

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

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