Reclassification/Reallocation Request Instructions (Urbana Campus)

A Reclassification Request is initiated to potentially move a Civil Service employee from one Civil Service classification to another Civil Service classification. This is done after higher level duties have been assigned to the employee and the employee has been performing those duties over a period of time.

Who May Submit a Reclassification Request?

- Generally, the **Department** initiates the reclassification process by completing and submitting the electronic “Request for Reclassification” form, *along with an updated and signed Position Description and an Organizational Chart* to SHR via HireTouch.

  or

- An **Employee** may request a position audit and initiate the reclassification process by contacting the department’s HR personnel to submit it on his/her behalf or by submitting a letter of request, *along with an updated and signed Position Description that reflects the currently assigned duties and responsibilities being performed*, to the Deputy Director, Robbie Witt, at rswitt@illinois.edu.

***Proceed below for instructions on submitting departmental reclassification requests.***

**HIRETOUCH FORM INSTRUCTIONS**

1. Go to the UI Enterprise Applications web site at [https://apps.uillinois.edu/](https://apps.uillinois.edu/)
2. Select “Administrative Applications”
3. Select “Human Resources”

4. Select “Hire Touch Administrative Applications”
5. Login with your Enterprise Id and Password (same one used for HRFE)

6. Select the “JOBS” tab
7. Select “Civil Service Reclassification” from the drop down list

8. Click “Start a Workflow”
9. Select the “Civil Service Reclassification” template and click “Continue”

10. Enter the following information and click “Continue”
   - **Job Title - Department Name**
     - *(Example: Office Support Specialist – Staff Human Resources)*
   - **Chart and Org Code**
     - *(Example: 1746000 - There is no dash between chart and org code)*
   - **Organization Name** will pre-populate based on the Chart and Org code
   - **College Name or Administrative Unit** (if required by your unit)
11. This screen has been pre-populated (Do not make any changes to the selections), click “Continue”
12. Select “Start” for the Civil Service Reclassification

13. Fill in the fields below with the applicable requested information (fields with an * are required) and proceed below to upload the required reclassification documents
14. Click “Add” to upload the following **required** documents:
   - **Updated and Signed Job Description** (must be signed by the employee and supervisor and submitted as a PDF)
   - **Organizational Chart**
   *(Note: The audit process can be delayed by not submitting **ALL** of the required documents.)*

15. Upload the Updated and Signed Job Description
   - **Name the document** *(Example: jdpn#U11111.pdf)*
   - Skip the Description field and go to File Upload
   - Click “Browse” to attach the document
   - Select “Job Description” as the document type
   - Click “Save”
16. Verify that the Job Description document was attached and click “Add”

17. Upload the Organizational Chart
   - Name the document (Example “OBFS Payables Jan 2011.doc(x))
   - Skip the Description field and go to File Upload
   - Click “Browse” to attach the document
   - Select “Organization Chart” as the document type
   - Click “Save”
18. Verify that the Organizational Chart document was attached and click “Submit and Continue to Approvals.”

19. Select Approvers
   - Select the name of the Department approver
   - If you have a School level approver, select the appropriate name*
     *If there is no School level approver, select the same Department approver again (he/she will need to approve the form 2 times)
   - Select the name of the Dean/MAU Officer
   - Select “*Staff HR, Classifications & Salary”

20. Once the appropriate approvers have been selected at each level, click “Save”
1. The originator (Department Approver) initiates the approval process and click “Approvals”

2. Click “Approve”
- The name in red is the next person who needs to approve the form (an email is sent automatically)
- A green check mark (✔️) indicates approval
- The date and time of approval can be seen in the far right column

3. The approver is notified via e-mail and given instructions
4. To view and approve the Reclassification Request, go to Forms and click “Approvals”

5. Click “View”
   - If changes need to be made, go to step 6
   - If there are no changes that need to be made, skip to step 8
6. Click “Edit”.

7. Make any necessary changes and click “Submit and Continue to Approvals.”
8. Click “Approvals”.

9. Click “Approve”
   - A green check mark (✔) indicates approval
   - If you are the approver on more than one line, you will need to repeat this process