



## **Classification Request Form (P4) Checklist**

- If the P4 is for a non-represented position, include a position description.
- If the P4 is asking to classify (create) a new position, include the Organizational Unit, Master Cost Center, and Building Code.
- If the new position is limited term, please check that box and specify length of time OR funding end date.
- If “Other” box is checked, give specifics – the more detail the better.
- Are the Position, Job, and PerNR (employee) numbers correct?
- Is there a Signature of Bureau Management?
- Is the fiscal impact sheet completed if required? *New position(s) or reclass of 10% or higher.*
- Is the organizational chart included?
- Please indicate an effective date if other than date received by Class Comp due to employee impact, retirement, budget, etc.
- If bureau request employee is granted status with reclassification, is the bureau prepared if the request is denied; will the bureau have a resume ready for the employee if approved?
- Does the information regarding the duties thoroughly describe the position *and not just language from the class spec?*
- Is each of the KSA's supported by the duties described on page 2 or in the position description?
- Ensure HR Business Partner has reviewed and initial in the “HRBP” box.

Please call any [Class Comp staff member](#) with questions regarding any of our forms. We are always happy to help.