: Not a supervisor

(Not including students or other temporary staff)



MINIMUM QUALIFICATIONS: Bachelor's degree in a field related to specified program areas and five years related program management experience, or equivalent combination of experience, education, and training.
DATE CREATED/MODIFIED/REVIEWED: 06/08/06 AMM

[See Full Job Description](#)

Does this person meet the minimum qualifications for the new position?

No Yes

Attachments

Name	Type	Date Modified
 SampleResume.pdf	Resume	Mar 10, 2011 4:40:44 PM
 SampleJustification.pdf	Justification	Mar 10, 2011 4:47:44 PM

[Add or Delete Attachments](#)





Error Checking

Create HRAF

- ▷ [New Hire](#)
- ▷ [Classification Change](#)
- ▷ [My Drafts](#)

Review HRAFs

- ▷ [Waiting for My Approval](#)
- ▷ [In Progress](#)
- ▷ [Completed](#)

- ▷ [Classification Changes](#)

Pre-Start

- ▷ [All New Hire Forms](#)

Step 5 of 7: Requested Position Details

- **The compensation rate entered is below the minimum allowed for this job; Please refer to the job description.**

Title & Job Code: Program Associate, Sr - XA21

Effective Date: September 1, 2011

Department: 833010 ECAS: Art History - 833010

New Supervisor: Debra Smith

Grade: 232

FLSA Status: Exempt

New Pay Rate: \$ 3400 per month

New Annual Salary: \$40800.0

Standard Hours: 40.0

FTE: 1.0

Part Time / Full Time: Full time

Will this candidate supervise regular staff:

(Not including students or other temporary staff)



Health & Safety Questions

Create HRAF

- ▶ [New Hire](#)
- ▶ [Classification Change](#)
- ▶ [My Drafts](#)

Review HRAFs

- ▶ [Waiting for My Approval](#)
- ▶ [In Progress](#)
- ▶ [Completed](#)

- ▶ [Classification Changes](#)

Pre-Start

- ▶ [All New Hire Forms](#)

Step 6 of 7: Health & Safety Questions

Work Area: *



- Campus Services
- Yerkes
- All Others

[Back to Step 5](#) [Save as Draft](#) [Continue](#)



HRAF Approvers

HRAF

EMORY

[Human Resources Home](#) | [Log Out](#)
[Help](#)
Step: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | **7**

Create HRAF

- ▷ [New Hire](#)
- ▷ [Classification Change](#)
- ▷ [My Drafts](#)

Review HRAFs

- ▷ [Waiting for My Approval](#)
- ▷ [In Progress](#)
- ▷ [Completed](#)

- ▷ [Classification Changes](#)

Pre-Start

- ▷ [All New Hire Forms](#)

Step 7 of 7: Approvers

Please select the approvers for this HRAF according to your standard business process.

The submitter of the HRAF is always considered the first approver and does not need to be added as an Approver. Data Services is always the final approver and does not need to be added as an approver. Multiple selections of the same approver will be ignored.

The HRAF can be edited by each approver until it is approved by the next. If a HRAF needs to be rejected or removed, contact Data Services.

Select Approvers

Approver 1:

Approver 2:

Approver 3:

Approver 4:

Approver 5:

Approver 6:

Select Reviewers (Optional)

Reviewer 1:

Reviewer 2:

Reviewer 3:

Reviewer 4:

Reviewer 5:

Reviewer 6:



Request Number is Assigned

Create HRAF

- ▶ [New Hire](#)
- ▶ [Classification Change](#)
- ▶ [My Drafts](#)

Review HRAFs

- ▶ [Waiting for My Approval](#)
- ▶ [In Progress](#)
- ▶ [Completed](#)

- ▶ [Classification Changes](#)

Pre-Start

- ▶ [All New Hire Forms](#)

Classification Change Request 674C submitted

Compensation will review your request, and you will receive an electronic HRAF if your request is approved. Once the HRAF has been created, you and your selected approvers will be notified and must review and approve the information you submitted. If you have questions or concerns, please [contact Compensation](#).



Review Status of Requests

HRAF

EMORY

[Human Resources Home](#) | [Log Out](#)
[Help](#)

Create HRAF

- ▷ [New Hire](#)
- ▷ [Classification Change](#)
- ▷ [My Drafts](#)

Review HRAFs

- ▷ [Waiting for My Approval](#)
- ▷ [In Progress](#)
- ▷ [Completed](#)
- ▷ [Classification Changes](#)

Pre-Start

- ▷ [All New Hire Forms](#)

Submitted Classification Change Requests

Name	Submitted	Department	Title	Grade	Resolution
Grant, Ulysses S	Mar 10, 2011 4:55 PM	ECAS: Art History 833010	XA21 Program Associate, Sr	232	New

EMORY



Request Approval Email

To...

Smith, Debra R;

Cc...

Subject:

HRAF for Ulysses Grant is waiting for your approval

A HRAF (674C) for Ulysses Grant (0000000) is waiting for your approval.
Please log into the HRAF system at

<https://apps.hr.emory.edu/hraf/pending/>

and approve or edit your pending HRAFs.

--

Emory University Human Resources
Human Resources Action Form
Automated System Notification



Review and Approve eHRAF

View or Approve HRAF for Grant, Ulysses

Back to Pending HRAFs									
HRAF Tracking # 674C					HRAF Last Updated on: 2011-03-10 17:00:44.036189				
PERSONAL INFORMATION									
Name (L Name, F Name M Name) Grant, Ulysses					Social Security # ●●●-●●-4321			Type of Action Promotion	
Address #1 (Street) 335 W. Ponce de Leon Ave		Address #2 (Apt/Bld) Apt 302		City Decatur	State GA	Zip 30030	Home Phone #	Work Phone # 203/468-9379	Other Phone #
Gender F	Marital Status Married	Highest Education Level PhD		Date of Birth 1979-12-21	Citizenship Status		Hispanic No	Military Status No Military Service	
Ethnic Groups White							Primary White		
Emergency Contact Name			Relationship		Emergency Contact Phone #			Disabled	Disabled Vet
JOB INFORMATION									
Effective Date 2011-09-01	Action Code PRO	Reason Code MGT	Company EUV	Dept # 833010	Job Code & Job Title XA21 Program Associate, Sr		Building Code 2172003	Building Name EMORY CHILDREN'S CENTER	
Regular/Temp R	Full/Part Time F	Empl Class H	Pay Group WOC	Employee Type S	Standard Hours 40.0	FTE 1.0	Grade 232	Next Review Date	Comp Rate \$ 4000
JOB EARNINGS DISTRIBUTION									
Default to Department Smartkey? Yes					Department Default Smartkey: 0000000408				
EMPLOYMENT INFORMATION									
BAS Group EUV	Ben. Eligibility 1 PTTEMP		Ben. Eligibility 7		Fin. Attest. Signer N		Supervisor ID 0006181		Service Date

EMORY



HRAF Review: 1 of 2

Back to Pending HRAFs											
HRAF Tracking # 00328P					HRAF Last Updated on: 2010-12-14 16:00:34.946486						
PERSONAL INFORMATION											
Name (L Name, F Name M Name) Smith, Marcus					Social Security # ●●●-●●-2345			Type of Action Hire			
Address #1 (Street) 123 Mission Lane		Address #2 (Apt/Bld)		City Atlanta	State GA	Zip 30322	Home Phone # 404/727-7777	Work Phone # 404/727-7777	Other Phone # 404/727-7777		
Gender M	Marital Status Married	Highest Education Level Bachelor's Level Degree			Date of Birth 1972-01-01	Citizenship Status		Hispanic Yes	Military Status Active Reserve		
Ethnic Groups White								Primary			
Emergency Contact Name Jane Smith			Relationship SI		Emergency Contact Phone # 404/727-7777			Disabled	Disabled Vet		
JOB INFORMATION											
Effective Date 2012-09-01	Action Code PRO	Reason Code MGT	Company EUV	Dept # 191110	Job Code & Job Title DB06 Administrative Assistant, Exec			Building Code 0070002	Building Name FM BLDG - A (ADMIN)		
Regular/Temp R	Full/Part Time F	Empl Class 7	Pay Group EUM	Employee Type S	Standard Hours 40.0	FTE 1.0	Grade 231	Next Review Date 2013-09-01	Comp Rate \$ 4058.333		
JOB EARNINGS DISTRIBUTION											
					Default to Department Smartkey? Yes						
					Department Default Smartkey: 0000001576						
EMPLOYMENT INFORMATION											
BAS Group EUV		Ben. Eligibility 1 REG		Ben. Eligibility 7		Fin. Attest. Signer N		Supervisor ID 0356722		Service Date	
Faculty Rank		Rank Date		Track		Track Date		Tenured		Tenured Date	
M A I	Department # 191110		Department Name CS Central Administration			Future Term Date	Term Reason Code	HR Rep Level: 4	Supv Resp No	Faculty Contract Length	
	Paycheck Distribution Location #		Paycheck Distribution Location Name			Campus Mail Stop		Campus Mail Stop Name			



HRAF Review 2 of 2

Degree	Term	Date	Grad	Discipline	School	State	Country	Int'l School	Verified
KRONOS INFORMATION									
Kronos Off Site Clock-In Allowed N/A			Kronos Shift Eligible N/A			Kronos Pay Configuration N/A		Kronos Unit N/A	
LICENSES & CERTIFICATIONS									
Accomplishment				Date of Issue			Date of Expiration		
SAFETY QUESTIONS THAT APPLY TO THIS POSITION									
Safety Questions that Apply to this Position									
APPROVERS									
Submitter Peter Buch				Approval Status Waiting for action					
Approver 1 HR Compensation				Approval Status Not Sent: Waiting on Submitter					
Data Services HR Data Services				Approval Status Not Sent: Waiting on Submitter					
Comments:									
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>									
Back to Pending HRAFs				Edit HRAF or Approvers				I Approve	

EMORY



In Review

- Staff Only:
 - Promotions
 - Demotions
 - Lateral Moves
 - Reclassifications
- Request tool located in HR Web
- Approved request creates an electronic HRAF
- Fully approved eHRAF flows to employee's PeopleSoft record