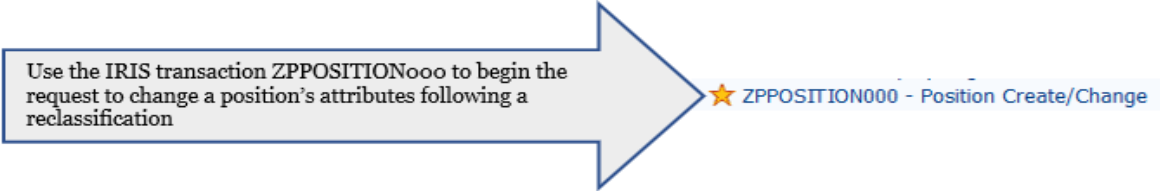
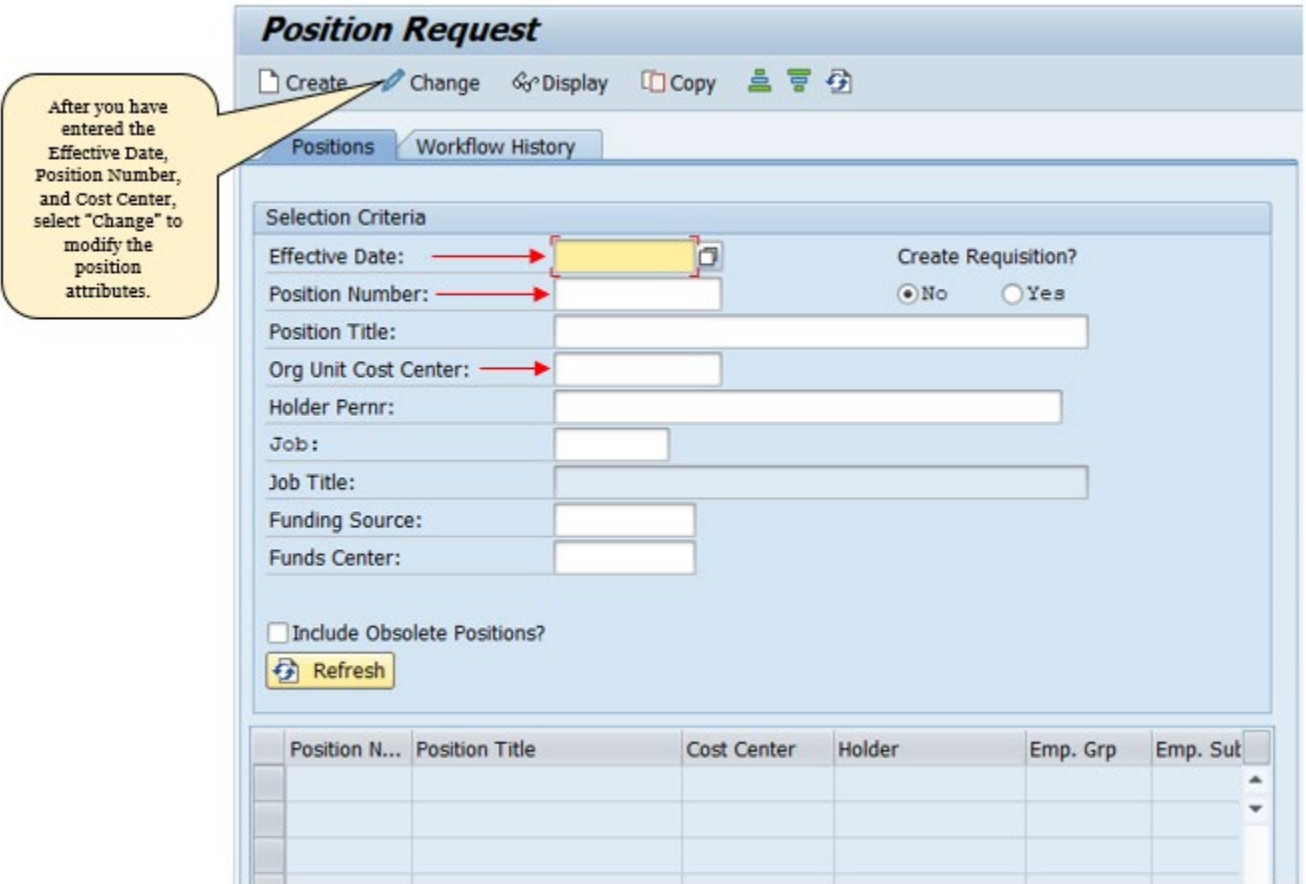


**CHANGING A POSITION AND PERSONNEL RECORD TO REFLECT RECLASSIFICATION OF AN OCCUPIED POSITION**

Step 1: Change the position



1. A.



**Position Request**

Create Change Display Copy

Positions Workflow History

Selection Criteria

Effective Date: [ ] Create Requisition?  No  Yes

Position Number: [ ]

Position Title: [ ]

Org Unit Cost Center: [ ]

Holder Pernr: [ ]

Job: [ ]

Job Title: [ ]

Funding Source: [ ]

Funds Center: [ ]

Include Obsolete Positions?

Refresh

Position N...	Position Title	Cost Center	Holder	Emp. Grp	Emp. Sut

After you have entered the Effective Date, Position Number, and Cost Center, select "Change" to modify the position attributes.

1. B.

**Position Request - Change**

Submit for Approval

Requested Change | Original Data | Workflow Notes

Effective Date of Position: 09/01/2022 Number: 20000001

Position Title: Best Friend and Head Mascot

Current Holder: Smokey XI

Position Obsolete  Requisition Request

Organization

Org Unit Cost Center: [ ]

Personnel Area: 1010 Knoxville Employee Group: R Regular

Personnel Subarea: 1010 Knoxville Employee Subgroup: 15 Staff:Professional

Job Reclassification/Seasonal Job Payroll Area: M1

Reports to position: 00000002 Position-Location: 047 Knox

Current Holder: [ ]

Work Schedule

Schedule: SAL-DAY  Required Flex Year %: [ ]

New Schedule Needed Shift: Day FLSA 31: N/A

Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00

Sat: 0.00 Sun: 0.00

Cost Distribution

Allocated FTE %: 100.00  Skip Update from Employee Data  Lump Sum

THEC Override  Exclude from Budget Calculations  9 Month Position

Centrally Funded Fee Waiver  LDA Position

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
		1REG		100.00

Update Annual Salary

Callouts:

- When finished making changes, select "Submit for Approval"
- Add Workflow Notes so approvers know what is changing and why
- Change working title (Position Title) if appropriate
- Select Job Reclassification
- If the position is changing to exempt, Employee Subgroup, Schedule and Wage Type must be modified

Step 2: Change the personnel record

When the position change has been fully processed, initiate the ZXFERCHGLOA IRIS transaction to change the personnel record

★ ZXFERCHGLOA - Administration -> HR Master Data -> Personnel Change/Transfer Request

2. A.

**Personnel Change Form - Initial**

Personnel no: 100000  
 Name: Smokey XI  
 Monthly Active Not on Leave  
 R. Regular 15 Staff:Professional Subarea 1010 Knoxville Empl. % 100.00  
 Position 20000001 Best Friend and Head Mascot Job Athletics Specialist 1 E010000

Position Change/Transfer  
 Percent Fulltime Change  
 Pay/Funding Change  
 Leave of Absence  
 Transfer Friend to Pending  
 Change Work Schedule/Remote %  
 Change Corporate Function  
 Change Tenure  
 Promote/Transfer a Friend

Enter Earliest Effective Date for the change, then select Create Request

2. B.

**Position Change Transfer Steps**

STEP1\* →  STEP2\* →  STEP3\* →  STEP4 →  STEP5

**Organizational Assignment**

Position	Position Desc	Cost Center	Org Desc	Pers Area	Pers Subarea	Group	Subgroup	Pr Area	Remove	Prim	Orig
20000001	Best Friend	E010000	Athletics	Knoxville	Knoxville	Regular	Staff:Prof	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Pay/Funding**

R...	Description	From	To	Position	Description	PCFT	Prim	Cost Ctr	WBS Element	Wa...	Cst Pct	Eff Pct	9M
10	Increase - Mer	12/01/2022	12/31/9999	20000001	Best Friend	100.00	<input checked="" type="checkbox"/>	E010000		1REG	100.00	100.00	<input type="checkbox"/>
Period Totals													
						100.00					100.00	100.00	<input type="checkbox"/>

Select STEP1. No changes are necessary.

2. C.

Requested Change | Original Data | Workflow Notes

Position Change Transfer Steps

STEP1\* → STEP2\* → STEP3\* → STEP4 → STEP5

Positions

Pay/Funding

R...	Description	From	To	Position	Description	PCFT	Prim	Cost Ctr	WBS Element	Wa...	Cst Pct	Eff Pct	9M

Cost Period

Select Cost Period

Set attributes for a period

Change Reason, Cost Period and Position Attributes

Change Reason: 09 Increase - Job Reclassification

Start Date: 12/01/2022 | End Date: 12/31/9999

Position Attributes for This Cost Period

Position	Pos Pct	Primary	Area	Subarea	Group	PR Area
20000001	100.00	<input checked="" type="checkbox"/>	1	1010	R	15

Select the icon to open the change reasons

Select the green check mark

Restrictions

- 05 Change to Regular
- 06 Change to Term
- 07 Change to Student
- 08 Student Change
- 09 Increase - Job Reclassification
- 10 Increase - Merit
- 11 Increase - Market
- 12 Increase - Equity

2. D.

Position Change Transfer Steps

STEP1\* → STEP2\* → STEP3\* → STEP4 → STEP5

Change Period Attr

Reason	09	Increase -Job Reclassification	Cost Period	12/01/2022	-	12/31/9999	% FT	100	Change Period Attr
Position	Description	Cost Ctr	WBS Element	Wa...	Amount	Cost Pct	Eff Pct	9M	
20000001	Best Friend	E010000		1REG	5,000.00	100.00	100.00		

Cost Period Add Show All Cancel

Actions

2. E.

Position Change Transfer Steps

STEP1\* → STEP2\* → STEP3\* → STEP4 → STEP5

Pay/Funding

R...	Description	From	To	Position	Description	PCFT	Prim	Cost Ctr	WBS Element	Wa...	Amount	Cost Pct	Eff Pct	9M
09	Increase -Job	12/01/2022	12/31/9999	20000001	Best Friend	100.00	<input checked="" type="checkbox"/>			1REG	5,000.00	100.00	100.00	
Period Totals						100.00					5,000.00	100.00	100.00	

Actions

Begin Date	End Date	Action	Action Desc	Reason	Reason Desc	Work Schedule	% Fulltime	% Remote
12/01/2022	12/31/9999	XP	Position Change/Trans - Auto	03	Job Reclassification	SAL-DAY	100.00	

2. F.

Submit for Approval Display actions/changes in PDF format Attach Documents Workflow Notes

When STEP3 is complete, attach any necessary documents and submit for approval