

## HR Action Step-by-Step Job Aide

### Reclass (with or without a salary change)

- 1) Navigate to ESS, then click on the MSS tab (ESS Link: <https://enterprise.uams.edu/irj/portal>)
- 2) Click on the “HR Actions” link
- 3) Click the “New” button

The screenshot shows the "HR Actions Requests" interface. At the top, there's a header bar with "HR Actions Requests". Below it is a section titled "Active Queries" containing links like "HR Actions Workflows with Me as Next Processor (0)", "Active Workflows I am Involved With (1)", "Posted/Cancelled Workflows I was Involved With (89)", and "All Workflows (1)". The main area is titled "HR Actions - Workflows with Me as Next Processor". It has a toolbar with "View: Standard View" and a "New" button. Below the toolbar is a table with columns: Request Number, Action Type, Employee, Employee Name, and Org Unit.

- 4) Select “Reclass Salary Change” or “Reclass with No Salary Change” from the “Select Type of Transaction” menu
- 5) In the “Reclassify Basic Info” tab

The screenshot shows the "Reclassify" screen with the "Reclass Basic Info" tab selected. It includes fields for Type/Reason (set to "Reclass Sal Chg/Reclass Sal Chg"), Employee Number (00000000), Est Change Date (empty), Position Number (00000000), Org Unit (00000000), and Requested Title (empty). Below this is the "Work Schedule Information" section with fields for % Time Employee will work (0.00), Time Clock Location/ESS Leave User (Kronos), Benefits Eligible (unchecked), Lunch Period (Lunch), Employee Group (EE), Employee SubGroup (EE), ICE Work Percentage (0.00), and COM Work Percentage (0.00). The "Additional Information" section contains fields for Annual TB Screening Required Position (unchecked), Faculty/Resident Appointment (unchecked), Special Benefits Package (unchecked), Drug Testable Position (unchecked), Practicing Physician (unchecked), Faculty/Resident Appnt Org Unit (00000000), Are they a current or former UAMS employee (unchecked), If current UAMS employee, will this be a transfer or a secondary job (empty), Shift (Dayshift), NON-EMPLOYEE Off Campus (unchecked), Background Check Position (unchecked), and DLAM (unchecked).

- Use the drop-down menu to select the “Type/Reason”
- Enter the employee’s SAP number
- Enter the estimated change date  
NOTE – this is estimated and it will be effective the current or following payroll cycle, depending on the date

- 6) Click the “Check” button at the top of the HR Action Requests screen

The screenshot shows the "HR Actions Requests" screen again. At the top, there are buttons: Check (highlighted in yellow), Back, Save, Save and Send, and Delete this Workflow. Below these buttons is a message: "⚠ Splits must total 100". At the bottom left is a link "Display Message Log".

- The employee’s current information will auto-fill into the gray fields. These fields are for reference and cannot be changed. You will enter the updated information into all the open fields. Ignore the “splits must total 100” error at the top of the screen. This will be corrected in a future step.

- Enter the employee's requested title

7) Complete the "Work Schedule Information" section

- Enter the appropriate "% of time the employee will work"
- Only change the "time clock location/ESS leave user" if the employee is switching from hourly to salary or vice versa.
- If the employee will be working more than 75%, ensure you check the "benefits eligible" box
- Only change the employee's lunch period if needed
- The "employee group" typically will not change (should be 1=active), so make a change here only when a different employee status is appropriate (i.e. retiree, temporary, etc.)
- Ensure the "employee subgroup" field matches the previous employee sub group field in step 6 and that it is correct
- Enter the % of time the employee will be working in ICE/COM. If their time is split, the total percent must equal 100%. If the employee does not split their time, enter 100% in either the ICE or COM field, as applicable

8) In the "additional information section" select all applicable fields that are appropriate

9) Complete the "Salary Information" section (**Only for Reclass w/Salary Change**)

- The "requesting Salary" should be calculated using the employee's annual base salary and multiplying it by the percentage of time the employee will be working. For example: an employee with an annual salary of \$50,000 per year is moving to 80% time should be calculated as  $\$50,000 \times .80 = \$40,000$ . In this case, \$40,000 should be entered in the "requesting salary" field.
- Enter the proposed start date for the new salary - this date should match the "estimated change date" in step 5
- The second date field should always be entered as 12/31/9999. If this is a temporary change, enter a second action with the additional dates

10) Complete the "Funding Information" & "Funding Splits" sections (**Only for Reclass w/Salary Change**)

Funding Information							
<input type="button" value="Retrieve Funding Information"/> Existing Dates: <input type="text" value="11-15-2021"/> <input type="text" value="12-31-9999"/> Proposed Dates: <input type="text" value="01-01-2022"/> <input type="button" value="1"/> <input type="text" value="12-31-9999"/> <input type="button" value="1"/>							
Funding Splits							
	Fund	Cost Center	WBS Element	Order Number	Percent	Cost Center Text	Fund Text
	<input type="button" value="1"/>				0.00		
	<input type="button" value="2"/>				0.00		

- Click on the "Retrieve Finding Information" button – this will auto-fill the funding information currently in the system for the position
- Confirm the proposed date – this date should match the previous proposed start date in step 8
- The second date field should always be 12/31/9999. If this is a temporary change, enter a second action with the additional dates
- Change the information in the "funding splits" table only if it needs to be changed from the current fund. Note – funding for a position can be split between up to 30 funds using the HR action request. If more funds are needed, please send your request to [AskHR@uams.edu](mailto:AskHR@uams.edu) for processing.

11) In the “Approvers” tab

	Approver	Approver Name	Date Approved	Status	Receive Notifications of Progress	Receive Notifications of Approval
<input type="button" value="Add After"/>	00071465	[REDACTED]		SAVED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	97777777	HR Compensation		SAVED	<input type="checkbox"/>	<input type="checkbox"/>

Department Approver Personnel Number   

- Add the appropriate approvers by clicking the “Add After” button
  - i. Use the “Approver Personnel Number” search box to look up approvers by name
- Select the appropriate departments using the radio buttons below the table
- Reclass requests should have (at minimum) the following approval path:  
You -> Departmental Approver -> HR Compensation

12) In the “Attachments” tab

Type	File/Note Title

Add Attachment

Type:  File  Note

Description of File (filename if not entered): [REDACTED]

File Path:

- Add the appropriate supporting documentation by clicking the “Add an Attachment” button
- You may upload a file from your PC or add notes by using the radio button to select the “type” of attachment
- Reclass requests do require supporting documentation. Please get in touch with your HR Compensation and Class partner to guide you on what is required
- NOTE: If you are directed by an HR representative to enter the action, provide written documentation of that directive as your supporting documentation

- 13) Once you have completed all four tabs in the HR action, click on the “Save and Send” button

**HR Actions Requests**

Check Back Save **Save and Send** Delete this Workflow

Request Number: 0000259276 Action Type: LEAVEUAMS Status: INITIAL Current Approver: [REDACTED] Next Approver: [REDACTED]

- 14) You can review the status of the HR Action by clicking “All Workflows” on the main HR Action screen and using one of the search criteria

**HR Actions Requests**

**Active Queries**

HR Actions Workflows with Me as Next Processor (0) Active Workflows I am Involved With (1) Posted/Cancelled Workflows I was Involved With (89) All Workflows (1)

**HR Actions - All Workflows**

Hide Quick Criteria Maintenance

Request Number: [REDACTED]  
Action Type: [REDACTED]  
Employee: [REDACTED]  
Status: [REDACTED]  
Initiator: [REDACTED]  
Any Approver: [REDACTED]  
Next Approver: [REDACTED]  
Action Type: [REDACTED]  
Reason: [REDACTED]  
Personnel SubArea: [REDACTED]  
Create >= Date: [REDACTED]   
Effective >= Date: [REDACTED]   
Archived: [REDACTED]

**Buttons:** Apply Clear