


9.2 Reclassifying a Position with a New Job Code


Purpose: Use this document as a reference for reclassifying a position with a new job code in ctcLink.

Audience: HR Specialists and HR Administrators.

 You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZD FWL HCM View Pay
- ZD HR Central Config VW
- ZD HR Admin View Job Data
- ZD Benefits Employee Data Inq
- ZD HR Employee Maintenance VW
- ZD HR Limited Person Job Info
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator
- ZZ FWL HCM Pay Process

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 **Important:** Position data **MUST** be kept accurate and in sync with Job Code and Salary Admin Plans. It is important to modify the pages in proper order to keep the data in sync. **Modify the position data first**, and then the employee record.

Reclassifying a Position with a New Job Code

Verifying an Employee's Job Record

Navigation: NavBar > Navigator > Workforce Administration > Job Information > Job Data



Note: Processes in the **Job Data** area are view only – no changes are made.

1. The **Job Data** search page displays.
2. Enter the **Empl ID** in the **Search Criteria** section.
3. Select the **Search** button.
4. Select the appropriate **Empl Record** from the **Search Results** section.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with ▼ 101000000 x

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

5. The **Job Data** page displays.
6. In the **Work Location** tab, make note of the position number.

New W

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | CTC Job Data | CTC Earnings Distribution

Employee: [Redacted] Empl ID: 101000000
Empl Record: 0

Work Location Details ? 1 of 2

*Effective Date: 01/01/2018
Effective Sequence: 1
HR Status: Active
Payroll Status: Active

*Action: Data Change
Reason: Absence Enrollment
*Job Indicator: Secondary Job

Position Number: [Redacted] + -

Override Position Data

Position Entry Date: [Redacted]
☐ Position Management Record

*Regulatory Region: USA United States
Company: 170 WA STATE COMM COLL DIST 17

7. Select the **Job Information** tab.
8. The **Job Information** page displays.
9. Make note of the job code attached to the employee.

New W

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation | CTC Job Data | CTC Earnings Distribution

Employee: [Redacted] Empl ID: 101000000
Empl Record: 0

Job Information Details ? 1 of 2

Effective Date: 01/01/2018
Effective Sequence: 1
HR Status: Active
Payroll Status: Active

Action: Data Change
Reason: Absence Enrollment
Job Indicator: Secondary Job

*Job Code: 440003 NON-INSTRUC ACAD EMPLOYEE
Entry Date: 09/27/2012
Supervisor Level: [Redacted]
Supervisor ID: 101004908 Noelle Smith
Reports To: [Redacted]
*Regular/Temporary: Temporary
*Full/Part: Part-Time

10. The process to verify an employee's job record is now complete.

Updating Position Data

Navigation: NavBar > Navigator > Organization Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

1. The **Add/Update Position Info** search page displays.
2. Enter the position number noted from step 4 in the **Position Number** field.
3. Select the **Search** button.

Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Position Number

begins with ▼

Description

begins with ▼

Position Status

= ▼

Business Unit

begins with ▼

Department

begins with ▼

Job Code

begins with ▼

Reports To Position Number

begins with ▼

☐ Include History

☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

4. The **Add/Update Position Info** page displays.
5. Select the **Add a New Row** button.
6. The **Effective Date** will default to today's date, change if necessary.
7. Select the **Reason** lookup icon and select **JRC (Job Re-Classification)**.
8. Select the **Job Code** lookup icon and select a new job code.
9. Select the **Reg/Temp** drop-down menu and select the appropriate option.
10. The **Title and Short Titles** fields will auto-populate based on the Job Code selected in step 12.

[<](#) Job Information
 Add/Update Position Info
 [New Window](#)

[Description](#)
[Specific Information](#)
[Budget and Incumbents](#)

Position Information

Position Number 00001003
 Current Head Count 1 out of 1
 [+](#) [-](#)

Headcount Status Filled
 *Effective Date 01/01/1901
 *Status Active

Reason
 Conversion
 Action Date 08/20/2015

*Position Status Approved
 Status Date 08/20/2015
 ☐ Key Position

Job Information

*Business Unit HR170
 Community Colleges of Spokane

Job Code 00592E
 MEDIA MAINTENANCE TECH I

*Reg/Temp Regular
 *Full/Part Time Full-Time

*Regular Shift Not Applicable
 Union Code WF
 WA Federation of State Employee

Title MEDIA MAINTENANCE TECH I
 Short Title MEDIA TECH
 [Detailed Position Description](#)

11. Select the **Specific Information** tab.
12. **Note:** make any other selections to field data as needed in the Work Location and Salary Plan Information sections. Refer to QRG [Copying and Creating Positions](#).
13. The **Specific Information** page displays.
14. Enter the **Max Head Count** for the position, if necessary.
15. Ensure the **Update Incumbents** checkbox is selected.
16. Ensure the **Budgeted Positions** checkbox is selected.
17. Select the **Save** button.

Position Number 00001003
Headcount Status Filled
Current Head Count 1 out of 1

Effective Date 06/11/2019 Status Active

Max Head Count 1

Mail Drop ID
Work Phone
Health Certificate
Signature Authority

Incumbents

☒ Update Incumbents
☐ Include Salary Plan/Grade
☐ Force Update for Title Changes

☒ Budgeted Position
☐ Confidential Position
☐ Job Sharing Permitted
☐ Available for Telework

Education and Government

Save Return to Search Notify Add Update/Display Include History Correct History

18. A confirmation message displays.
19. Select the **OK** button.

Warning -- The Reports To position has not been entered. (1000,144)

Reports To is blank.

Enter a Reports To position number, or leave as is. The Reports To field is used to generate organizational reports in Position Management. The first position in the hierarchy should be entered and saved as a blank, and then changed in Correction mode to report to itself.

OK Cancel

20. The **Add/Update Position Info** page displays.
21. Select the **Budgets and Incumbents** tab.
22. The **Budget and Incumbents** page displays.
23. **Note:** If the effective date is in the future, the incumbent position data will not be overridden until the future date.
24. Select the **Job Data** link to go back to the current incumbent.

[Description](#) | [Specific Information](#) | **Budget and Incumbents**

Position Number 00001003
 Headcount Status Filled Current Head Count 1 out of 1

Current Budget

Head Count	0	Current Budget FTE	0.00	Amount	0.000
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Current Incumbents

1-1 of 1

Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
101001431	0	Full-Time	40.00	Wyatt Webb	07/01/2018	Pay Rate Change	Cost-of Living Adjustment	Y	Job Data

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Description](#) | [Specific Information](#) | Budget and Incumbents

25. The **Job Data** page displays.
26. On the **Job Information** tab, verify the **Job Code** has changed.
27. Select the **OK** button.

[Work Location](#) | **Job Information** | [Job Labor](#) | [Payroll](#) | [...](#)

Employee

Job Information Details ?

Effective Date 07/01/2018
 Effective Sequence 0
 HR Status Active
 Payroll Status Active

*Job Code 00592E

Entry Date 05/06/2010

28. The process to reclassify a position with a new job code is now complete.
29. End of procedure.