6.13 STAFF RECLASSIFICATION (SCLS)

Overview

The procedures described in this section are for processing a permanent reclassification of an employee's position.

Policy Summary

Positions are classified on the basis of the level of assigned duties and responsibilities. A reclassification occurs when a staff employee's current position is reviewed, and as a result, a new job title and classification has been assigned.

When an employee's position is classified upward, laterally or downward, certain terms and conditions of the appointment may provide additional benefits and entitlements to the employee:

- Merit or salary review eligibility-Merit and/or salary eligibility may be based upon qualifying service, appointment type, duration and percent of time.

- Employee Relations Code/Employee Relations Unit-A reclassification may result in an employee moving into or out of specific collective bargaining agreements or personnel policies.

Before You Start

Prior to processing the OEU for a reclassification, Refer to the *SHR Procedures Manual.* This will give you guidance to determine the delegations of authority and policy procedure.

The data collection document that you will use to process the reclassification is the Employee Action Request (EAR) form. The EAR was the initiating document from the unit requesting a classification review of the employee's appointment. The SHR analyst has completed their classification review and the Employee Request (EAR) form has been returned to your service center for processing.

Notify the employee of the effective date of the reclassification, changes in pay rate and any changes to existing conditions of employment. The employee should sign the approved Employee Action Request Form (EAR).

Permanent Reclassification Procedure

Data Entry

Enter data for the employee's reclassification via the **SCLS** bundle. This bundle contains the following functions:

EAPP (Appointments /Distributions)

EPER (Personnel-Miscellaneous)

EPD1 (Employee Personal Data)

Accessing the SCLS Bundle

1. Log on the Payroll/Personnel System.

2. At Next Function, type **EEDB** and press **Enter**.

3. Type **BUND** and press **Enter** to display the bundle menu.

4. Type **SCLS, employee ID number** and press **Enter**.

The EAPP function is displayed for the selected employee.

THE EAPP (APPOINTMENT/DISTRIBUTIONS) FUNCTION
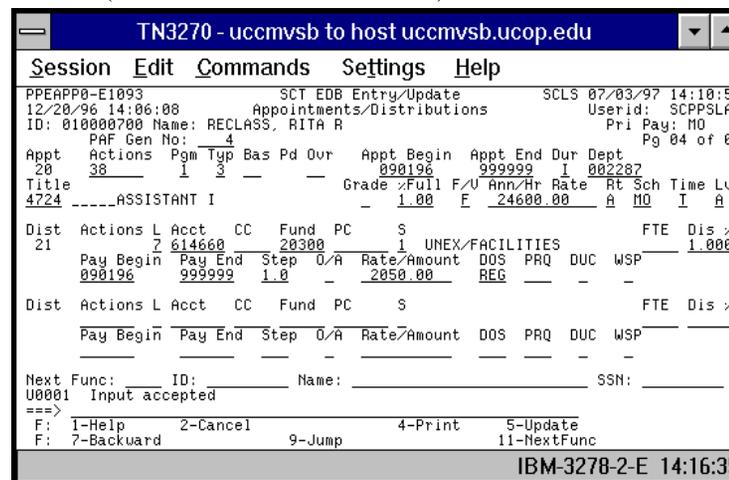
Appointment Level Procedure

1. End current appointment and distributions the day before the reclassification action is effective.

2. If current appointment is Indefinite, enter an asterisk (*****) in the Dur field to delete the I.

3. **F9 Jump** to the command line and use the **"copy xx to xx"** command to set up the next available appointment.

4. Enter data in the following fields, as applicable.

Actions (Action Code)	Enter the appropriate personnel action code associated with the reclassification.
PGM	Leave Blank. System derived personnel program type.
Typ	Enter the Code indicating the appointment type.

Bas	For partial-year staff career employees only. Enter the code, which indicates the number of months in a year the employee will work.
Pd Ovr	Leave Blank.
Appt Begin	Enter the date on which the reclassification action is effective in the format: MMDDYY.
Appt End	Enter the date on which the appointment is expected to end in the format: MMDDYY. If indefinite, enter 999999.
Dur	If appointment is indefinite, enter **I**. If appointment is career, but has an ending date for budgetary purposes only, enter **B**. Otherwise, leave blank.
Title	Enter the title code resulting from the reclassification.
Grade	If the employee is appointed to a grade-based title, then enter the appropriate pay grade for the title.
%FULL	Enter the percentage of time that the employee is expected to work in the appointment. Full time (100%) is entered as 1.00.
F/V	Enter the code representing whether the amount of time worked in the appointment is Fixed (**F**) or Variable (**V**).
Annual	Leave Blank. The annual rate is derived by the system after you update this action.

Rt	Enter the code that indicates whether the rate of pay is Annual (**A**), Hourly (**H**), or By-agreement (**B**).
Sch	Enter the code that indicates which pay schedule the appointment will be paid, either Monthly Current (**MO**) or, Monthly Arrears (**MA**).
Time	Enter (**T**) for Exception Time Reporting or Enter (**A**) for Positive Time Reporting. This code represents the method or reporting time for the appointment.
Lv	Enter the leave accrual code that indicates the rate at which vacation and sick leave will be accrued.

5. Press **Enter** invoke range/value edits.

Distribution Level Procedures

1. **F9 Jump** to the command line and type **"add d"** or use the **"copy xx to xx"** command to set up the next available distribution and then press Enter.

2. Enter data in the following fields as applicable:

Actions (Action Code)	No required action code at the distribution level for a reclassification action.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).

Sub	Enter 1 or 2 as applicable.
FTE	Enter the percentage of the budgeted position, which the distribution represents, if applicable. Full Time FTE (100%) is entered as 1.00.
Dist %	Enter the anticipated time, which is chargeable to the distribution accounting unit resulting from the reclassification action. 100% is entered as 1.000.
Pay Beg	Enter the date on which the salary begins resulting from the reclassification action in the format: MMDDYY.
Pay End	For indefinite distributions, enter 999999. Otherwise enter the date on which the pay is expected to end in the format: MMDDYY.
Step	If employee is reclassified to a step-based title code, then enter the step within the salary range associated with the title code in the format: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0
O/A	Enter an **R** if the employee salary rate is off step or above the maximum of the salary range (Red Circle Salary).
Rate/Amount	Enter the monthly, hourly or by-agreement rate associated with the distribution after the reclassification. Hourly is entered as 10.0000 (four decimal places are entered).
DOS	Enter **REG** for regular pay. This is the description of payment.
PRQ	Leave Blank.
DUC	Leave Blank.

WSP	Leave Blank.

3. Press **Enter** to invoke range/value edits.

4. Press **F11** to continue to the next function.

The **EPER** (Personnel Miscellaneous) function is displayed.

Completing the EPER Function

THE EPER (PERSONNEL MISCELLANEOUS) FUNCTION

EPER Notes and Tips

A reclassification to an employee may change certain conditions of employment. The following fields may require data entry:

* Employee Relations Code

* Next salary Review Date and Type Code

The EPER Procedure

1. Enter data in the following fields as applicable:

Employee Relations Code	If the reclassification resulted in a change to the Employee Relations Code, then enter the appropriate code. This code indicates the employee's designation for the purpose of collective bargaining.
Employee Relations Unit	Leave Blank. System derived. After the OEU is processed for the reclassification, the system will derive the appropriate Employee Relations Unit from the dominant title code.
Next Salary Review Date	Enter the Next Salary Review Date resulting from the change in classification.
Next Salary Review Type	Enter the code that represents the type of salary increase for which the employee is next eligible resulting from the change in classification.
Home Department	No need to change if the employee's home department remains the same.

2. Press **Enter** to invoke range/value edits.

3. Press **F11 Next Func** to continue to the next function.

The **EPD1** Personal Data 1 function should be displayed.

Completing the EPD1 Function

THE EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

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┌─────────────────────────────────────────────────────────────┐
│ ▬            TN3270 - uccmvsb to host uccmvsb.ucop.edu   ▼│▲│
│ Session  Edit  Commands  Settings  Help                       │
│ PPEPD10-E0964           SCT EDB Entry/Update      08/03/95 15:19:51│
│ 07/28/95 10:21:22    Employee Personal Data 1    Userid:  SCPPSLHB│
│ ID: 222334444 Name: SLUG, B ANNA                    Pri Pay: MA│
│                                                               │
│ Permanent Address Line 1: P.O. BOX 458 _____       │
│                  Line 2: _____         │
│                  City  : SANTA CRUZ_____ State: CA Zip: 95061│
│ Foreign Addr Ind: _ Prov: _____ Cntry: __ Postal Code: _____│
│ Campus Address - Room: 000462 Building: _____             │
│ Campus Phone 1: _____   Phone 2: _____                │
│                                                               │
│ Date of Birth: 070775                                         │
│ Home Phone   : _____   Spouse Name: _____  │
│                                                               │
│ UC Directory Disclosures - Perm Addr: _ Home Phone: _ Spouse Name: _│
│ Employee Organization Home Address Disclosure: _              │
│                                                               │
│ Sex: F  Ethnic: F Disability: N   Veteran: N  Veteran Disability: N│
│ Citizenship: C Student Status: 3 No. of Reg. Units: ___       │
│ Next Func: ____ ID: _____ Name: _____ SSN: _____│
│                                                               │
│ ===>  _____             │
│  F: 1-Help              3-PrevMenu 4-Print    5-Update        │
│  F:                     9-Jump                    12-Exit     │
│                                              IBM-3278-2-E 15:19:31│
└─────────────────────────────────────────────────────────────┘
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EPD1 Notes and Tips

There should be no changes to the data on this function. Proceed to the *Review* section.

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the bundle.

1. Make sure you have completed all the required data elements.

2. Review all entered data for accuracy and consistency.

Updating the Employee Database

1. Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.

- **F3 Return** to the EAPP screen, make any corrections, then do one of the following:

    - Press **F5 Update** to invoke PAN.

    - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in *Section 1.6, System Messages* in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.

2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.

3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.

4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

> U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to *Section 1.8, Post Authorization Notification (PAN)*.

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.

2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.

- Retain the data collection document in the Service Center employee file.