Employment Action Form and Organizational Restructuring Directions

The Employment Action Form and Organizational Restructuring combines and replaces the PJRF (Position Justification Request Form, PCF (Position Control Form) and PAR (Personnel Action Request) for non-faculty employees and positions.

The purpose of this form is to establish a consistent manner to document actions needed for both employees and positions, to eliminate redundancy in providing similar information on multiple forms, to reduce the need for Vice President signatures on multiple forms and to ensure that positions and employees are appropriately represented in SAP for organizational management.

This form has gone through several revisions based on collaborative feedback obtained from NEPayroll, Organizational Management, Budget, Human Resources and end-users.

Section I: Vacancy / Personnel Action

- This section is to be completed by the Requestor with the support and knowledge of the Division VP. All boxes applicable to the Employment Action request should be checked.
- For employment action requests indicating an asterisk (*), a current Position Description, highlighting new or revised duties, is needed to accompany the form.
- In this section, indicate if the position should be frozen or eliminated and how the position should be expensed. With the integration, this will be critical information to have, as funding centers may change, and the cost for many of our positions may be split between multiple universities.
- Upon completion of Section I, the Requestor forwards the form to the Classification Manager.

Section II: Classification & Budget Review

- The first portion of this section is completed by the Classification Manager to confirm the accuracy of the classification currently assigned to an existing position OR to determine a classification for a new position. An accurate Position Description is integral to this process.
- The second portion of this section is completed by the Budget Office, outlining how the change or addition of a position will impact the budget.
- Upon completion of Section II, the Budget Office will notify the Vice President and CC group.
- The Vice President will include New Position, Replacement of Existing Position and Temporary Continuation/Extension requests on their next VP agenda for final determination by the President. Vice Presidents will discuss Reclassification requests directly with the President for final determination. All other requests will be routed as appropriate to Human Resources, Payroll or Organizational Management so the appropriate changes may be made.
- Upon approval/signature by the President (or designee), the Exec. Assoc. in the President's Office forwards the approved form to Vice President, Budget, Classification & Employment Services

Section III: Recommended Candidate (to be completed for new, replacement, continuation/extension and appointed positions)

- This section is completed by the Hiring Manager / Supervisor to identify the candidate recommended for hire at the conclusion of a search or for continuation/extension or appointment.
- Upon completion of Section III, the Hiring Manager / Supervisor would forward the form to Employment Services.

Section IV: Administrative Approval

- If applicable to the approved Employment Action, Employment Services reviews the search process, if applicable, and approves the recommended candidate for hire.
- Employment Services confirms the salary for the existing employee or recommended candidate.
- Employment Services then routes the form to the Vice President for their authorization for BU and MU. LHU's authorizations are done electronically in PeopleAdmin.
- Once approved by the Vice President, for new and replacement positions, an employment offer would be extended by Human Resources or the Hiring Manager / Supervisor as appropriate.

Section V: Human Resources

- Human Resources confirms/initiates clearances, a start date and other information as appropriate.
- Human Resources generates correspondence to the employee or recommended candidate as appropriate and/or provides information to NE Payroll and/or Organizational Management for next steps.