

RECLASSIFICATION & RECLASS SALARY REVIEW

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 is additionally responsible for finalizing the request based on the HR Recommendation.

NOTE: For Reclass Salary Review the Organizational HR Coordinator based on UCR Local Procedures may Finalize the action at the Org's Delegated Authority.

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 described in either the Systemwide Career Tracks Job Standard or Series Concept, UCR specific standards, and that the classification determination is consistent across the campus.

Note: For Reclass Salary Review the HR Classification may be required, or optionally asked, to conduct a review and analysis of the requested salary amount and make an HR Recommendation.

RECLASSIFICATIONS & RECLASS SALARY REVIEW PROCESS MAP

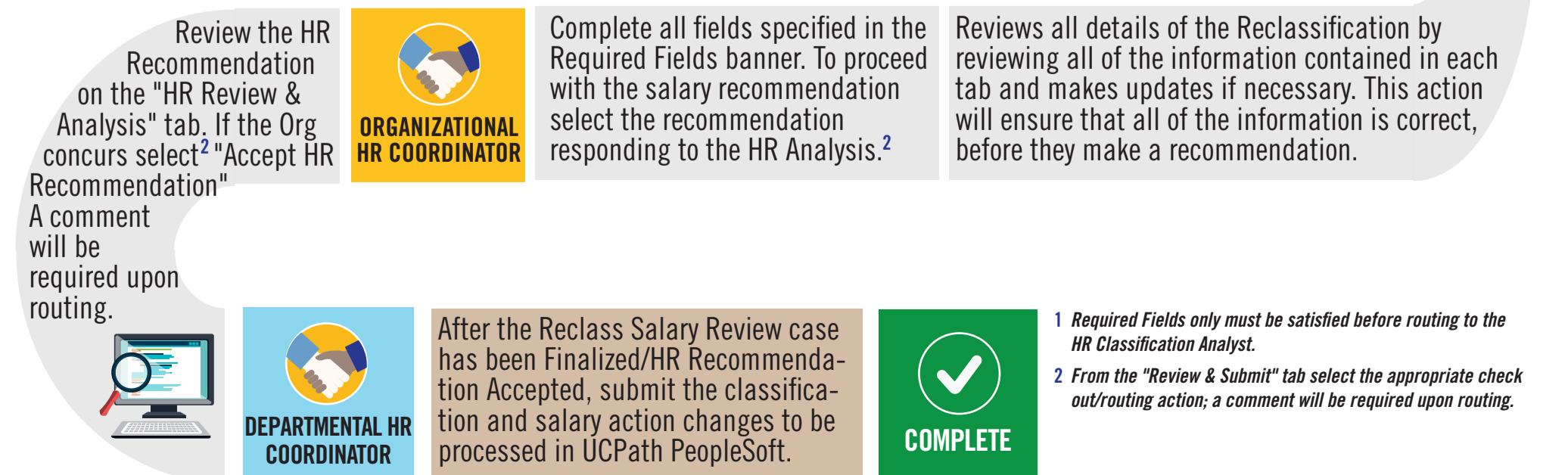
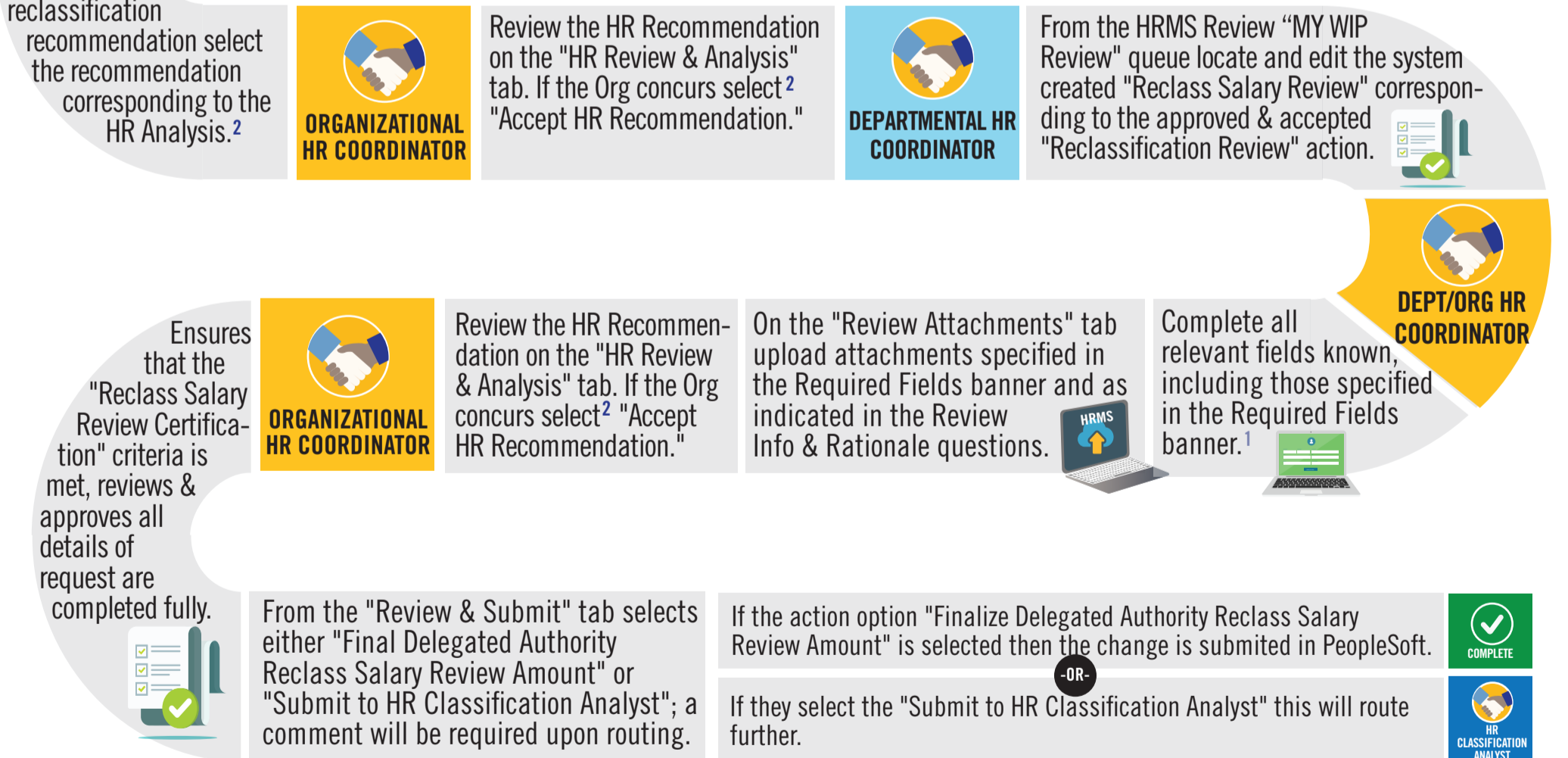
Roadmap represents an ideal business process and does not account for actions that may need to be checked out, returned, canceled, appealed, and/or withdrawn. Note: All Review types require that the employee has a current classified job description for their current position.

=Handoff = action is done offline, not in HRMS = action in HRMS

RECLASSIFICATION REVIEW:



RECLASS SALARY REVIEW FOR APPROVED PARENT RECLASSIFICATION REVIEW:



1 Required Fields only must be satisfied before routing to the HR Classification Analyst.

2 From the "Review & Submit" tab select the appropriate check out/routing action; a comment will be required upon routing.