



Request Classification Review or Modification to and/or Creation of a New Job Code
 (Regular & Temporary Employees - Health System, Non-Bargained For, and Non-Instructional)

	<u>Responsible Party</u>	<u>Action</u>
<input type="checkbox"/>	Unit	Identifies the business need for requesting a Classification Review, or to modify an existing or create a new classification (job code). Completes all sections of Form 36200 Position Description and submits to applicable HR Consultant, (Also help would be a current department organization chart – this is optional.) Submit on-call or shift differential rate, if needed to UMHS HR Consultant.
<input type="checkbox"/>	HR Consultant	Reviews Form 36200 Position Description for completeness. Determines if on-call or shift differential rates apply.
<input type="checkbox"/>	HR Consultant	Presents request and information to UMHS Compensation. Performs an impact analysis, determining if request is for new job code or if modification to an existing job code is needed and allowable based on current usage. In partnership with UMHS & HRAA Compensation, provides the Unit with preliminary decision.
<input type="checkbox"/>	UMHS Compensation	Performs a market analysis and determines FLSA exemption status. Completes the Job Code Table Entry Form for data entry into Wolverine Access. Provides the market analysis and FLSA status to HR Consultant within three (3) to five (5) business days.
<input type="checkbox"/>	HR Consultant	Provides the market analysis, FLSA status and job code information including code and title to Unit for review.
<input type="checkbox"/>	Unit	Reviews analysis and other recommendations and partners with UMHS HR to achieve resolution. Submits Change Worksheet to HR Consultant.
<input type="checkbox"/>	UMHS Compensation	Provides appropriate information to HRAA Compensation regarding job code table change request, and makes necessary changes to the classification description.
<input type="checkbox"/>	HRAA Compensation	Determines the job code designation for creation of a new job code. Notifies Payroll to establish on-call or shift-differential for new or current job code, if applicable. Updates or creates the job code in Wolverine Access. Notifies job.code.notify@umich.edu and the UMHS HR Consultant. If needed, updates HRAA Compensation and Classification website with current classification descriptions.
<input type="checkbox"/>	HR Consultant	Notifies Unit when updates to the job code table and website have been completed.
<input type="checkbox"/>	Unit	If request involves a change to the job code or title, submits Change Worksheet.