

Today's Date: _____

HR Partner Position Checklist – AMP Position Reclassification: Update

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. If a salary increase will be requested, please add it on the comment section.

Updating a position means something changed on the Job Description (JD), but said change is not significant enough to require a reclassification and the responsibilities still fit the parameters of the current Job Profile. Ex. adding or removing duties.

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

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

Notes:

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

	Reclassification > Update reason selected*
	Job posting title update, if applicable
	Job description updated, if applicable
	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: _____