

Today's Date: _____

HR Partner Position Checklist – AMP Position Reclassification: Promotion

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.

Promotion: A promotion happens when the Job Profile is changed to a higher hierarchy job profile, for example from Coordinator to Assistant Director.

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*: _____

Notes:

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

	Reclassification > Promotion reason selected*
	Job Posting Title updated*
	New Job Profile selected*
	New salary provided in the comment section in Workday*
	Employee's resume attached in Workday Business Process*
	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)
	Position changes approved?

Completed by: _____