



## Compensation/Classification Action Request

REQUESTED ACTION	HRMS SCREEN 009	REQUESTED ACTION	HRMS SCREEN 009
<input type="checkbox"/> Classification of a new position	A	<input type="checkbox"/> Career progression outside classification  <i>*Complete a Personnel Action Form Change, transaction 002, in HRMS. (Update screens 004 and 009).</i>	C
<input type="checkbox"/> Reclassification of existing <u>vacant</u> position	H		
<input type="checkbox"/> Other			

**Justification for Proposed Changes:**

*Attach current organizational chart AND attach a functional list of job duties.*     *Attach resume of incumbent for filled position.*

Department Name	Contact Name	Phone Number
Immediate Supervisor	Supervisor's Phone Number	
Employee Name (if Incumbent)	ASU ID Number (if Incumbent)	

**CURRENT POSITION INFORMATION**

Job Title	Position Number	Salary	Pay Grade
Job Class	Dept Code	FTE	FLSA <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<input type="checkbox"/> Classified	<input type="checkbox"/> Service Professional*	<input type="checkbox"/> Administrative*	

**PROPOSED ACTION**

Job Title	Position Number (if required)	Salary	Pay Grade
Job Class	Dept Code	FTE	FLSA <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<input type="checkbox"/> Classified	<input type="checkbox"/> Service Professional*	<input type="checkbox"/> Administrative*	

*\* When moving from a Classified to a Service Professional or Administrative position, attach appropriate documentation.*

Area – Org	Additional Funding Source (if applicable)		
Department Head	Date	Dean/Director/Business Manager	Date

**FOR HUMAN RESOURCES USE ONLY**

Comments:	
Human Resources Signature	Date