

Instructions for Completing the New Position/Secondary Position/Reclassification Form

| <u>Field</u> | <u>New Position</u> <u>Task</u> | <u>Reference</u> |
|---------------------------|--|---|
| Date | Self explanatory | |
| Contact Name | Enter the name of the person in the department to contact regarding this transaction | |
| E-mail | Self explanatory | |
| Title | Contact Person's title | |
| Phone number | Self explanatory | |
| Extn | Self explanatory | |
| Department Name | Self explanatory | |
| Organization Code | Enter the department's organization code | Salary roster- you can print a copy of your department's roster in Cognos |
| Select Position | Enter the type of position you are seeking to establish | Pull down menu found in the form and select single or pooled |
| Security Level | <u>Does not apply to TTUHSC</u> | |
| New Position | Check this box if you are establishing a new position | |
| Secondary Position | Check this box if you are going to provide a supplement to an incumbent | |
| Position Class Code | Enter the appropriate Position Class Code | TTU/TTUHSC Pay Plan |
| Position Class Title | Enter the appropriate Title | TTU/TTUHSC Pay Plan |
| FTE | Enter the appropriate FTE | If the FTE is less than 100%, the position class code will start with the letter "P". (Ex. PXXXX) |
| Monthly or Hourly Rate | Enter the amount you propose to pay for this position | TTU/TTUHSC Pay Plan The hiring range for jobs is between the base and midpoint of the job's pay grade |
| Home Organization | Enter the name and ORGN code where the position will reside | |
| Date for Job To Be Posted | Enter the date you want to post this job for recruiting | If you know when you want work to begin, set recruiting time accordingly. Allow sufficient time for HR/Budget to process the request. |
| COA | Enter the Chart of Accounts that the Labor Distribution for the position | Most positions in HSC will be in Chart of Accounts "H" |
| FOAP | Enter the funding distribution for the position | |

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|------------------------|--|---|
| Account Percent | Enter the percentage of the total salary which this FOAP will fund | Percentages must equal 100 When you have completed this portion of the form for a new position, skip to Comments/Justification |
| Comments/Justification | Enter the reason or need for the new position | Why the duties listed in Question 6 of the PDQ cannot be performed by the current number of employees in your department; or why a position's duties and responsibilities are not appropriately defined by any existing title in the Pay Plan (new title). |
| Approvals | Enter the appropriate signatures as needed | The approvals block imply progress in the process: The Department head approval implies to proceed with the process, but not necessarily using the proposed title and salary. HR Compensation's approval implies an agreement with the department that an appropriate title and salary is in place. Budget's approval implies that funding is available for the transaction. AVP/Dean or Provost/Vice President approval is the complete approval of the transaction. |

You will receive an email with an attachment of the form showing the position number when the position is established. It will be effective the first pay period following the final approval date.

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Reclassifying An Existing Position

| <u>Field</u> | <u>Task</u> | <u>Reference</u> |
|---------------------|--|---|
| Date | Self explanatory | |
| Contact Name | Enter the name of the person in the department to contact regarding this transaction | |
| E-mail | Self explanatory | |
| Title | Contact Person's title | |
| Phone number | Self explanatory | |
| Extn | Self explanatory | |
| Department Name | Self explanatory | |
| Organization Code | Enter the department's organization code | Salary roster- you can print a copy of your department's roster in Cognos |

Move to section titled RECLASSIFICATION OF AN EXISTING POSITION NUMBER

| | | |
|-------------------------------------|---|--|
| Home Organization | Enter the name and ORGN code where the position resides | |
| Current Position Number | Self explanatory | Salary roster- you can print a copy of your department's roster in Cognos For vacant positions use the Vacant Position report |
| Incumbent Name | Self explanatory | Enter Vacant if no incumbent is in the position |
| Tech ID | Self explanatory | |
| Current FTE | Self explanatory | |
| Current Eclass | Self explanatory | |
| Current Monthly Salary/Hourly Rate | Self explanatory | Enter hourly rate for jobs classified as nonexempt, monthly salary for jobs classified as exempt |
| Current Position Class Code | Self explanatory | TTU/TTUHSC Pay Plan |
| Proposed FTE | Enter the FTE of the position if it will change | |
| Proposed Eclass | Enter the new Eclass of the position if it will change | Changes to an Eclass may result in a change in pay frequency. If so, the reclassification will take effect the first day of the following month. |
| Proposed Monthly Salary/Hourly Rate | Self explanatory | Enter hourly rate for jobs classified as nonexempt, monthly salary for jobs classified as exempt |
| Proposed Position Class Code | Self explanatory | TTU/TTUHSC Pay Plan |
| Proposed Title | Self explanatory | TTU/TTUHSC Pay Plan |

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| | | |
|----------------------------------|---|---|
| Estimated Additional Annual Cost | The increase in the salary for the entire year, not for the remainder | |
| Effective Date | Reclassifications will become at the beginning of the first payroll period following the final approval date. If the reclassification results in a change in pay frequency, the reclassification will take effect the first day of the following month. | |
| COA | Enter the Chart of Accounts that the Labor Distribution for the position | Most positions in HSC will be in Chart of Accounts "H" |
| FOAP | Enter the funding distribution for the position | |
| Account Percent | Enter the percentage of the total salary which this FOAP will fund | Percentages must equal 100 When you have completed this portion of the form for a new position |
| Comments/Justification | Enter the reason or need for the new position | Why the duties and responsibilities listed, in Question 6 of the PDQ are no longer appropriately defined by the position's current title; or the change is part of career track advancement. |
| Approvals | Enter the appropriate signatures as needed | The approvals block imply progress in the process: The Department head approval implies to proceed with the process, but not necessarily using the proposed title and salary. HR Compensation's approval implies an agreement with the department that an appropriate title and salary is in place. Budget's approval implies that funding is available for the transaction. AVP/Dean or Provost/Vice President approval is the complete approval of the transaction. |

You will receive an email with an attachment of the form showing approval when the reclassification is completed. It will be effective the first pay period following the final approval date.