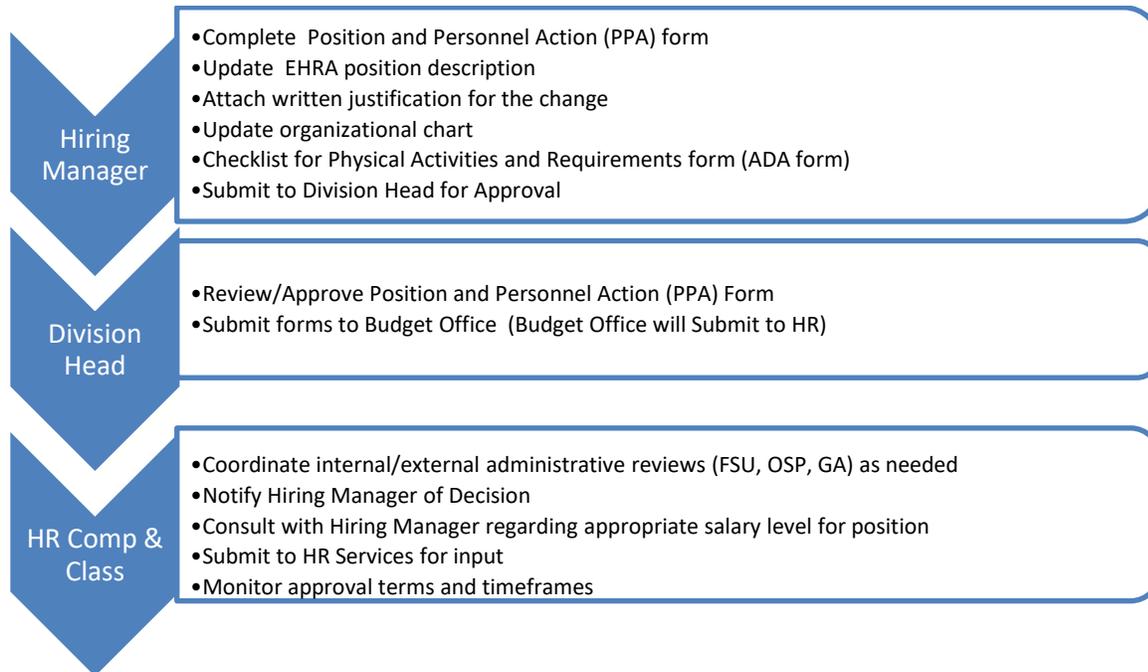


Purpose: Provide guidance to managers and supervisors in appropriate steps to request modification/reclassification of EHRA positions. At Glance:



More Details:

1. Submit **POSITION AND PERSONNEL ACTION (PPA) FORM**, with appropriate signature approvals
2. Updated **Position Description**, dated and signed by supervisor and employee, if applicable.
3. Written justification for position change
4. **Organizational chart** reflective of the new position and reporting relationships (signed and dated by department head). ([See FSU Organizational Chart standards](#))
5. **Checklist for Physical Activities and Requirements** form signed and dated, also found [here](#).

A complete package with all of the attached forms should be submitted for approval by the supervisor to the appropriate Department Head/VC. The completed package should then be forwarded to the budget office. From the budget office, the package will be forwarded to HR. HR will acknowledge receipt and contact you if there are questions/concerns and will notify you upon approval of appropriate approving authority. The Position and Personnel Action form can be found [here](#).

Please note: In order for a salary increase, there must be a substantial change in the job duties and responsibilities.