

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

**HR Partner Position Checklist – SP 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: \_\_\_\_\_