

A. CAREER SERIES POSITION INFORMATION			
Position #: Vacant <input type="checkbox"/>	Employee #:		
Employee Name:	Supervisor's Name:		
Employee Contact Information:	Supervisor Contact Information:		
Current Class Code:	Proposed Class Code:		
Current Position Title:	Proposed Position Title:		
Current Grade:	Proposed Grade:		
Current Fund #:	Proposed Fund #:		
Current Cost Center #:	Proposed Cost Center #:		
Current Super Org:	Proposed Super Org:		
Department:	Fiscal Year:		
B. CLASSIFICATION ACTION REQUESTED			
<input type="checkbox"/> Reclassification	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Downgrade	
C. CLASSIFICATION ACTION - FINANCIAL IMPACT			
Funding Information	Current	Proposed	Variance
Salary			
Pension (14.46%)			
Medicare (FICA) (1.45%)			
Total			
<p><i>Provide options to address the financial impact variance. Use of salary savings is not acceptable for CAFs:</i></p> 			
<p><i>Identify position numbers, job title, and job code to be deleted (if applicable):</i></p> 			

E. CAREER SERIES CHANGE JUSTIFICATION	
Current Duties and Responsibilities (Attach Additional Documentation):	
New Additional Responsibilities (Attach Additional Documentation):	
Justify the Proposed Change (Attach Additional Documentation):	
F. REQUESTING SIGNATURE	
<u>Department Director ONLY:</u>	Date:
H. APPROVAL SIGNATURES – HR/BMS	
Recommendation: <input type="checkbox"/> <i>Supported as</i> _____ <input type="checkbox"/> <i>Not Supported</i> <div style="text-align: center; font-size: small;"><i>Job Title & Class Code</i></div>	Date:
Compensation Analyst:	Date:
Human Resources Director/AD/Designee:	Date:
<u>Budget & Mgmt Svcs Recommendation:</u> <input type="checkbox"/> <i>Supported</i> <input type="checkbox"/> <i>Not Supported</i> <input type="checkbox"/> <i>Signed without Support</i>	Date:
Budget Director/AD:	Date:

Directions:

- **Please complete this form, obtain Department Director signature, and then route back to HR Compensation for Budget approval and changes to be completed in Workday.**
- **This form is only designed to be used for VACANT PMs that are part of an HR APPROVED CAREER SERIES.**