Reclassifying A Staff position

HR Contact: Lorie Martin

Employee Name:  
Department Contact:

UFID:  

☐ Complete PSF

☐ Once PSF is approved, send the following to Lorie for review.

- Electronic copy of position description, with track changes in place
- Proposed salary increase, if any
- Electronic copy of current and proposed organizational charts with changes highlighted

☐ Once approved via email by Lorie, enter the position request into myUFL, following the steps outlined in Reclassify a Position instruction guide. NOTE: Filled reclass may ONLY be effective the first day of pay period if crossing pay plans (i.e. non-exempt to exempt).

☐ Update College Database with any/all changes, which may include:

- Hire category
- Annual salary
- Job code
- Paygrade
- Salary plan code