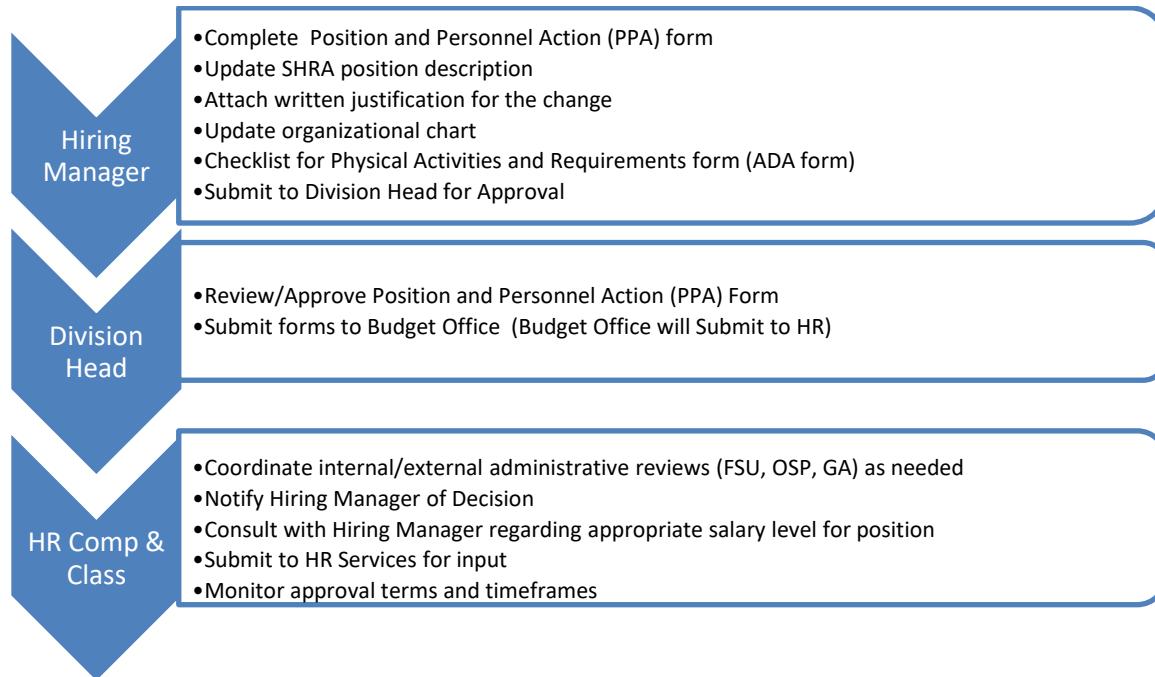


Purpose: Provide guidance to managers and supervisors in appropriate steps to request modification/reclassification of SHRA positions. At A Glance:



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 DEHRARTment head). (See FSU o-chart standards)
5. **Checklist for Physical Activities and Requirements** form signed and dated, also found on HR's website under FORMS.

A complete package with all of the attached forms should be submitted for approval by the supervisor to the appropriate DEHRARTment 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 PPA form can be found at [http://www.uncfsu.edu/Documents/hr/forms/Position%20and%20Personnel%20Action%20Form%20\(1\).pdf](http://www.uncfsu.edu/Documents/hr/forms/Position%20and%20Personnel%20Action%20Form%20(1).pdf)

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