

Today's Date: _____

HR Partner Position Checklist – SP 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

<input type="checkbox"/>	Reclassification > Demotion reason selected*
<input type="checkbox"/>	Job Posting Title updated*
<input type="checkbox"/>	New Job Profile selected*
<input type="checkbox"/>	Job Description updated*
<input type="checkbox"/>	Each job duty has a percentage adding up to one hundred percent*
<input type="checkbox"/>	Location updated, if applicable.
<input type="checkbox"/>	ADA/Supplemental Questions updated, if applicable.
<input type="checkbox"/>	Skills added, if applicable.
<input type="checkbox"/>	Education and experience requirements selected (job profile minimum requirements selected as required)
<input type="checkbox"/>	Demotion documents attached to Workday business task*
<input type="checkbox"/>	Position changes approved?

Completed by: _____