The HRMS Review Reclassification and Reclass Salary Review processes are for the initiation and review of individual incumbent filled classifications along with the corresponding salary action associated with approved reclassifications.

**HRMS Review Roles**

**Departmental HR Coordinator**
- Responsible for initiating Reclassification & Reclass Salary Review actions. The Departmental HR Coordinator prepares review action details and ensures proper procedures for review and approval at the departmental level are met.

**Organizational HR Coordinator**
- Responsible for ensuring Reclassification and Reclass Salary Review actions are appropriate based on UC Policy, UCR Local Procedures and organizational standards before routing to Human Resources for review. The Organizational HR Coordinator may add or edit any unlocked fields of the review action and ensures proper procedures for review and approval at the organizational level are met.
- After the HR Classification Analyst has made a recommendation it is additionally responsible for finalizing the request based on the HR Recommendation.

**HR Classification Analyst**
- Responsible for the analysis and recommendation of Reclassification and Reclass Salary Review actions submitted by the Organizational HR Coordinator. The HR Classification Analyst ensures that reviews are appropriate based on UC Policy and UCR Local Procedures.
- When applicable ensures that Proposed Job Description details align with the classification standards as delineated in either the Systemwide Career Tracks Job Standards or Series Concept, UCR specific standards, and that the classification determination is consistent across the campus.

**Human Resources Management System**

**Reclassifications & Reclass Salary Review Process Map**

- **Handoff** = action is done offline, not in HRMS
- **Action in HRMS** = action is done in HRMS

**Reclassification Review: DEPARTMENTAL HR COORDINATOR**
- From the HRMS Review landing page click the “Initiate Review” pop-up box, select “Reclassification” from the “Review Type Requested” and click “Create Review.”
- Complete all fields specified in the Required Fields banner. To proceed with the reclassification select the recommendation corresponding to the HR Analyst.
- To proceed with the review of the requested salary select “Submit to HR Classification Analyst.”
- Ensures that the “Reclassification Review Certification” criteria is met, reviews & approves all details of request are completed fully.

**Reclass Salary Review for Approved Parent Reclassification Review: DEPARTMENTAL HR COORDINATOR**
- From the HRMS Review “MY WIP” Review queue locate and edit the system created “Reclassification Review” corresponding to the approved & accepted “Reclassification Review” action.
- Review the HR Recommendation on the “HR Review & Analysis” tab. If the Org concurs select “Accept HR Recommendation.”
- Complete all fields specified in the Required Fields banner. To proceed with the salary recommendation select the recommendation responding to the HR Analysis.
- Reviews all details of the Reclassification by reviewing all of the information contained in each tab and makes updates if necessary. This action will ensure that all of the information is correct, before they make a recommendation.

**ORGANIZATIONAL HR COORDINATOR**
- Reviews all details of the Reclassification request and makes updates if necessary.
- Complete all fields specified in the Required Fields banner. To proceed with the reclassification select “Submit to HR Classification Analyst.”
- Review the HR Recommendation on the “HR Review & Analysis” tab. If the Org concurs select “Accept HR Recommendation.”
- Complete all fields specified in the Required Fields banner. To proceed with the salary recommendation select the recommendation responding to the HR Analysis.
- On the “Review Attachments” tab upload attachments specified in the Required Fields.
- Completes all relevant fields known, including those specified in the Required Fields banner.
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**HR CLASSIFICATION ANALYST**
- Responsible for the analysis and recommendation of Reclassification and Reclass Salary Review actions submitted by the Organizational HR Coordinator. The HR Classification Analyst ensures that reviews are appropriate based on UC Policy and UCR Local Procedures.
- Ensures the “Reclassification Review Certification” criteria is met, reviews & approves all details of request are completed fully.
- Complete all fields specified in the Required Fields banner.
- Review the Reclassification Review Certification” criteria is met, reviews & approves all details of request are completed fully.
- Completes all relevant fields known, including those specified in the Required Fields banner.
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**HRMS Review Roles**

- Responsible for ensuring Reclassification and Reclass Salary Review actions are appropriate based on UC Policy, UCR Local Procedures and organizational standards before routing to Human Resources for review. The Organizational HR Coordinator may add or edit any unlocked fields of the review action and ensures proper procedures for review and approval at the organizational level are met.
- After the HR Classification Analyst has made a recommendation it is additionally responsible for finalizing the request based on the HR Recommendation.

**Organizational HR Coordinator**
- Responsible for ensuring Reclassification and Reclass Salary Review actions are appropriate based on UC Policy, UCR Local Procedures and organizational standards before routing to Human Resources for review. The Organizational HR Coordinator may add or edit any unlocked fields of the review action and ensures proper procedures for review and approval at the organizational level are met.
- After the HR Classification Analyst has made a recommendation it is additionally responsible for finalizing the request based on the HR Recommendation.

**HR Classification Analyst**
- Responsible for the analysis and recommendation of Reclassification and Reclass Salary Review actions submitted by the Organizational HR Coordinator. The HR Classification Analyst ensures that reviews are appropriate based on UC Policy and UCR Local Procedures.
- When applicable ensures that Proposed Job Description details align with the classification standards as delineated in either the Systemwide Career Tracks Job Standards or Series Concept, UCR specific standards, and that the classification determination is consistent across the campus.

**Human Resources Management System**

**Reclassifications & Reclass Salary Review Process Map**

Roadmap represents an ideal business process and does not account for actions that may need to be checked out, returned, canceled, appealed, and/or withdrawn. Note: All Review types require that the employee has a current classified job description for their current position.

DEPARTMENTAL HR COORDINATOR review the employee's HR Classification and salary actions.

ORGANIZATIONAL HR COORDINATOR reviews all details of the Reclassification by reviewing all of the information contained in each tab and makes updates if necessary. This action will ensure that all of the information is correct, before they make a recommendation.

HR CLASSIFICATION ANALYST makes updates to the employee's HR Classification and salary actions.

**RECLASSIFICATIONS & RECLASS SALARY REVIEW PROCESS MAP**

1. Required Fields only must be satisfied before routing to the HR Classification Analyst.
2. From the “Review & Submit” tab select the appropriate check outlining action; a comment will be required upon routing.