

Instructions:

The table below lists the supporting documentation needed for Classification & Compensation Services' (CCS) transactions submitted using the HR Requisition Form. MPP positions may vary.

Supporting Documentation						
Transaction	Documentation Needed					
	Position Description for Request Position	Memo with Additional Duties & Justification	Resume	Performance Evaluation or Statement	Org Chart, if available	Position Management Request Form
Conversion to Permanent ¹	X					X
Critical Skills Bonuses	X	X				
Extend Temporary Appointment ¹	X			X		
Extension of Reassignment ¹	X			X		
In-Range Progressions	X					
Permanent Reassignment (ELR Only) ^{2 3 4}	X				X	X
Reclassifications	X		X		X	
Reinstatement from Temporary Reassignment	X					
Salary Increase	X	X				
Stipends	X	X				
Temporary Reassignment ^{2 3 4}	X				X	X
Time Base Change	X					

¹The request will need to include a statement about incumbent's overall performance and funding source. ²This notice needs to be provided to the employee within the appropriate CBA guidelines. These guidelines can be found in each CBA, or on the document Notification Time Frames on Class & Comp Services' Resources webpage. Class & Comp sends out the official notice to employees after the approvals have been completed. The voluntary notification waiver is for retroactive requests that are requested less than 30 days prior to or after the effective date of the request. The employee cannot be pressured to sign this waiver. ³Employee and Labor Relations (ELR) may need to provide the department with a written notification approving the permanent reassignment. ⁴A conversation needs to take place with Class & Comp Services and Employee & Labor Relations for appropriate action before an employee is contacted and/or placed in a reassignment to ensure appropriateness. A resume may also be needed to ensure that the employee meets the minimum qualifications.