

### Completing a Reclassification Event

This Quick Reference Guide (QRG) provides instructions for completing a reclassification event that was done outside of the Workday system. Complete these steps after the position has been approved by CFO/SABRS and budget changes have been loaded to Workday (see position restrictions additional data for budget information).

- ❖ The Workday effective date of the reclassification should be the date the reclassification was finalized in the budget (the keyed/modified date in ORPICS).
- ❖ The additional job and associated WOC (if applicable) in Workday, should match the reclassification effective date of the approved reclassification which documents that period of the reclassification (as it occurred).
- ❖ For each action, please utilize the “comments” to document the changes and any retroactivity relating to the reclassification.
- ❖ Please work with the Workday team if any actions need to be rescinded in order to complete retroactive actions.

### Employee Changes:

Some or all of the following actions will need to be completed, depending on the elements that changed as part of the reclass.

#### ● **Remove Additional Job:**

- Remove the Additional Job that was added to the worker to document the WOC/Reclass job profile and representation details using reason “**End Additional Employee Job>Reclass>Reclass Complete.**”
- See [Remove Additional Job \(Rotation/WOC\)](#) job aid.

#### ● **Update Position Job Profile:**

- Update the position job profile associated with the employee using the reason “**Edit Position>Reclass Complete.**”
- See [Edit Position – Employee data](#) job aid.

#### ● **Request a Compensation Change:**

- Using the “**Base Salary Change>Job Reclassification**” reason, remove the WOC and update the employee’s compensation to match the new job profile as of the Workday effective date.
- See [Request Compensation Change](#) job aid.
- Review employee compensation from the reclassification effective date to verify appropriate salary payment. Any back pay that may be owed can be documented using the One Time>Gross Pay Adjustment>Lump Sum. Please include detailed comments/notes on the lump sum, and attach any documentation. The lump sum should be entered with the Workday effective date.

**Additional Information:** For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#).  
For system issues, please contact [Workday.help@oregon.gov](mailto:Workday.help@oregon.gov)

- **Review and Update Service Dates:**

- As needed, review and update service dates, particularly Benefit Service Date if the worker was previously at max step. See [Change Benefit Service Date \(Salary Eligibility Date\)](#) job aid.

- **Manage Union Membership and Representation:**

- If there was a change in Union/Representation, you will need to end/update union membership for the worker.
- See [Union Membership, manage](#) job aid.

### **Position Restrictions Changes:**

- **Update Job Profile on Position Restrictions:**

- Using the reason “**Edit Job>Reclass Complete**,” update the position restrictions elements as it relates to the reclassification – this may include updating the job posting title, the job family, job profile and position description elements (as applicable).
- See [Position Restriction \(position description; filled\), edit](#) and [Position Restriction \(position description; unfilled\), edit](#) job aids.

- **Update Default Compensation:**

- The default compensation is the default rate that populates (until updated in a future process). Update the default compensation as of the Workday effective date to the first rate of the PERS Eligible grade profile (end’s in “P”) if available for the new reclassified job profile.
- See [Default Compensation Change, request](#) job aid.

- **Update Position Restrictions Representation:**

- If the positions union/representation changed due to the reclassification, update the organization assignment of “position representation” to the new union/representation as of the Workday effective date.
- See [Organization Assignments and Default Cost Center](#) on a Position job aid