

Today's Date: \_\_\_\_\_

**HR Partner Position Checklist – AMP Position Reclassification: Demotion**

**If a field is not applicable, please enter N/A**

**Essential items for Workday business process are marked with an asterisk.**

This checklist is to be used as a guide to ensure all the sections are selected in compliance with the business process.

*A demotion happens when the hierarchy level of the Job Profile is lowered, for example, from Associate Director to Coordinator.*

**Basic Information: Please enter incumbent and position information below.**

Position Number\*: \_\_\_\_\_ Incumbent\*: \_\_\_\_\_  
 Effective Date\*: \_\_\_\_\_ Time Type\*: \_\_\_\_\_ Employee Type\*: \_\_\_\_\_ FTE\*: \_\_\_\_\_  
 Old Job Profile\*: \_\_\_\_\_ New Job Profile\*: \_\_\_\_\_  
 Old Business Title\*: \_\_\_\_\_ New Business Title\*: \_\_\_\_\_  
 Current Salary\*: \_\_\_\_\_ New Salary (If applicable) \*: \_\_\_\_\_

Notes:

**Workday Business Process Checklist: Essential items are marked with an asterisk**

	Reclassification > Demotion reason selected*
	Job Posting Title updated*
	New Job Profile selected*
	Job Description updated*
	Location updated, if applicable.
	ADA/Supplemental Questions updated, if applicable.
	Skills added, if applicable.
	Education and experience requirements selected (job profile minimum requirements selected as required)
	Demotion documents attached to Workday business task*
	Position changes approved?

Completed by: \_\_\_\_\_