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| **Reallocation Information** |
| **Position number** |  | **Employee name**  |  |
| **Current classification** |  | **Requested classification** |  |
| **Hiring Authority** |  | **Position Supervisor** |  |
| **HR Specialist** |  | **HR Specialist phone number** |  |
| **Reminders:*** A reallocation is the promotion of an employee within his/her own position
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| **Preparation & Approvals** |
| [ ]  Determine business need for the higher level duties and ensure employee’s performance supports it |
| [ ]  Obtain approval from your Region/Division to reallocate your employee, including discussion of available funding.  |
| [ ]  PDQ updated, approved, and **signed** (employee signature is optional)**Date submitted to HR:** |
| [ ]  HR conducts salary analysis within 3 business days of final PDQ approval by HRMust be done **BEFORE** PCR is submitted |
| [ ]  Obtain appropriate salary approval, as applicable (see [comp plan](http://intranet/employees/Mypay/documents/fy17-comp-plan) and [salary guidelines](http://intranet.dot.state.co.us/business/center-for-human-resources-management/hr-manager-toolkit/salary-guidelines/salary-guidelines))**Date approval obtained:** |
| [ ]  Supervisor contacts employee to verbally discuss approved salary**Does Candidate accept?** [ ]  Yes [ ]  No **If no, contact HR Specialist to determine options** |
| [ ]  Submit Request to Fill/Reclassify Position PCR [ ]  Check the box “Change the position's classification and fill it with the current employee (encumbered reallocation)” **PCR #: Date approved by division:**Must be submitted **AFTER** PDQ and salary are finalized |
| **Announcement** |
| [ ]  Announcement posted by HR with employee’s name on it for approx. 3 days (employee and Supervisor are notified via email)**Announcement close date:** |
| [ ]  Employee submits online application by close date |
| [ ]  Application is reviewed by HR for minimum qualifications. In the rare case there is more than one qualified applicant, the HR Specialist will discuss next steps with Supervisor. |
| **Salary Offer**  |
| [ ] Supervisor drafts appropriate conditional job offer letter (see [matrix](http://intranet.dot.state.co.us/business/center-for-human-resources-management/hr-manager-toolkit/employment-screening/conditional-job-offer-templates) for templates) |
| [ ] Submit Conditional Job Offer letter with Hiring Authority signature to HR**Date submitted to HR:**  |
| [ ]  HR emails Conditional Job Offer letter to employee within 1 business day**Date Job Offer letter sent**:**Does Candidate accept (by deadline specified in letter)?** [ ]  Yes [ ]  No**If no, contact HR Specialist to determine options****Note: Actual effective date is based on when the offer letter is returned by the employee and the start of the employee’s work week (typically a Saturday). The offer letter must be returned to HR by noon on Wednesday to make it effective the following Saturday.** |
| **Finalizing Reallocation** |
| [ ]  Employee and Supervisor receive automated SAP email notice of change in classification for employee and effective date |
| [ ]  Employee receives automated SAP email notice of change in pay (if applicable) |
| [ ]  Final signed PDQ with all 3 signatures (2 levels of supervision and employee)[ ]  Supervisor keeps a copy[ ]  Employee keeps a copy[ ]  Provide copy to HR Specialist (Only if PDQ provided at beginning of process **did not** include employee signature) |

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| **Comments/Notes:** |