

## HR Classification and Compensation Position/Salary Action Checklist For SAAO, EPS and SHRA Permanent Positions

Position or Salary Request	PPA	Justification Memo	Position Description/ EPS or SHRA	Competency Level Assessment Form – SHRA Positions ONLY	ADA Checklist	Organizational Chart
New Position	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Position Competency Level Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Position Title Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reclassification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Position Description Updates ONLY (People Admin)			<input checked="" type="checkbox"/>			
Extra Duty (EPS/SHRA Exempt Positions ONLY)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Interim Salary Adjustment (Interim Duties)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Equity (Internal – FSU employees in similar roles)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Additional Duties (Permanently Assigned to Position)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Market (External – Peer Group 3 UNC Campuses)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

*Important Note: A Pre-Consultation is recommended with the HR Classification and Compensation Manager to advise or review documents before any position or salary action is submitted. Certain position/salary actions will require submission and approval from the UNC System Office and the Office of State HR. Please call the HR Classification and Compensation Manager for further information at 910-672-1820 or email [classandcomp@uncfsu.edu](mailto:classandcomp@uncfsu.edu)*