To reclassify an existing position in the budget

1. Log into the Performance Management System and click on item #5, Existing Forms Created by you, about you, or that you review.
Select the PD of the position you are going to reclassify and click on "Clone."
Review Employee Information.

1. Enter the Tech ID number of the incumbent whose position you wish to reclassify and click Import Data. You will receive a message regarding the employee's current PD. If you click on Import PD, the system downloads current position functions which allow you to edit. If you click Don’t Import PD, the functions are blank and you must fill them in.
2. Select Employee Type.
3. For Transaction Type select “Reclassification of position” from pull down menu.
4. Type in the proposed position class code for the reclassification and click Import Data. Click Next
Review Position Functions for Organization Productivity.

1. Edit or delete existing functions as they are affected by the reclassification; add new functions to the PD as a result of this reclassification.
2. Review frequency, essential/marginal, and standards. Adjust accordingly as they are affected by the reclassification.
Review Competencies For Organizational Excellence and determine if you want to elaborate on them.

1. Once you have reviewed the competencies, check the box if the section is complete at the bottom of the page. You can come back and edit later if you have to. Click Next.
Review qualifications and determine if you want to elaborate on them.

1. Once you have reviewed the qualifications, check the box if the section is complete at the bottom of the page. You can come back and edit later if you have to. Click Next.
Review Physical Demands and Work Environment.

1. Fill it in according to the needs of the position.
2. Once you have completed the Physical Demands and Work Environment, check the box if the section is complete at the bottom of the page. You can come back and edit later if you have to. Click Next.
Review the Position Summary.

1. You have the option to edit item #1, the chief purpose or objective of the position.
2. Review and edit items in #2 and #3 as they are affected by the reclassification.
3. Once you have completed the Position Summary, check the box if the section is complete at the bottom of the page. You can come back and edit later if you have to. Click Next.
1. Attach an organization chart to the PD showing the current structure and new structure resulting from the reclassification. **The PD cannot be processed without an organization chart.**

2. Once you have attached an organization chart this page will show that the section is complete. You can come back and edit later if you have to. Click Next.
Once you have reached this point, you are ready to print a copy of the PD to submit for review to Human Resources.

1. Click on Preview/Print a Copy.
2. Once you have the copy, prepare a Request for Approval and Review - New Position/Reclassification. It is located at [http://www.ttuhsc.edu/hr/forms/Classifications.pdf](http://www.ttuhsc.edu/hr/forms/Classifications.pdf). Print a copy of this form, join with the PD and send via email to hsc.comp@ttuhsc.edu
Once the PD is reviewed, you will receive notification via email if the reclassification is approved.

1. You are now ready to submit the completed PD into the Performance Management System. Click on Submit. If you are not the new employee’s supervisor, you will receive an error message to contact HR.