



Quick Tips

For more detailed explanations refer to the End User Manual

<http://www.depts.ttu.edu/afism/portalpages/references/hrmanual/HRcover.htm>

Reclassification of a Position

Faculty/Staff/Student Position

- Complete the Position Request Form located under Forms on the HR website.
- Complete the PDQ form for most staff positions. PDQ's are not required in HR for a career track advancement, however, the departments are encouraged to maintain one to provide to the employee. (Departments should maintain copies of all PDQ's for their employees.)
- Submit through local HR office for approval.
- When position is approved, the information will be entered into Banner and a copy of the approval will be sent to department and local HR office. A PAF will not be needed.
- Actions will be effective the first of the month following approval.