

Submitting a Job Reclassification in MSS

Scope

This procedure covers submitting a job reclassification in Manager Self-Service for an employee whose position has been reclassified by the Director of Compensation and Organizational Design.

This procedure does not cover submitting a promotion or demotion. Refer to [Submitting a Promotion/Demotion in MSS \[PROHRI25\]](#).

Policy

Except for New Hire and Termination Transactions, all **Manager Self-Service** transactions must have a pay period begin date for the effective date.

Changes in **Manager Self-Service** that cannot be completed can now be saved for later by selecting the [Save for Later] button. Many MSS tasks are update tasks. There is also a cancel button on each panel of every update task. If you do not wish to Save for Later, be sure to use the cancel button to discard the transaction (closing the window does not cancel the transaction).

Always select a reason for salary change when processing **Manager Self-Service** transactions that include change in salary or hourly rate.

Distribution

Manager Self-Service User*

Ownership

The HRIS Director[bgriffin@Ithaca.edu] is responsible for ensuring that this document is necessary and that it reflects actual practice.

Activity Preface

This activity is performed whenever the Director of Compensation and Organizational Design has reclassified the employee's job due to changes in duties and responsibilities. The Director of Compensation and Organizational Design will create the new position in Parnassus. Once this is done, you will affect the changes to the employee's record with Manager Self-Service. The employee's job title and position will definitely change, but a number of other parts of the employee's record may change as well, including for example, pay rate, working schedule, etc. If the Director of Compensation and Organizational Design has not indicated that this is specifically a reclassification, then it is probably a promotion or demotion; in which case, you should refer to [Submitting a Promotion/Demotion in MSS \[PROHRI22\]](#).

When a record change is submitted through Manager Self-Service, the information goes through a workflow for approval. There is a time-delay as the transaction is processed. When it has gone through the workflow completely, you will receive an email notification. Refer to [An Overview of the MSS Approval Process \[REFHRI01\]](#) for details on the MSS Workflow.

The job title Manager refers to:

- Manager Self-Service User


Manager

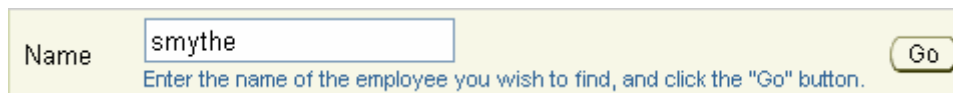
1. Access Manager Self-Service

Refer to [Accessing Manager Self-Service \[NAVHRI04\]](#)

2. Select "Change Assignment"


If you are not presented with a hierarchical view of "My Employees", goto task #3. Otherwise, goto task #4.

3. Search for the employee whose job has been reclassified by entering the last name of the employee, and click on the  button.



Name

Enter the name of the employee you wish to find, and click the "Go" button.

4. Select the Employee whose work hours, schedule, or work shift will be changed by clicking on the Action icon .

Select	Name ▲	Assignment Number	Job	Department	Action	Details
<input type="checkbox"/>	Ian Smythe	900032689	Clerical and Secretarial NE R1	HR Information		

5. Enter effective date for transaction.

- Select month and year from the drop down list on top of the calendar.
- Click on the correct day within the calendar and then click

Effective Date of Change

(example: 20-Sep-2006)

September 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

This is the date that the job reclassification takes effect. Note: Since Parnassus tracks and processes future-dated transactions, you can enter the changes as soon as the information becomes available to you.

Remember, except for New Hire, Rehire, and Termination Transactions, all Manager Self-Service transactions must have a pay period begin date for the effective date. A link to the payroll scheduler is available on this page to assist with the pay period begin date requirement. Click the [Continue] button.

6. Change Assignment page data as needed.

- If **Organization** (department) has changed, select the appropriate Organization by trying the first few characters of the new department name and depressing the tab key.
- Make appropriate change to the Position.

After you have entered the organization (department), click on the flashlight and click on the Go button in the search window to bring up a list of all valid positions for that organization. Choose the correct position from the list of valid positions for this organization by clicking on the Quick Select icon

- Review all fields that were automatically filled by choosing a new position, and make changes if necessary.
- Make appropriate change (if any) to the Assignment Status.

- If the Salary Information has changed, click on the dropdown list to select a new Salary Basis.

Salary Information

* Salary Basis

* Choose "Annual Salary Basis" for exempt employees who are paid in equal installments over the entire academic or fiscal year, "Period Salary Basis" for exempt employees who are paid a fixed amount for a specific period of time other than the academic or fiscal year, or "Hourly Salary Basis" for non-exempt employees.

7. Click the [Next] button to go to the Location screen.

You will usually not need to make any changes to the location for a reclassification.

8. Click the [Next] button to go to the Work Schedule screen.

9. Make Changes (if any) to the Work Schedule.

The reclassification may require the employee to work a different shift or a different number of hours per week.

- Make any appropriate changes to the employee's Hours. Please refer to [Changing an Employee's Hours \[PROHRI23\]](#) if necessary.
- Make any changes to the employee's Employment Category.

If the reclassification changes the Employment Category, make the appropriate change. Remember that the term "Regular" designates employees who are in ongoing positions, and "Temporary" designates employees who have a period of employment with a definite end date.

10. Click the [Next] button to go to the Pay Rate screen.

11. Make Changes (if any) to the Employee's pay rate.

- The promotion or demotion may require a change in pay rate.

You can enter information in any of the fields to affect the employee's pay rate according to the function. The top left region of the window displays current pay rate information. The Proposed Pay Rate grid is where you should enter the new pay rate. The top row of this grid shows the change amount and the bottom row shows the value of the new pay rate.

Enter the desired data in one of the fields and depress tab, or click in any other change field.

Parnassus will make the calculations and populate the remaining pay rate fields. To indicate a decrease in pay rate, enter a minus sign before the number in the middle row, or enter the lower rate in the New Pay Rate field.

Example: -4.50 in the hourly rate field of the top row will decrease the current hourly rate by \$4.50. A negative number in any box on the bottom line is invalid. It is not possible to pay an employee a negative amount.

If you want to change an amount in a field that you have already affected, click in one of the fields, enter a new value and tab or click in any other change box. This will recalculate all values

- Select “Reclassification” as the salary change reason from the dropdown list in the first column of the Proposed Pay Rate change grid.



12. Click the [Next] button to go to the Review Screen.



13. Review the transaction details.

- Check to be sure that all the details are accurate. Changes are indicated with blue dots on the right side of the page. It is always a good idea to double-check the all the data as you move through the pages of Change Assignment in case other data needs to be updated too.

Assignment

	Current	Proposed
Department	HR Information	HR Information
Job	Professional EX R1	Professional EX R1
Position Name	HRINF.EEO3EXR1.Tech Asst.00	HRINF.EEO3EXR1.Director.00
Grade Name	EX.12.100	EX.16.100
Payroll Name	IC Semi-Monthly Salary	IC Semi-Monthly Salary
Group	ADMSTF	ADMSTF
Assignment Status	Active Assignment	Active Assignment

Location

	Current	Proposed
Location	Ithaca College, NY	Ithaca College, NY
Country	United States	United States

Pay Rate

	Current	Proposed
Reclassification		4418.00 USD
Pay Rate	44180.00 USD	48598.00 USD
Pay Rate (Annual Equivalent)	44180.00 USD	48598.00 USD

14. Additional Information, Attachments.

It is extremely important to attach the electronic copy of the reclassification letter to the employee. The transaction is verified against this communication to ensure accuracy.

This electronic communication can be an email notification, an electronic version of a paper letter, or a transcribed copy of a paper letter. This information helps to clarify and ensure accuracy of the transaction and becomes a permanent part of the employment record.

15. Add Comments to Approver on the Review page.

Here you can add comments to the record which will only be viewed by the parties in the workflow approval process. Add approval comments to provide additional information to aid in the workflow approval process, such as when an employee's wages should be charged to an account that is not the default (primary) account for salaries in that department.

This comment will not be attached to the employee's permanent record; rather, it will be attached to the workflow and will assist those who approve the transaction. Comments will help the transaction to move through the workflow faster.

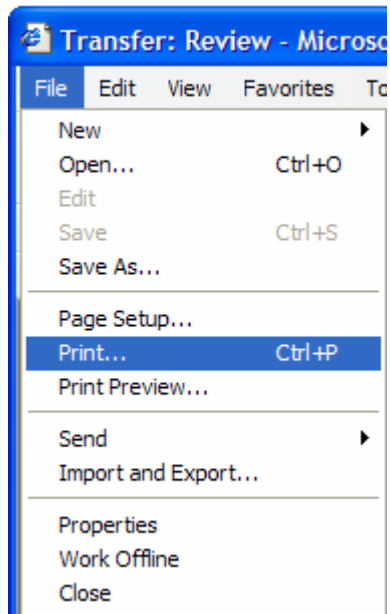
16. Print the Review page for your records if you desire.

This step is optional.

- Click the Printable Page button to print the page.

Printable Page

This will open a new window from which you should select File and Print from the tool bar.



17. Close the new window after you have printed your review page.

It is helpful to retain a hardcopy of the confirmation for your temporary records. When you receive notification that your transaction has been completed, you can dispose of the hardcopy.

18. Click the [Submit] button on the Review screen.

This should be done when all the data is confirmed correct and all comments have been added.

You will receive a confirmation that the transaction was submitted to the workflow for approval. This is not confirming that the transaction was approved; it simply confirms that it was submitted.

19. Click the “Home” link or button to return to the Main Menu when you are finished.

You can continue to work with Manager Self-Service from the main menu.

20. Click the Logout link when finished with Manager Self-Service to properly disconnect from Parnassus.

End of activity.

