

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.

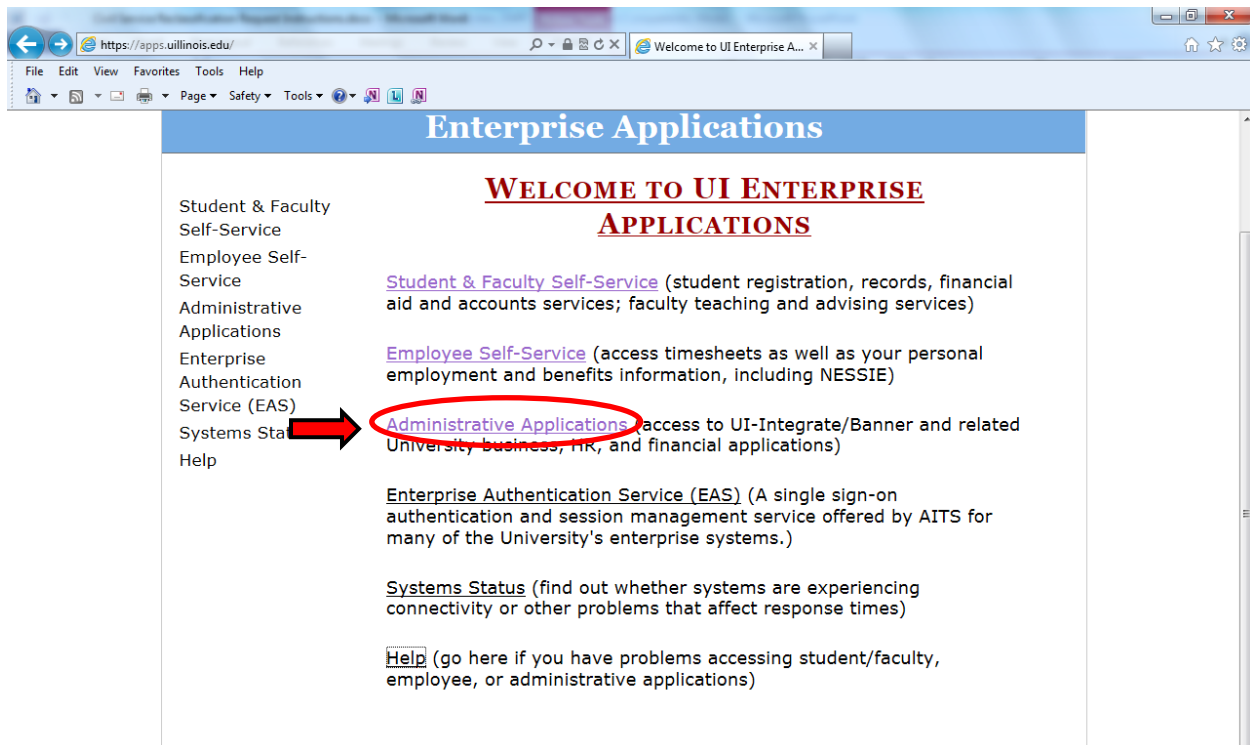
Who May Submit a Reclassification Request?

- 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

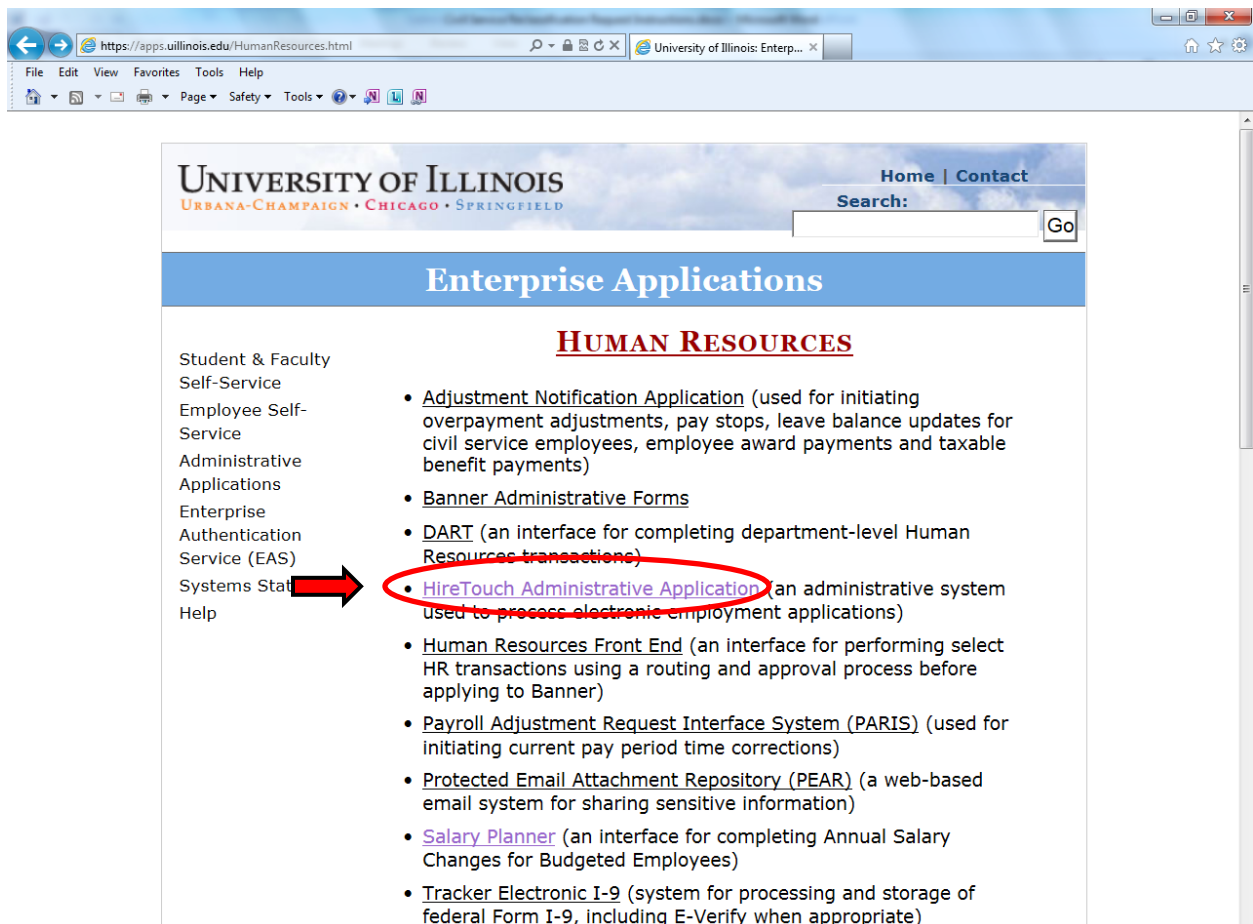
1. Go to the UI Enterprise Applications web site at <https://apps.uillinois.edu/>
2. Select “Administrative Applications”



3. Select "Human Resources"



4. Select "Hire Touch Administrative Applications"



5. Login with your Enterprise Id and Password (same one used for HRFE)

https://eas.admin.uillinois.edu/eas/servlet/EasLogin?redirect=https://appsenv6.adr... Enterprise Authentication S...

File Edit View Favorites Tools Help

Page Safety Tools

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Enterprise Authentication Login

(Important: DO NOT include "@uillinois.edu", "@uillinois.edu", "@uic.edu" or "@uis.edu" when entering your EnterpriseID)

EnterpriseID:

Password:

Login

ATTENTION: FIRST-TIME USERS of UI Enterprise applications! You must obtain your EnterpriseID and set up your Enterprise Password before you can use the applications.

First Time Users

Change Your Password

☐ If you know your password, but would like to change it, please check the box and login first.

Forgot Your Password?

Please enter your EnterpriseID at the top of the page and then click the button below

6. Select the "JOBS" tab

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University of Illinois - Urbana

HOME APPLICANTS **JOBS** PROSPECTS TASKS REPORTS RESOURCES

My Dashboard

Display Preferences

CLOCK

Tuesday
May 7th, 2013
2:39:32 PM

VIEWED JOBS

Date	Time	Title
Dec 17	11:59 AM	Staff Clerk - Mathematics
Jul 24	2:43 PM	Senior Associate Athletic Director, Administration - Division of Intercollegiate Athletics (A1200419)
Jul 10	2:42 PM	Media Communications Specialist - Division of Intercollegiate Athletics (A1200401)
Jul 9	4:59 PM	Information Technology Specialist - Engineering IT Shared Services
Jul 9	4:59 PM	Senior Information Technology Specialist - Engineering IT Shared Services
Jul 9	4:58 PM	Visiting LON-CAPA Developer - School of Molecular and Cellular Biology (A1200430)

LOCAL WEATHER

Conditions for Lakeville, MN at 12:59 pm CDT

Current Conditions:
Fair, 72 F

Forecast:
Tue - Partly Cloudy. High: 73 Low: 52
Wed - Thundershowers. High: 70 Low: 50

(provided by The Weather Channel) [Change Location](#)

VIEWED APPLICANTS

Filter by: This Month

Date	Time	Name
No record found		

7. Select "Civil Service Reclassification" from the drop down list

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HOME APPLICANTS **JOBS** PROSPECTS TASKS REPORTS RESOURCES

*All Jobs

*All Jobs

Academic Hiring Request Only

Academic Professional Jobs

AHR HRFs

AHR PAPERs

Archived Ac HRF Only

Archived Civil Service Employee Requisition

Archived Civil Service Reclassification

Archived CS HRFs

Archived Jobs

Archived PAPE Only

Civil Service Employee Requisition

Civil Service Hiring Request

Civil Service Job Posting

Civil Service Job Postings Archived

Civil Service Reclassification

Faculty/Other Academic Jobs

Faculty/Other Academic Search Waiver

ISSS Search

PAPE

03-08-2011a, Building Service Worker Trainee (45027) - University Housing

04-03-2012, Accountant I (00101) - University Housing

Start a Workflow

M N O P Q R S T U V W X Y Z All

- Job Status - GO CLEAR

	JOB STATUS	CONFIGURATION	WORKFLOW CREATED	LAST PROCESS DATE	SEARCH CLOSED	REQUISITION	ORG
	Pending	Retire Rehire					Staff Reso
Education - Music	Pending	Academic Professional Search	04/15/13	04/15/13			Music
	Approved	CS Employee Requisition					Hsg Unde
	Approved	CS Employee Requisition					Hsg Faci-
	Approved	Civil Service Hiring Request					Hsg Unde
	Approved	Civil Service Hiring Request					Hsg Unde
	Approved	CS Employee Requisition					Hous Divisi
	Approved	CS Employee Requisition					Hsg Faci-
	Approved	CS Employee Requisition					Hsg Faci-
	Pending	CS Employee Requisition					Hous Divisi

8. Click "Start a Workflow"

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Session expires in 49 min

HOME APPLICANTS **JOBS** PROSPECTS TASKS REPORTS RESOURCES

Civil Service Reclassification

Civil Service Reclassification Form

Start a Workflow

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search GO CLEAR

TITLE	JOB STATUS	ORG CODE	ORGANIZATION NAME	RECLASSIFICATION STATUS	RECLASSIFICATION	RECLASSIFICATION DA
Account Tech II - Engineering Shared Business Services Center	Pending	1273000	Engr Shared Admin Services	Completed - Pending Approval		03/31/11
Account Tech III - Committee on Institutional Cooperation	Pending	1970000	Comm on Instit Cooperation	Completed - Pending Approval		07/07/11
Account Technician III	Pending	9698000	OBFS - University Payables	Completed - Pending Approval		03/07/11
Account Technician II	Pending	1392004	BI Business Affairs	Completed - Pending Approval		06/15/12
Account Technician II, Computational Science and Engineering	Pending	1246000	Computational Science and Engr	Not Started		12/05/11
Account Technician II- Campus Recreation	Pending	1571003	ARC CRCE Operations	Not Started		10/03/11

9. Select the “Civil Service Reclassification” template and click “Continue”

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HOME APPLICANTS **JOBS** PROSPECTS TASKS REPORTS RESOURCES

Add a Requisition

Choose Template Specify Settings Requisition Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES

Category: - All Categories -

Search: Job Template Title

search)

- ☐ Civil Service Hiring Request/Employee Requisition
- ☐ Civil Service Job Posting
- ☒ Civil Service Reclassification
- ☐ Dual Career Program Waiver, Academic Professional (Provost Comm. 8)
- ☐ Dual Career Program Waiver, Faculty/Other Academic (Provost Comm. 8)
- ☐ Faculty and Other Academic Appointment Change

Preview:

Job Title - Civil Service Reclassification
Department Name:
Job Category: Civil Service and Extra Help
*Chart and Org Code:
*Organization Name:
*College Name or Administrative Unit:
Required Documents:

Back 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)

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HOME APPLICANTS **JOBS** PROSPECTS TASKS REPORTS RESOURCES

Add a Requisition

Choose Template Specify Settings Requisition Forms

Step 2. Specify the Requisition Settings

Job Details > Civil Service Reclassification

*Job Title - Department: Office Support Specialist
Name: Example, Asst Prof - Chemistry

*Chart and Org Code: 1630002
Example: 1100000


*Organization Name: Staff Human Resources Operations (1630002)

*College Name or Administrative Unit: Staff Human Resources

Back to Template Continue

* required

11. This screen has been pre-populated (Do not make any changes to the selections), click “Continue”

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Add a Requisition

Choose TemplateSpecify SettingsRequisition Forms

Step 3. Attach Forms to the Requisition

NOTE: Please do not make any changes to the selections below.

Applicant Related Form Packages

Name	Description
<input type="checkbox"/> Academic Professional Profile	Academic Professional Profile
<input type="checkbox"/> Applicant EEO	Applicant EEO
<input type="checkbox"/> Application	ISSS Application
<input type="checkbox"/> CS Application	This package contains the basic application forms
<input type="checkbox"/> CS Exam Request	CS Exam Request
<input type="checkbox"/> CS Part 2 Only	Part 2 Only
<input type="checkbox"/> Faculty Profile	Faculty Profile
<input type="checkbox"/> Pre-Approval	Package contains pre-approval form
<input type="checkbox"/> Special Faculty Profile	Special Faculty Profile


Job Related Form Packages

Name	Description
<input checked="" type="checkbox"/> Civil Service Reclassification	Civil Service Reclassification form
<input type="checkbox"/> Academic Hiring Request Form Only	Package contains Academic Hiring Request only.
<input type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE, Appointment Change
<input type="checkbox"/> Academic Professional Search	Package includes PAPE, Search, Summary Form
<input type="checkbox"/> Finalist Compliance Form	Finalist Compliance Form
<input type="checkbox"/> ISSS Faculty Search	Package includes ISSS Search form and Finalist
<input type="checkbox"/> ISSS Search	Package includes HRF, PAPE, ISSS Search, Summary Form
<input type="checkbox"/> PAPE Only	Package includes PAPE form
<input type="checkbox"/> Post Doc Resrch Assoc	
<input type="checkbox"/> Provost Comm. 3 - 0% Faculty Appointments	
<input type="checkbox"/> Provost Comm. 3 - Cases Forwarded for Second Level Review	
<input type="checkbox"/> Provost Comm. 3 - Executive Officer Appointments	
<input type="checkbox"/> Provost Comm. 3 - Faculty Appointment with Tenure	
<input type="checkbox"/> Provost Comm. 3 - Requests to Add New Administrative Position	
<input type="checkbox"/> Provost Comm. 3 - Salaries over \$90,000	
<input type="checkbox"/> Provost Comm. 4 - Faculty Excellence Waiver	
<input type="checkbox"/> Provost Comm. 7 - TOP Traditional Search	
<input type="checkbox"/> Provost Comm. 7 - TOP Waiver	
<input type="checkbox"/> Retire Rehire Hiring Request	Package contains Search Waiver and Retire Rehire forms.
<input type="checkbox"/> Search Waiver Form	Search Waiver Form
<input type="checkbox"/> Summary	Summary
<input type="checkbox"/> Summary Form 10th Hire	Summary Form 10th Hire
<input type="checkbox"/> Summary Form 2nd Hire	Summary Form 2 Multiple Hire
<input type="checkbox"/> Summary Form 3rd Hire	Summary Form 3 Multiple Hire
<input type="checkbox"/> Summary Form 4th Hire	Summary Form 4 Multiple Hire
<input type="checkbox"/> Summary Form 5th Hire	Summary Form 5 Multiple Hire
<input type="checkbox"/> Summary Form 6th Hire	Summary Form 6th Hire
<input type="checkbox"/> Summary Form 7th Hire	Summary Form 7th Hire
<input type="checkbox"/> Summary Form 8th Hire	Summary Form 8th Hire
<input type="checkbox"/> Summary Form 9th Hire	Summary Form 9th Hire

Session expires in 59 min

[Back to Settings](#) [Continue](#)

12. Select "Start" for the Civil Service Reclassification

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Office Support Specialist
Civil Service and Extra Help - Pending

PropertiesActivityProcesses**Forms**

[Job Forms](#) | [Comments](#)

Forms added successfully

Show Job Forms
Please do not use Recertify after all approvals have been approved. Please do not add a form without contacting OEOA to avoid overwriting existing forms.


Form Name	OEOA File Number	Recertify	Action	Approval	Document History	+ Add/Remove Forms
Civil Service Reclassification			Start			Remove
Civil Service Reclassification						Remove

Actions
 Edit Demographics
 Send Correspondence
 Upload a Document
 Attach a Note
 Create a Task

Processes
CS Reclassification: Not Started 5/7/13

Job Details

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

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HOMEAPPLICANTS**JOBS**PROSPECTSTASKSREPORTSRESOURCES

Office Support Specilaist
Civil Service and Extra Help - Pending

PropertiesActivityProcesses**Forms**

[Job Forms](#) | [Comments](#)

Form

Civil Service Reclassification

Civil Service Reclassification (STEP 1 OF 1)

*Position Number:

*Present Classification:

Proposed Classification:

*Employee Name:

*Employee Email Address

Actions
 Edit Demographics
 Send Correspondence
 Upload a Document
 Attach a Note
 Create a Task

Processes
CS Reclassification: Not Started 5/7/13

Job Details

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.)

Documents

An updated/ signed job description and organizational chart is required

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
None				



☒ Submit and Continue to Approvals

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”**

Documents

An updated/ signed job description and organizational chart is required

Session expires in 46 min

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
None				

Name:

Description:

File Upload:

Document Type:





16. Verify that the Job Description document was attached and click “Add”

Documents

An updated/ signed job description and organizational chart is required

Session expires in 44 min

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
jdpm#U11111		Job Description	Office Supp Spc 1.pdf	82177

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”

Documents


An updated/ signed job description and organizational chart is required

Session expires in 52 min




NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
None				



Name:

Description:

File Upload: 

Document Type:

 Save  Exit

18. Verify that the Organizational Chart document was attached and click “Submit and Continue to Approvals.”

Documents

An updated/ signed job description and organizational chart is required

Session expires in 44 min

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
OBFS University Payables		Organization Chart	OBFS-Univ.Payables 03.30.2012.pdf	294089
jdprn#U11111		Job Description	Office Supp Spc 1.pdf	82177

Add

☒ Submit and Continue to Approvals Save Exit

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”

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HOME APPLICANTS **JOBS** PROSPECTS TASKS REPORTS RESOURCES

Office Support Specilaist
Civil Service and Extra Help - Pending

Properties Activity Processes **Forms**

[Job Forms](#) | [Comments](#)


All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
Department	Approver: Westle, Charlotte
School/Department	Approver: Westle, Charlotte
Dean/MAU Officer	Approver: Grindley, Amy
Staff HR	Approver: *Staff HR, Classification...

Save

APPROVAL PROCESS

1. The originator (Department Approver) initiates the approval process and click “Approvals”

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Session Expired at 02:00 PM
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Office Support Specilaist
Civil Service and Extra Help - Pending



PropertiesActivityProcessesForms

[Job Forms](#) | [Comments](#)


Approvers updated successfully

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
Department	Approver: Westle, Charlotte 
School/Department	Approver: Westle, Charlotte 
Dean/MAU Officer	Approver: Grindley, Amy 
Staff HR	Approver: *Staff HR, Classification... 

 Save Approvals Edit Approvers

2. Click “Approve”

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University of Illinois - Urbana

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Office Support Specilaist
Civil Service and Extra Help - Pending



PropertiesActivityProcessesForms

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Job Form Approval

Form: Civil Service Reclassification
Form Originator: Westle, Charlotte

Title	Name	Approved	Rejected	Date
Department	Charlotte Westle			
School/Department	Charlotte Westle			
Dean/MAU Officer	Amy Grindley			
Staff HR	Classifications & Salary *Staff HR			

 Approvers View Back Approve Reject

- 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



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Office Support Specilaist
Civil Service and Extra Help - Pending

Properties

Activity

Processes

Forms

[Job Forms](#) | [Comments](#)

Job Form Approval

Form: Civil Service Reclassification
Form Originator: Westie, Charlotte

Title	Name	Approved	Rejected	Date
Department	Charlotte Westie	✓		03:37:53 PM Tue 5/7/13
School/Department	Charlotte Westie			
Dean/MAU Officer	Amy Grindley			
Staff HR	Classifications & Salary *Staff HR			

⊕ Approvers 👤 View ⏮ Back ✅ Approve ❌ Reject

3. The approver is notified via e-mail and given instructions

Request for Approval of Reclassification for Office Support Specilaist - Message (HTML)

File Message McAfee E-mail Scan

Ignore X Delete Reply Reply Forward Meeting IM More

Junk Delete Respond

Quick Steps

Monthly Employ... To Manager

Team E-mail Done

Reply & Delete Create New

Rules OneNote

Move Actions

Mark Unread

Categorize Follow Up

Translate Select

Find Related

Zoom

From: cwestie@illinois.edu

To: Westie, Charlotte B

Cc:

Subject: Request for Approval of Reclassification for Office Support Specilaist

Sent: Tue 5/7/2013 3:38 PM

A Reclassification Request has been sent for your approval in HireTouch for the position title: Office Support Specilaist

Please log in to the HireTouch Applicant Tracking system to review and approve this request using the following steps:

1. Log in to the HireTouch system by clicking the following link: [HireTouch](#)
(if you are already logged into the system, skip to step 2)
2. Access the job directly by clicking the following link: <https://employ.uillinois.edu/jobs/forms/show.cfm?jobID=31924>

To View and Approve the Reclassification Request:

- Click the **Approvals** link for the *Reclassification Request* form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.


To Edit and then Approve the Reclassification Request:

- Click the **Approvals** link for the *Reclassification Request* form.
- To review the form, click the **View** link at the bottom of the page.
- Click the **Edit** link at the bottom of the page.
- Edit the form and then click **Save and Continue to Approvals** at the bottom of the page.
- Click the **Approvals** link at the bottom of the page.

To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

See more about: cwestie@illinois.edu.

4. To view and approve the Reclassification Request, go to Forms and click “Approvals”



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Office Support Specilaist
Civil Service and Extra Help - Pending

PropertiesActivityProcessesForms

[Job Forms](#) | [Comments](#)

Show Job Forms
Please do not use Recertify after all approvals have been approved. Please do not add a form without completing OEOA to avoid overwriting existing forms.

Form Name	OEOA File Number	Recertify	Action	Approval	Document History	+ Add/Remove Forms
Civil Service Reclassification			View	Approvals	View History	Remove
Civil Service Reclassification						

Actions

[Edit Demographics](#)
[Send Correspondence](#)
[Upload a Document](#)
[Attach a Note](#)
[Create a Task](#)


Processes

CS
Reclassification: [Completed - 5/7/13](#)
[Pending Approval](#)

Job Details

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



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Office Support Specilaist
Civil Service and Extra Help - Pending

PropertiesActivityProcessesForms

[Job Forms](#) | [Comments](#)

Job Form Approval

Form: Civil Service Reclassification
Form Originator: Westle, Charlotte

Title	Name	Approved	Rejected	Date
Department	Charlotte Westle			03:37:53 PM Tue 5/7/13
School/Department	Charlotte Westle			
Dean/MAU Officer	Amy Grindley			
Staff HR	Classifications & Salary *Staff HR			

+ Approvals

[View](#)

Back

☒ Approve

☐ Reject

6. Click “Edit”.

Office Support Specialist - Cindy Superstar

Properties Activity Forms

Job Forms

View Form

Civil Service Reclassification (Step 1 of 1)

Position Number:
U11111

Present Classification:
Office Support Specialist - OBFS Payables

Proposed Classification:
Office Manager - OBFS Payables





Employee Name:
Cathy Chatty

Employee Email Address
chatty@illinois.edu

Employee Phone Number
217-333-2136


Supervisor Name:
Susan Superior

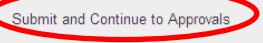

Supervisor Email Address

 Edit  Approvals  Comments  Download

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

Civil Service Reclassification Civil Service Reclassification Civil Service Reclassification.pdf 50990

 Add

 Submit and Continue to Approvals  Exit

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8. Click "Approvals".

Office Support Specialist - Cindy Superstar

Properties Activity Forms

Job Forms

View Form

Civil Service Reclassification (Step 1 of 1)

Position Number:
U11111

Present Classification:
Office Support Specialist - OBFS Payables

Proposed Classification:
Office Manager - OBFS Payables

Employee Name:
Cathy Chatty

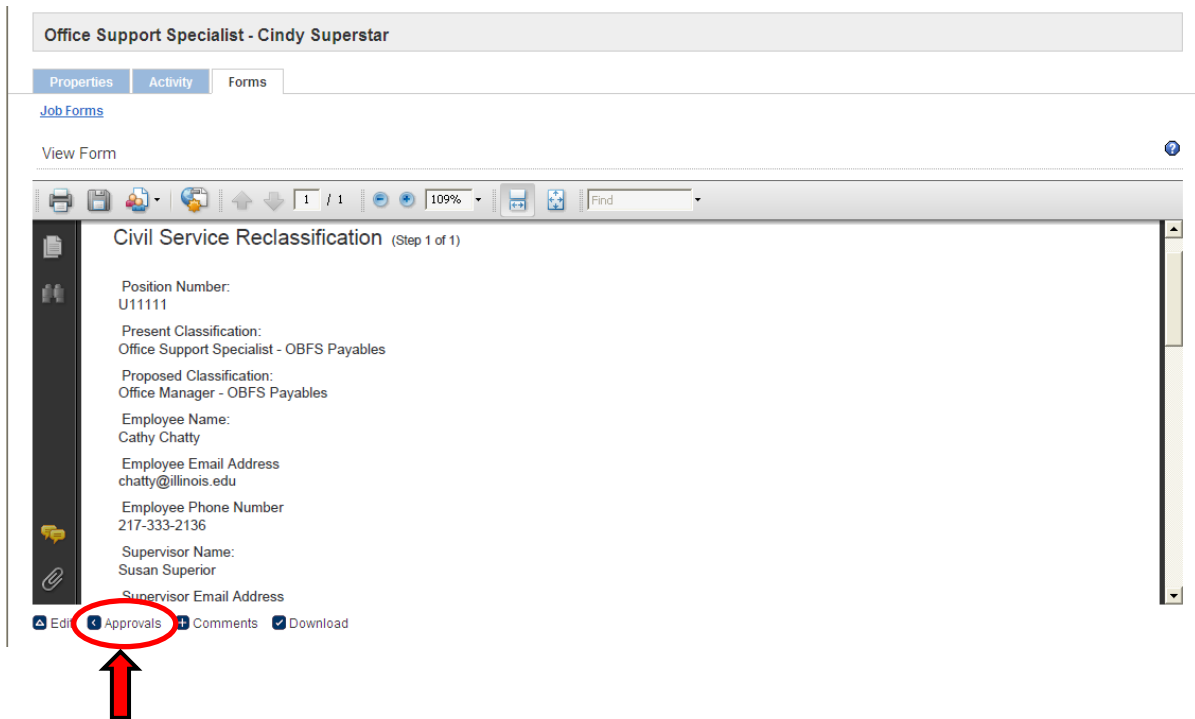
Employee Email Address
chatty@illinois.edu

Employee Phone Number
217-333-2136

Supervisor Name:
Susan Superior

Supervisor Email Address

Approvals Comments Download



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

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HOME APPLICANTS JOBS PROSPECTS TASKS REPORTS RESOURCES

Office Support Specilaist
Civil Service and Extra Help - Pending

Properties Activity Processes Forms

Job Forms Comments

Job Form Approval

Form: Civil Service Reclassification
Form Originator: Westle, Charlotte

Title	Name	Approved	Rejected	Date
Department	Charlotte Westle	✓		03:37:53 PM Tue 5/7/13
School/Department	Charlotte Westle	✓		
Dean/MAU Officer	Amy Grindley			
Staff HR	Classifications & Salary *Staff HR			

Approvers View Back Approve Reject

