# RECLASSIFICATION & RECLASS SALARY REVIEW



November 2023

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business process and does not account for actions that may need to be checked out, returned, canceled, appealed, and/or withdrawn.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



Complete the fields in the "Initiate a New Review" pop-up box, select "Reclassification" from the "Review Type Requested"

and click "Create Review."



Complete all relevant fields known, including those specified in the Required Fields.<sup>1</sup>

On the "Review Attachments" tab upload attachments specified in the Required Fields banner and as indicated in the Review

Info & Rationale questions.

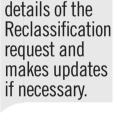


**DEPARTMENTAL HR** 

**COORDINATOR** 

RECLASSIFICATION REVIEW:

fields specified if necessary. in the Required Fields banner. To proceed with the reclassification recommendation select the recommendation



From the HRMS

Review landing

page click the

"Initiate Rev-

iew" tile.

Reviews all



To proceed with the review of the requested salary select "Submit to HR Classification Analyst."1,2

Ensures that the "Reclassification Review Certification" criteria is met, reviews & approves all details of request are completed fully.



= action in HRMS

To proceed with the review of the requested salary select "Submit to Org HR Coordinator." 2



Review the HR Recommendation on the "HR Review & Analysis" tab. If the Org concurs select 2 "Accept HR Recommendation."

## **RECLASS SALARY REVIEW FOR APPROVED** PARENT RECLASSIFICATION REVIEW:



From the HRMS Review "MY WIP Review" queue locate and edit the system created "Reclass Salary Review" corresponding to the approved & accepted "Reclassification Review" action.

**Ensures** that the "Reclass Salary Review Certification" criteria is met, reviews & details of request are

corresponding to the

HR Analysis.<sup>2</sup>



Review the HR Recommendation on the "HR Review & Analysis" tab. If the Org concurs select<sup>2</sup> "Accept HR Recommendation."

On the "Review Attachments" tab upload attachments specified in the Required Fields banner and as indicated in the Review Info & Rationale questions.

Complete all COORDINATOR relevant fields known. including those specified in the Required Fields banner.1

approves all completed fully.



From the "Review & Submit" tab selects either "Final Delegated Authority Reclass Salary Review Amount" or "Submit to HR Classification Analyst"; a comment will be required upon routing.

If the action option "Finalize Delegated Authority Reclass Salary Review Amount" is selected then the change is submitted in PeopleSoft.



If they select the "Submit to HR Classification Analyst" this will route further.



Review the HR Recommendation on the "HR Review & Analysis" tab. If the Org concurs select<sup>2</sup> "Accept HR



Complete all fields specified in the Required Fields banner. To proceed with the salary recommendation select the recommendation responding to the HR Analysis.<sup>2</sup>

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.

Recommendation" A comment will be



After the Reclass Salary Review case has been Finalized/HR Recommendation Accepted, submit the classification and salary action changes to be processed in UCPath PeopleSoft.



- 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.



required upon