

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

**HR Partner Position Checklist – SP 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*
	Each job duty has a percentage adding up to one hundred percent*
	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: \_\_\_\_\_