

Reallocation Information			
Position number		Employee name	
Current classification		Requested classification	
Hiring Authority		Position Supervisor	
HR Specialist		HR Specialist phone number	
<b>Reminders:</b> <ul style="list-style-type: none"> <li>A reallocation is the promotion of an employee within his/her own position</li> </ul>			

Preparation & Approvals
<input type="checkbox"/> Determine business need for the higher level duties and ensure employee's performance supports it
<input type="checkbox"/> Obtain approval from your Region/Division to reallocate your employee, including discussion of available funding.
<input type="checkbox"/> PDQ updated, approved, and <b>signed</b> (employee signature is optional) <b>Date submitted to HR:</b> _____
<input type="checkbox"/> HR conducts salary analysis within 3 business days of final PDQ approval by HR <b>Must be done BEFORE PCR is submitted</b>
<input type="checkbox"/> Obtain appropriate salary approval, as applicable (see <a href="#">comp plan</a> and <a href="#">salary guidelines</a> ) <b>Date approval obtained:</b> _____
<input type="checkbox"/> Supervisor contacts employee to verbally discuss approved salary <b>Does Candidate accept?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If no, contact HR Specialist to determine options</b>
<input type="checkbox"/> Submit Request to Fill/Reclassify Position PCR <input type="checkbox"/> Check the box "Change the position's classification and fill it with the current employee (encumbered reallocation)" <b>PCR #:</b> _____ <b>Date approved by division:</b> _____ <b>Must be submitted AFTER PDQ and salary are finalized</b>

Announcement
<input type="checkbox"/> Announcement posted by HR with employee's name on it for approx. 3 days (employee and Supervisor are notified via email) <b>Announcement close date:</b> _____
<input type="checkbox"/> Employee submits online application by close date
<input type="checkbox"/> 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
<input type="checkbox"/> Supervisor drafts appropriate conditional job offer letter (see <a href="#">matrix</a> for templates)
<input type="checkbox"/> Submit Conditional Job Offer letter with Hiring Authority signature to HR <b>Date submitted to HR:</b> _____

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)

**Comments/Notes:**