Cross Functional Flow: UNLV SALARY ADMINISTRATION CLASSIFIED RECLASSIFICATION TRANSACTIONS

Campus, Employees, Payroll

- Request reclass (individual or occupational study)

Budgets

- Classified Employee budget approval
  - Job Class lists and classified salary schedules
  - IN "reclass materials"
  - HRMS edbpf, edbjob, edbjobac,
  - ImageNow all associated reclass paperwork

Systems

- Reclassification materials created, imaged, routed to salary admin with all appropriate signatures (NPD-19, budget approval, and other reclass study materials)

Comp

- Reclass materials
- Check current class codes, grades, steps.
- Reclass due to occupational study or individual study
- Is this job reclass an upward reclass for the employee
- Has the employee completed permanent status
- Does this reclass coincide with a "merit increase" NAC284.186
- Is this reclass a retroactive and effect previous salary actions that may need to be recalculated retro also

Salary Admin

- Yes
  - Pay rate minimum
  - Place this person at lowest step which meets one of two upward step configurations according to NAC284.170
  - Note review date and changes on checklist
  - Calculate the merit first
  - Recalculate any previous salary actions that are retroactively effected by this reclass

- No
  - Do not change merit date.
  - Place this person at lowest step which meets one of two upward step configurations according to NAC284.170
  - Note review date and changes on checklist
  - Calculate the merit first
  - Recalculate any previous salary actions that are retroactively effected by this reclass

Salary Admin

- Complete Miscellaneous Checklist to ensure all actions are affected

Salary Admin

- Prepare PAF with appropriate "07" reclass actions, effective dates, job classes, grade/step, pay rates, calculations, contract amounts, base salary amounts, acct numbers and comments

Copies sent to departments, and employees affected