



Human Resources

**REQUEST FOR RECLASSIFICATION
(INTERNAL TRACKING)**

Materials to be forwarded to the Office of Human Resources must include:

- DPF-44S
- Organizational chart
- Supervisor's Narrative

STEP 1: OFFICE/DEPARTMENT LEVEL REQUEST

Name of Incumbent _____ Banner ID# _____
Office/Dept _____ Ext. _____
Present Title _____ Range _____
Requested Title _____ Range _____
Supervisor Signature _____ Ext. _____ Date _____
Department Head Signature _____ Date _____
Copy sent to Divisional VP for information Yes _____ No _____

STEP 2: A OFFICE OF HUMAN RESOURCES: DESK AUDIT/ IMPACT STUDY

Desk Audit _____ Date _____
Recommended Title _____ Title Code _____ Range _____
Unit AFT-Prof. Classified Managerial
Human Resources Director _____ Date _____

STEP 2: B AFT POSITIONS ONLY-CONTRACTUAL IMPLICATIONS

Assoc. Provost. Faculty Affairs _____ Date _____

STEP 3: FINAL AUTHORIZATION

Provost/VP Signature _____ Approve _____ Disapprove _____ Date _____

STEP 4: FINAL HR ACTION (TO BE COMPLETED BY HUMAN RESOURCES)

Type of Appointment _____ Clearance/Certification# _____
Supervisor _____ Seniority List Updated _____ A/D _____
Effective Date _____ Range _____ Step _____ Salary _____
Entered on HRS _____ PMIS Code _____ Date _____
Type of Employment Letter _____ Employment Letter Sent _____
Probationary Reports Started _____