MC

MONTGOMERY
COLLEGE

Classification Review Request Form

Date: _____ Requestor: _____ Title: _____
(Supervisor or above)

Employee Name:– _____ Official Title: _____

Department: _____ Position Number: _____

IMPORTANT: *The position description must be updated in Job Wizard and the employee's talent profile must be updated in Workday.* **prior to submitting this form**. *(Manage Your Career/Talent Profile Workday Job Aid)*

Justification for Request: A request for a classification review must meet one of the following criteria: major and significant change in the work as a result of reorganization; technological or regulatory change; or other unforeseen factors that have a significant impact on work.

In the box below, provide justification that details the business need for the review and how the position/ job has significantly evolved/changed.

Once this form is completed with all signatures, a Request to Reclassify Position via Workday is submitted, using "Start Job Change." This completed form with all required signatures must be included. Once submitted, the Classification & Compensation Team will forward to the VP/CHRO for approval to commence classification. (Link to Job Aid for - Request to Reclassify Position).

Approval Signatures:

_____
Supervisor   Date
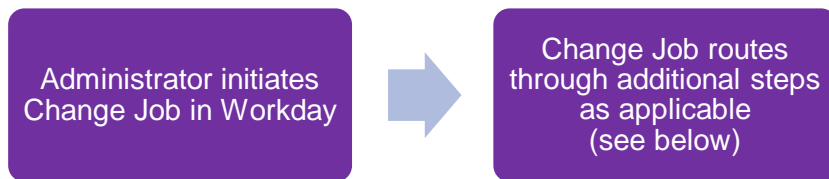
_____
Unit Administrator   Date

_____
Senior Vice President   Date

_____
Vice President/Chief Human Resources Officer   Date

MC MONTGOMERY COLLEGE

Job Change
Workday Job Aid for Administrators

Overview

This job aid explains how Administrators initiate and submit job changes for a worker. This job aid describes job changes such as Request to Reclassify Position, Change Essential Designation, Change Location, Start Interim/Acting Position, End Interim/Acting Position, Extend or Modify End Date and Move to New Manager. Please do not communicate any changes to the employee until the transaction has been approved.

Important: Do not touch position details. Only HR may close, open, or mark positions for overlap. The job change process is not complete until it is fully approved in Workday.

Process Flow: Job Change

Administrator initiates Change Job in Workday → Change Job routes through additional steps as applicable (see below)

- If proposed employee is Staff, then the administrator may initiate certain job changes for a worker.

- If proposed employee type is Student or Short-Term Temporary and the job change is Location Change or Move to New Manager, then HR Partner Proposes Compensation Change.

- If proposed employee type is Short-Term Temp and the job change is Extend/Modify end date, then Budget Manager reviews/approves.

- If the job profile is Student Assistant and the job change is Extend/Modify End Date, then the Cost Center Manager approves.

- If there is an impact to Employee benefits, the Employee Changes Benefit Elections.

- If proposed employee type is PT Faculty or Period Activity Assignment with remaining balance, then HR Partner Updates Period Activity Pay.

- If worker has active items in their Workday Inbox or events via Delegation, the HR Partner Manages Business Processes for Worker.

- If there are subordinate organizations to be moved, the Organization Partner Changes Superior Organization.

- If the proposed job family is Workstudy Student Aide, then the Federal Work Study Partner approves.

Start Job Change

1. From the Workday search bar, enter and select **Start Job Change**.

2. Enter **Worker** Name.

3. The **Job** will default based on the worker profile.

   Note: Select the **Job** if the worker has more than one.

4. In the What do you want to do section? Choose one of the following options:

Option	Page #
Request to Reclassify Position	3
Change Essential Designation	4
Change Location	4
Start Interim/Acting Position	5
End Interim/Acting Position	5
Extend or Modify End Date	6
Move to New Manager	6

5. Click **OK**.

6. Skip to the section of this job aid that corresponds to the option you selected.

Request to Reclassify Position

This job change is for Staff. No employee in a job management organization, nor FTF or Regular PTF, is eligible for a reclassification.

1. The Start screen displays.

2. The next pay period will auto-populate in the **When do you want this change to take effect?**

   Note: A job change should take effect at the beginning of a pay period.

3. The **Why are you making this change?** field auto-populates based on your previous selection.

4. The **Do you want to use next pay period?** box auto-selects to indicate "yes." Modify as necessary by clicking on the pencil.

5. Click **Start**.

6. In the Attachments section, click **Add**.

   Note: It is mandatory to attach a document explaining the reasons for the reclassification request.

7. Click **Attach**. Browse your computer and select the file.

8. Select **Job Profile** as the Document Category.

9. Enter a **Comment** (description) if applicable.

10. Click **Submit**.

    Note: The request routes to the Compensation Partner. The job change process is not complete until it is fully approved in Workday.

Change Essential Designation

An employee can be identified as Essential for a certain period only if they are non-exempt.

1. The Start screen displays.

2. The next pay period will auto-populate in the **When do you want this change to take effect?** Edit if necessary.

   Note: A job change should take effect at the beginning of a pay period.

3. The **Do you want to use next pay period?** box auto-selects to indicate "yes." Modify as necessary.

4. Click **Start**.

5. In the Details section, add or remove **ESSENTIAL – Essential Personnel (Essential Personnel)** in the Additional Job Classifications field.

6. Click **Submit**.

   Note: The job change process is not complete until it is fully approved in Workday.

Change Location

1. The Start screen displays.

2. The next pay period will auto-populate in the **When do you want this change to take effect?** Edit if necessary.

   Note: A job change should take effect at the beginning of a pay period.

3. Update the person's change in location in the **Where will this person be located after this change?** field.

4. The **Do you want to use next pay period?** box auto-selects to indicate "yes." Modify as necessary.

5. Click **Start**.

6. In the Location section, enter the new **Location** for the worker.

7. Click **Submit**.

   Note: The job change process is not complete until it is fully approved in Workday.

Start Interim/Acting Position

This job change can only be done for employees that are a part of your management hierarchy.

1. The Start screen displays.

2. The next pay period will auto-populate in the **When do you want this change to take effect?** Edit if necessary.

   Note: A job change should take effect at the beginning of a pay period.

3. Select the Manager that the employee will report to during the duration of their Interim/Acting position in the **Who will the manager be after this change?** field.

4. The subsequent field will auto-populate based on the manager selected.

5. The **Do you want to use next pay period?** box auto-selects to indicate "yes." Modify as necessary.

6. Click **Start**.

7. In the Job section, enter the new **Position** for the worker.

   Note: Do not create a new position or close the current position. Only HR may do so.

8. In the Attachments section, click **Add**.

   Note: It is mandatory to upload a supporting documentation (including duties to be performed and justification) that the Compensation Team will use to determine the additional compensation the employee will receive during this time.

9. Click **Attach**. Browse your computer and select the file.

10. Select **Position** as the Document Category.

11. Enter a **Comment** (description), if applicable.

12. Click **Submit**. The job change process is not complete until it is fully approved in Workday.

End Interim/Acting Position

This job change can only be done for employees that are a part of your management hierarchy.

1. The Start screen displays.

2. The next pay period will auto-populate in the **When do you want this change to take effect?** Edit if necessary.

   Note: A job change should take effect at the beginning of a pay period.

3. Select the Manager that the employee will report to after their interim/acting assignment has ended in the **Who will the manager be after this change?** field.

4. The subsequent field will auto-populate based on the manager selected.

5. The **Do you want to use next pay period?** box auto-selects to indicate "yes." Modify as necessary.

6. Click **Start**.

7. In the Job section, enter the original **Position** to move the worker back into.

   Note: Do not create a new position or close the current position.

8. Click **Submit**.

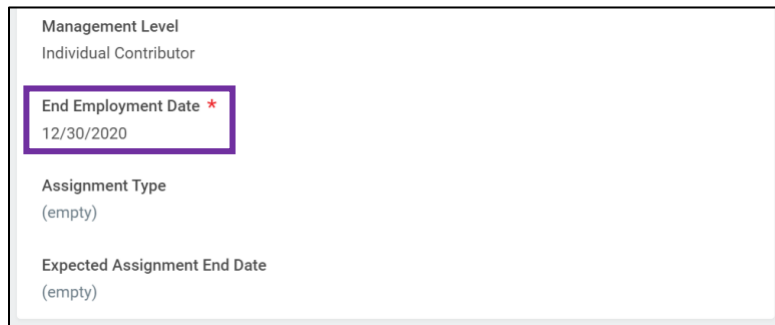   **Note**: The job change process is not complete until it is fully approved in Workday.

Extend or Modify End Date

This job change is for Students, Contractors, or Casual Temps. This job change should be initiated by the Manager. Please communicate and coordinate with the employee's manager if you wish to initiate this job change.

1. The Start screen displays.

2. The next pay period will auto-populate in the **When do you want this change to take effect?** Edit to reflect the End Date.

    Note: A job change should take effect at the beginning of a pay period.

3. The **Do you want to use next pay period?** box auto-selects to indicate "yes." Modify as necessary.

4. Click **Start**.

5. In the Administrative section, enter the revised end date in the **End Employment Date** field.

    Management Level
    Individual Contributor

    End Employment Date *
    12/30/2020

    Assignment Type
    (empty)

    Expected Assignment End Date
    (empty)

6. Click **Submit**.

    Note: The job change process is not complete until it is fully approved in Workday.

Move to New Manager

1. The Start screen displays.

2. The next pay period will auto-populate in the **When do you want this change to take effect?** Modify as necessary.

    Note: A job change should take effect at the beginning of a pay period.

3. In the **Who will be the manager after this change?** field enter the name of the employee's proposed (receiving) manager.

    Note: The subsequent field, **Which team will this person be on after this change?** defaults based on your prior selection.

4. Edit the field **Where will this person be located after this change?**, if applicable.

5. The **Do you want to use next pay period?** box auto-selects to indicate "yes." Modify as necessary.

6. Click **Start**.

7. Confirm details in the Start Details section.

8. In the Move section, select the correct input in **This person is a manager. Do you want to move their teams with them?** field.

    Note: This field will only appear if the employee is a manager.

9. Modify the **Location** as necessary.

10. In the Attachments section, click **Add**.

11. Click **Attach**. Browse your computer and select the file.

    Note: A transfer form is the required attachment.

12. Select **Other** as the Document Category. Enter a **Comment** (description), if applicable.

13. Click **Submit**. The job change isn't complete until approved.