

IFAS Shared Service Centers (SSC)

Reclassifying a TEAMS/USPS Position

To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [HR OTHER](#). (Example: **Subject: HR Other – Reclassifying Smith’s Position**).

Reclassifying a position to a new title may be appropriate when the duties of a position have changed significantly over time.

Step 1: Unit verifies eligibility of employee.

A reclassification to a higher title requires that an employee meet the following criteria:

- The employee must meet the minimum qualifications for the new classification.
- The employee must perform the higher level functions for a period of six months prior to the reclassification.
- Employees who do not meet the minimum qualifications for the new classification but meet the equivalent through a combination of education and experience must have performed the higher level functions for an extended period of time prior to the reclassification request.
- A Special Pay Increase may be requested during the period the employee performs the higher level functions prior to the reclassification. See [Special Pay Increase Guide](#) for more information.

Step 2: Unit prepares document to be sent to the SSC

- Prepare an email to be sent to the appropriate SSC ([McCarty](#) or [Fifield](#)); remember to use the subject line as indicated above. Please include the required information as described below or use the [Reclassifying a Position email template](#).
- New updated job description (you must use the [University’s Position Description Template](#)).
- Be sure image(s) is/are legible and attach to email.

Required in the Body of the Email:

- Employee name & UFID
- Position number
- Reason for the reclassification, chosen from the following list:
 - Job Re-classification (JRC): *A reclassification of a vacant position.*
 - Reclassification without pay change (RNP): *Reclassification of a filled position with no pay change.*
 - Reclassification with a pay change (RPC): *Reclassification of a filled position with a pay change.*

- Compensation rate (for JRC or RNP)
- Project or fund from which to pay
- Unit Contact name and phone number
- New updated job description (you must use the [University's Position Description Template](#)).

Step 3: SSC receives and processes request

- SSC reviews email and supporting documentation.
- SSC processes the request in PeopleSoft.
- When position reclassification has been approved at all UF levels, the SSC will notify the unit contact person.

For assistance with this process or anything else, please contact your Shared Service Center:

McCarty

Phone: 352-294-3199
Email: mccarty-ssc@ufl.edu

Fifield

Phone: 352-273-4583
Email: fifield-ssc@ufl.edu