Classified Position Reallocation

Prior to reading this job aid, please review the Position Management and Workforce Administration CBTs.

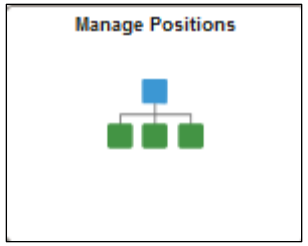
An agency will reallocate a Classified position when the position has changed such that a new Job Code is required. Only agencies with Delegated Classification Authority are authorized to reallocate Classified positions.

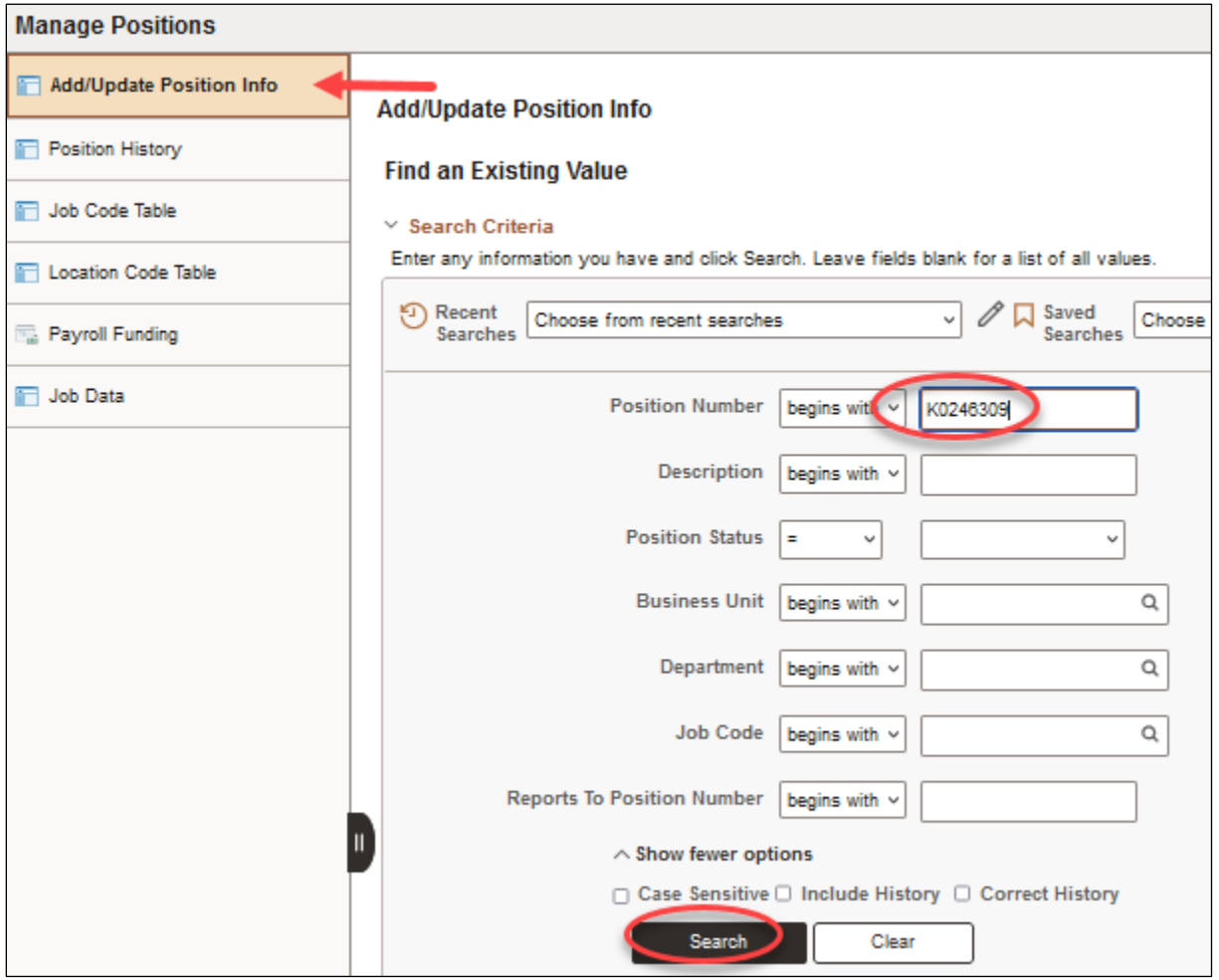
Before reallocating a position, check to see if there is an incumbent on the Budget/Incumbent page in Position Data. An incumbent is an employee that is assigned to a particular position. This will determine whether you must also update Job Data during the transaction.

When completing a reallocation, be sure to enter the correct Reason Code in Position Data. This code indicates the reason for making a change to the position. Use the Action/Reason User Guide to help you choose the correct code. Reason codes are very useful to HR staff in decision making and with statistical reports.

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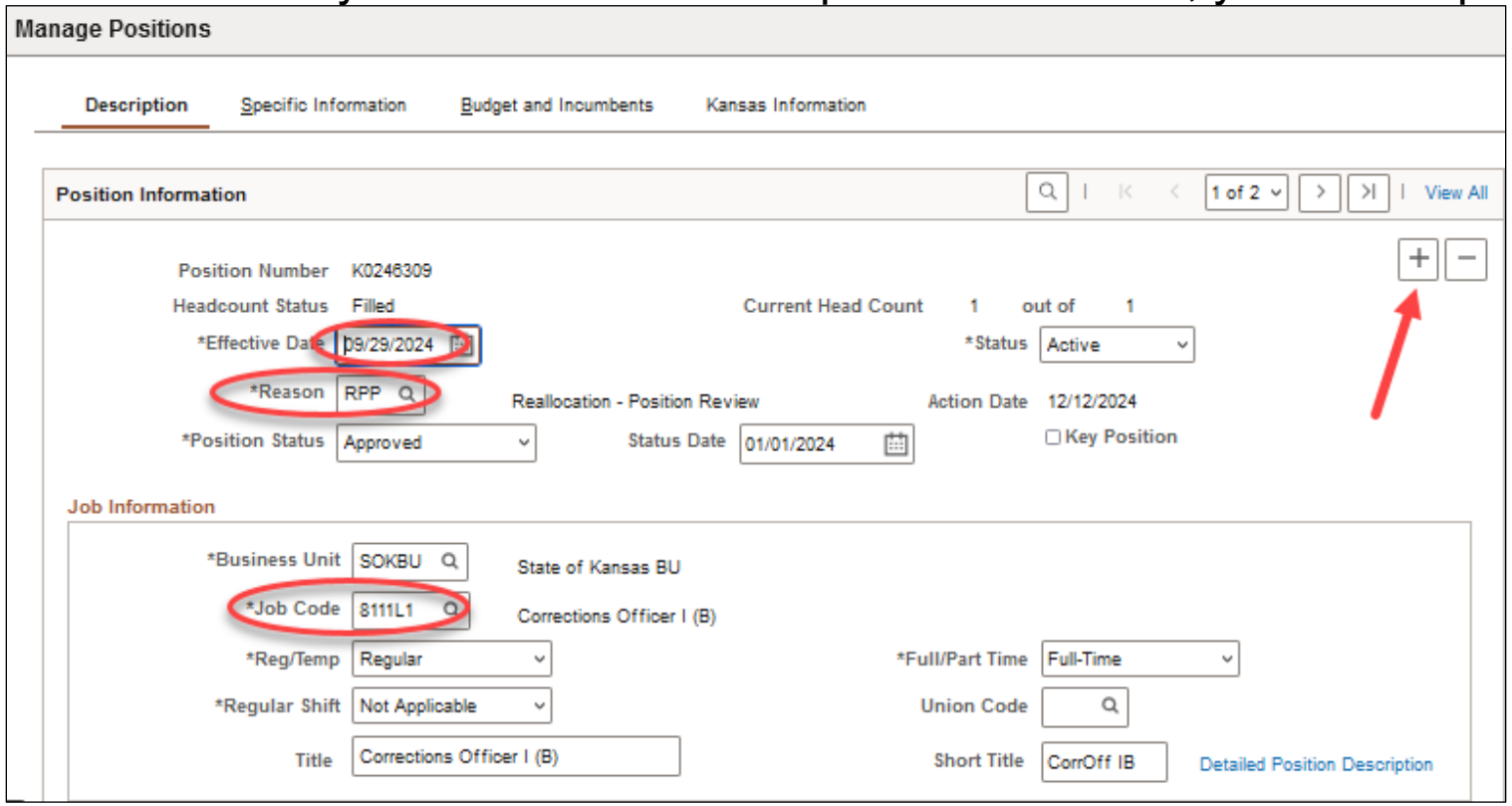
From the Manage Positions Homepage, click the Manage Positions tile, and then the Add/Update Position Info page. From there enter the position number that needs to be reallocated and click the search button.





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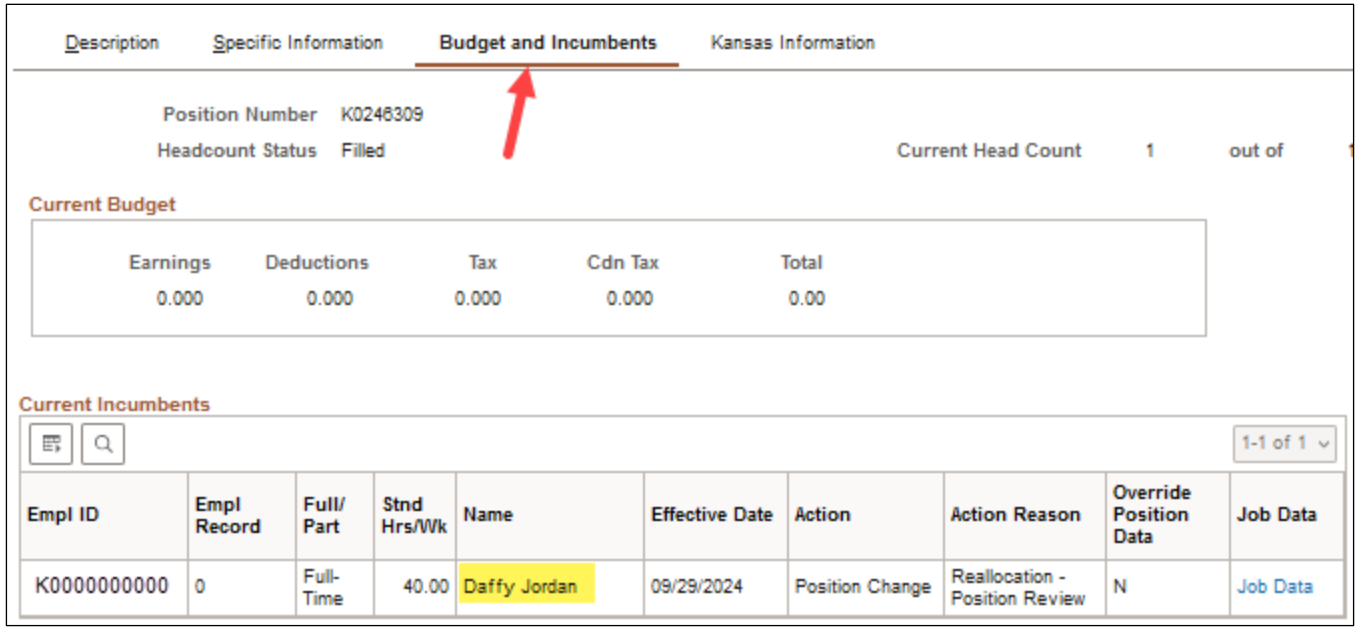
You will add a new row by clicking the + sign and then updating information such as Effective Date, Reason, Job Code, and other information that may be changing as a result of the reallocation. Verify fields such as Reg/Temp field, Department, Location, FLSA, Salary Admin Plan, Grade, Standard Hours, and Supervisory? fields prior to saving. The Salary Admin Plan, Grade, and Step default in from the Job Code table and should never be manually overridden. If they are incorrect, stop and verify the Job Code information before proceeding. Click Save when you are finished. If the position is vacant, you can stop here.



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When reallocating a filled classified position, you must update data in two locations – Position Data and Job Data. New rows will be added to the employee's Job Data if the effective date in Position Data is greater than or equal to the most recent effective date in Job Data.

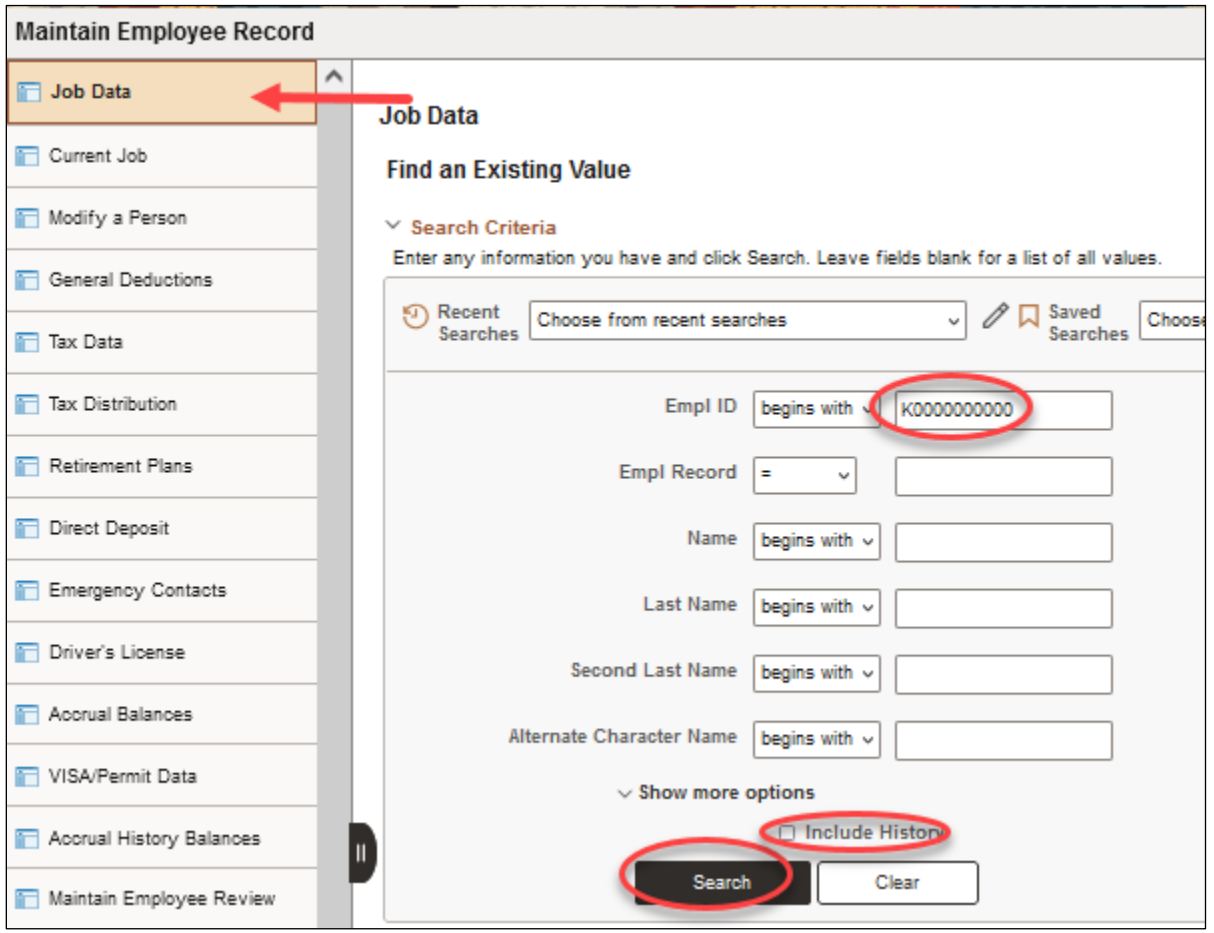
When entering the reallocation, after you press save, a warning telling you that a row has been added to the incumbent's Job Data will appear. Press OK and move to the **Budget and Incumbents** page to find out the Incumbent's Employee ID number.



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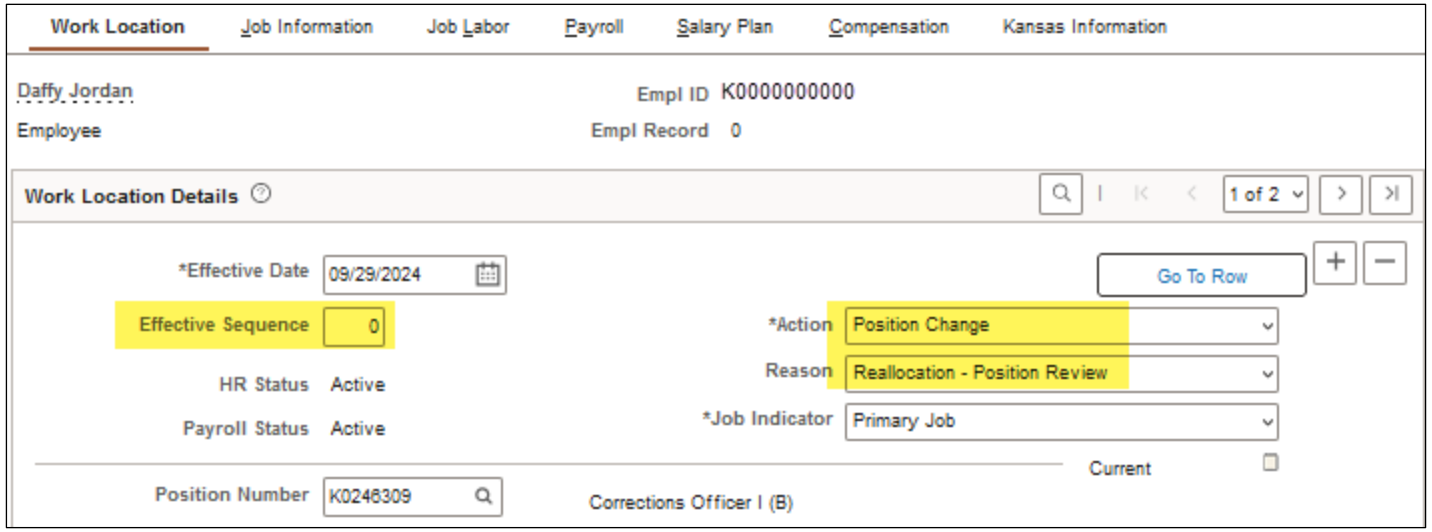
After the reallocation is entered in Position Data, a new Effective Dated row and an Effective Sequence should be entered in Job Data, with the appropriate Action and Reason codes. From the Workforce Administration Homepage, click the 'Maintain Employee Record' tile, go to Job Data, enter the Empl ID, and click Search.





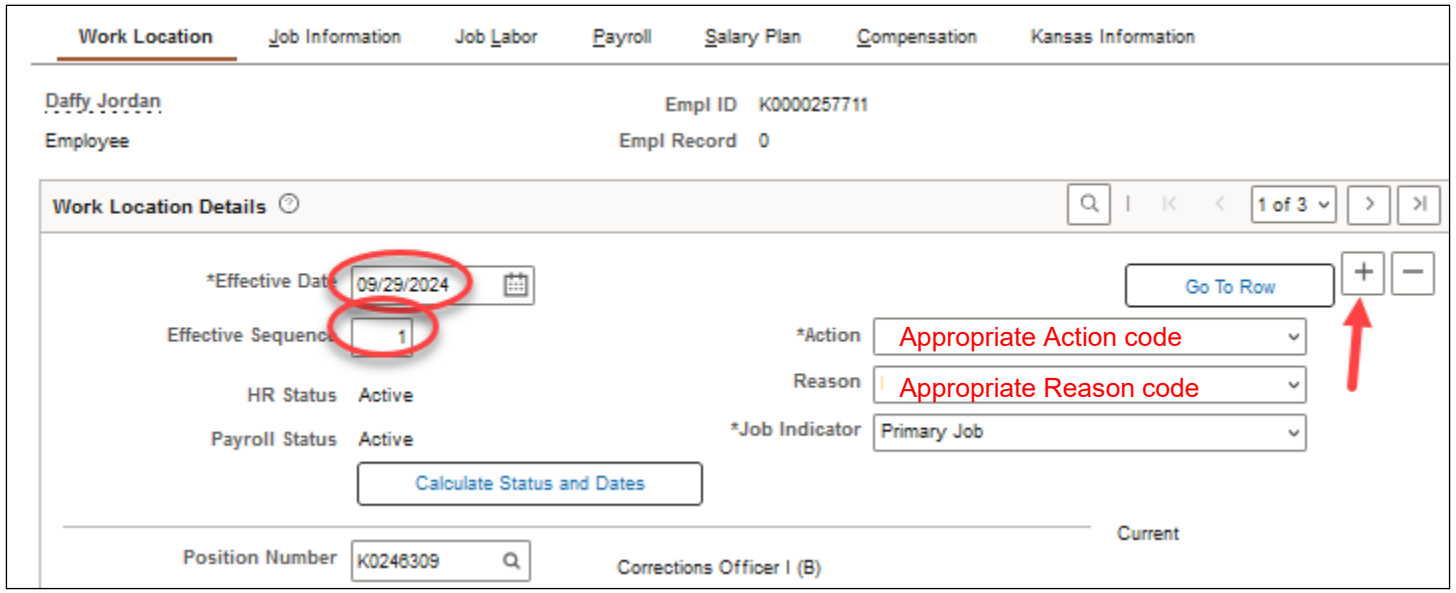
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The reallocation row will flow over to Job Data on the next available Effective Sequence number, though it is typically zero.



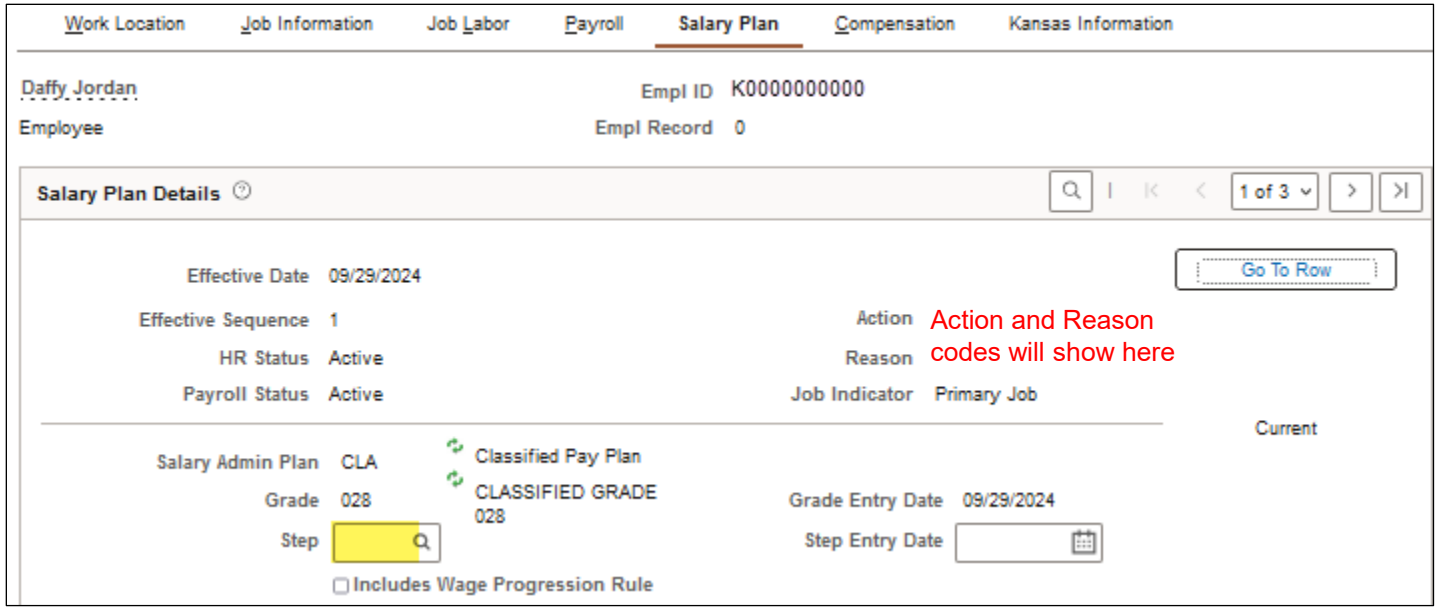
Classified Position Reallocation

Click the + sign to add a row, the current date will default in so remember to change the Effective Date so it matches the date of the reallocation. Enter the Effective Sequence number which will be one greater than the Sequence number on the reallocation row. Refer to the Action/Reason User Guide to determine the appropriate Action and Reason codes to use. Typical Actions would be ‘Promotion’, ‘Demotion’, or ‘Transfer’.



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The step is blank on the reallocation row, that carries forward when you add the Promotion/Demotion/Transfer row. On the **Salary Plan** page, enter the appropriate step based on regulations and/or agency policy. Both the Grade Entry Date and Step Entry Date changes to the effective date of the promotion/demotion/transfer since the Grade Step both changed.

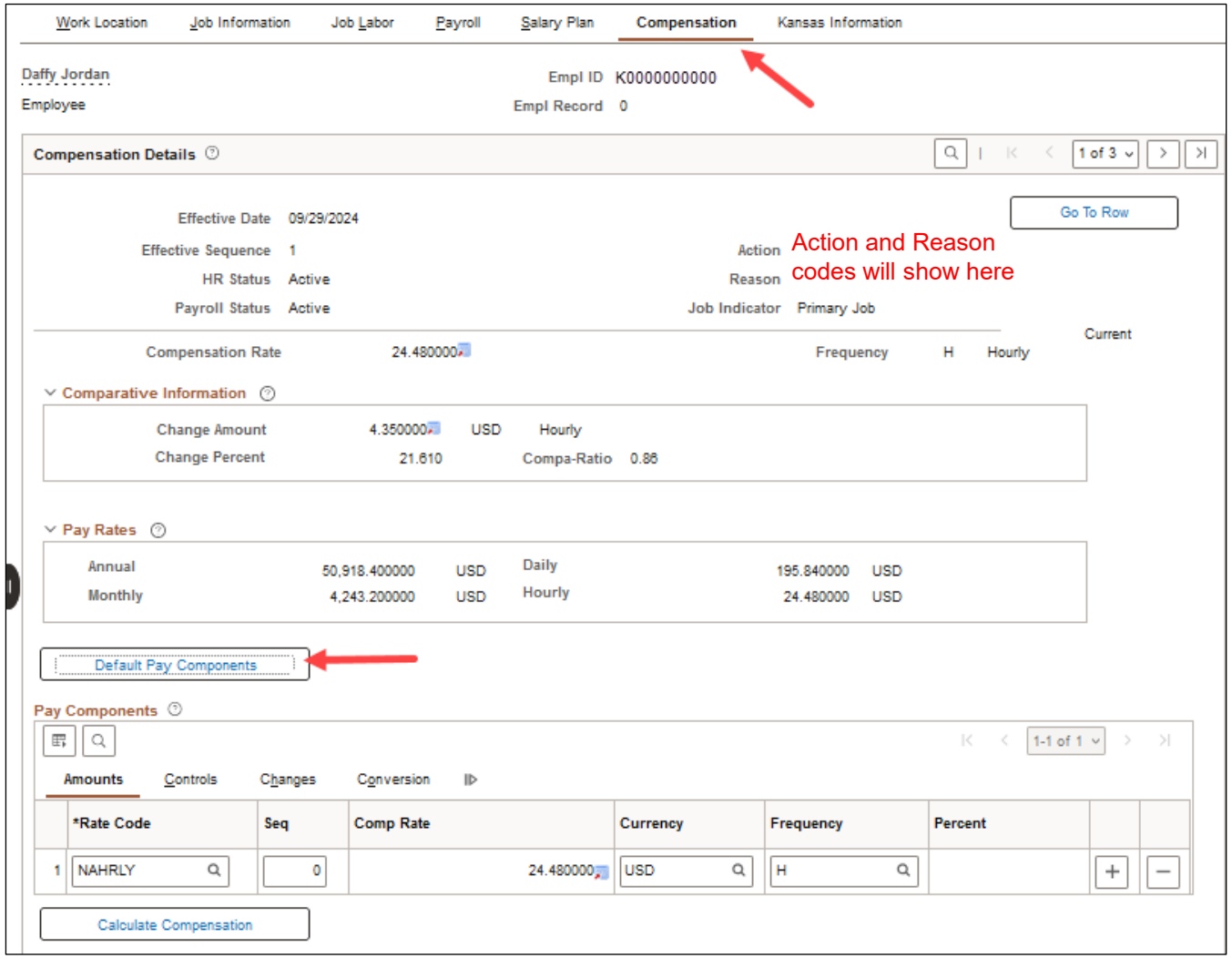


Classified Position Reallocation

On the **Compensation** page, click the Default Pay Components button to update the hourly Comp Rate.

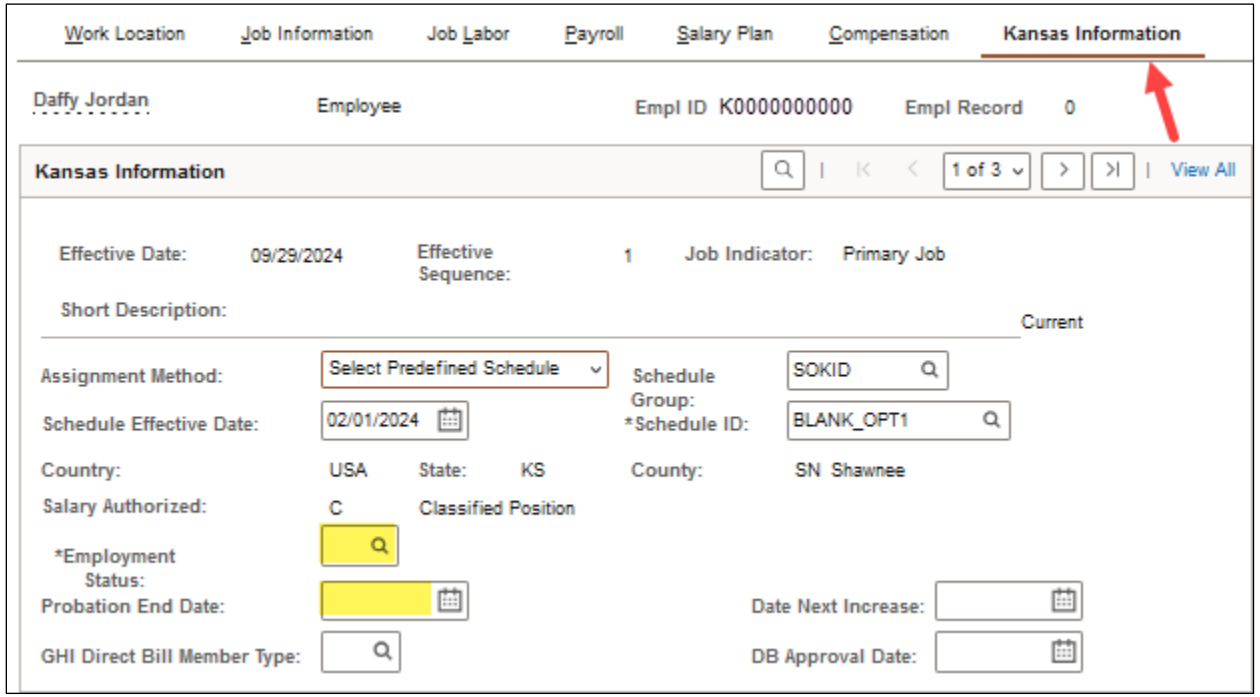
Remember, classified positions are attached to the Classified Salary Plan which has specific salary rates for grades/steps so do not manually update the hourly rate. If the hourly does not default in correctly, verify the step was entered correctly.

Other compensation rates also update, such as the Change Amount, Change Percent, and Annual Rate.



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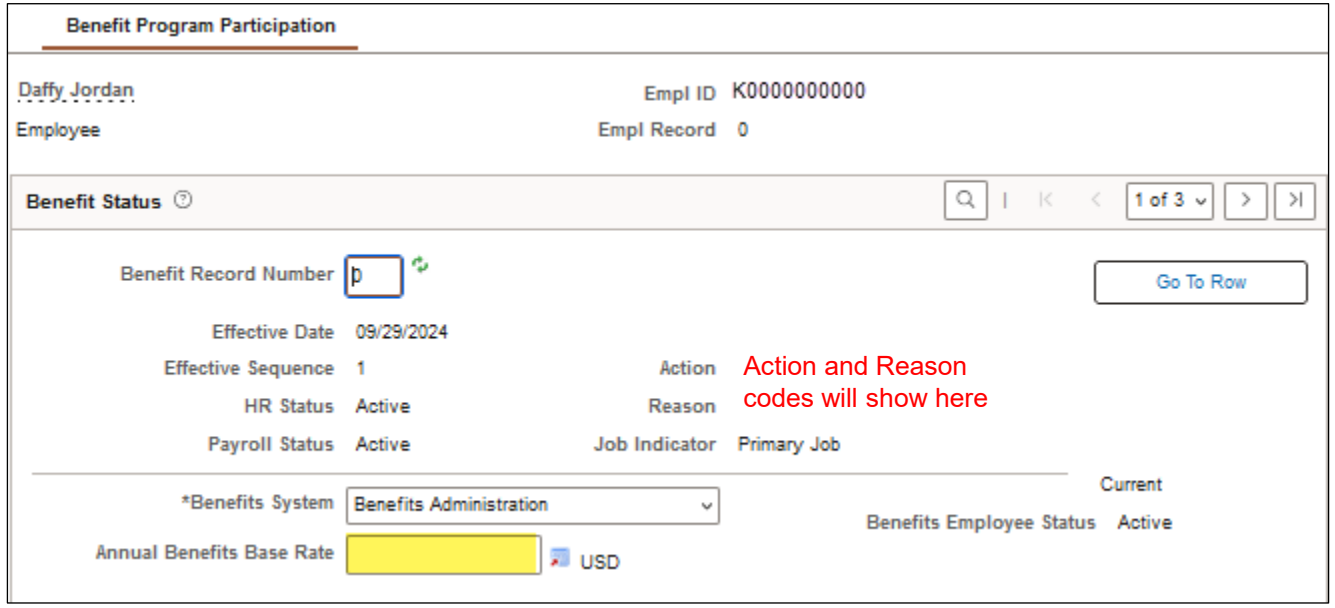
On the **Kansas Information** page, you will find the Employment Status and Probation End Date fields. Typically, when a promotion action is used, these fields will default in with a 6 month promotional probation status ‘Promo Prob’. Regardless of the action used, users need to defer to regulations and agency policy in order to determine the appropriate Employment Status and Probation End Date. The Action/Reason User Guide will provide applicable regulations to review.



Classified Position Reallocation

On the **Benefit Program Participation** page, manually update the Annual Benefits Base Rate to match the new annual rate. Do not change the benefits eligibility field codes unless the FTE and Standard Hours changed. Click the Save button when all of the updates are done.

NOTE: There may be other fields, such as Schedule ID or Holiday Schedule, that may need to also be updated. Those should be updated when entering this row.



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Did the FLSA on the position change? If so, the agency will need to update the employee's Time Reporter Data Workgroup. Go to the Employment Information page to access the Time Reporter Data link to Time and Labor Data. Click the + button, update the Effective Date to match the reallocation date, update the Elapsed Time Template (if needed), Workgroup, and Taskgroup (if needed). Click OK when finished, then Save.

