

Job Description Request Form:

To request a new, or update an existing, Job Description you will need to complete the HR Job Description Addition / Change Request Form found under HR Support beginning July 10. This also applies to duties that are changing due to a promotion or salary adjustment.



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Human Resources

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- Performance Management
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Report an HR Incident or Enhancement

HR Systems Access Request Form

HR Personnel Change Form

HR Report Request Form

HR Access Request for Temp/CTR/CONS

TC Employment Verification Request Form

HR Job Description Addition / Change Request Form



When to Use the Job Request Form

Addition To Headcount

Increasing the number of total headcount in your Department. Ex., going from 7 employees to 8 employees)

Job Reclassification

The assignment of a new job profile that results in a change to the job duties, payscale and/or job family. Ex., taking a Program Manager position and reclassifying it as a Curriculum Designer.

Intention to promote an existing employee

Movement of an employee that is higher in pay and pay scale, at least 20% of the job has changed resulting in greater responsibility, moves vertically in the organization.

Modify duties with a salary change

Additional pay for additional duties, less than 20% of the job has changed resulting in greater responsibility

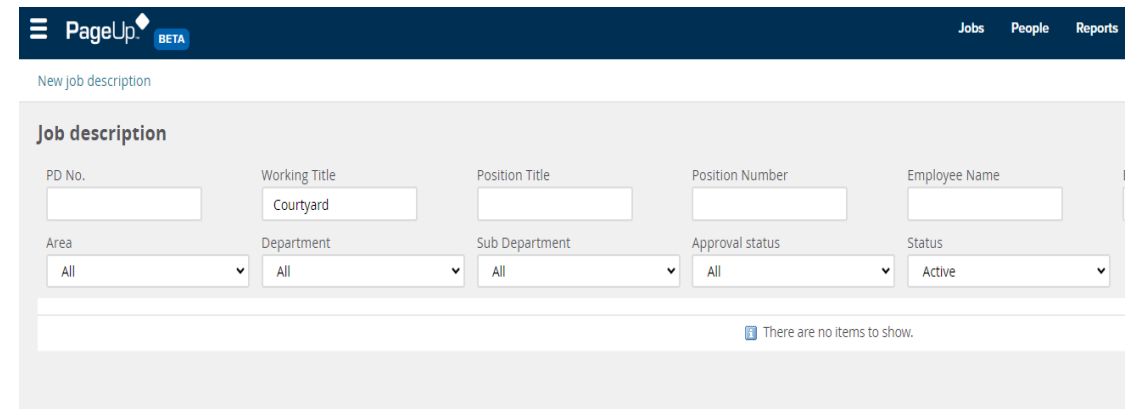
Modify duties with no salary change

Ex., decreasing the percentage of duties spent on filing and increasing the percentage of duties spent on scanning.

When **NOT** to Use the Job Request Form

- To Create/Edit **Student** Job Descriptions
- To Create/Edit **PT Instructional** Job Descriptions
- To Create/Edit **Interim** Job Descriptions

If you do not have access to a student, pt instructional, or interim job description template, please contact your HR Generalist or assistance.



The screenshot displays the 'PageUp BETA' interface for creating a new job description. The form includes the following fields:

PD No.	Working Title	Position Title	Position Number	Employee Name
<input type="text"/>	<input type="text" value="Courtyard"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Area	Department	Sub Department	Approval status	Status
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="Active"/>

Below the form, a message states: "There are no items to show."