Compensation/Classification Check List

In order to better assist our departments, we suggest you use the following checklist when submitting actions.

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☐ If this is a new E&G or Auxiliary position, have you contacted the Budget Office to get a position number?

☐ Have you completed all parts of the PMAP (Position Management Action Page) including appropriate signatures?

☐ Have you clearly and concisely described the actual work of the position in the essential functions?

☐ Have you alerted Compensation/Classification to any special needs associated with this action?

☐ Has the last page of the position description been signed and dated by appropriate individuals?

☐ If the classification action involves supervisory changes, have you included a Supervisory Change Form for each affected subordinate?

☐ If this is a C&G position, did you remember it must be routed through Sponsored Research Accounting Services for funding approval before sending it to Human Resources?

Ensuring all of the above boxes are “checked” will allow Compensation/Classification to more quickly address your needs.

Please call your designated Compensation/Classification Analyst with any questions.