

HR Partner Position Checklist – AMP Position Reclassification: Lateral

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.

Lateral: A lateral move happens when the change to the Job Profile is on the same hierarchy level of the current Job Profile, for example from Technical Paraprofessional to Administrative Paraprofessional.

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 > Lateral 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)
	Position changes approved?

Completed by: _____