Change of Status Form to Document Career Advancement, Promotion, or Shift

During ERIP/TIER Staff Mobility Period of March 2015 – June 30, 2018

To facilitate staff mobility during the realignment of work and staff caused by ERIP and TIER, UI HR is modifying its practice regarding documentation of Career Advancement, Career Promotion or Career Shift. During this timeframe, the current form, “Documentation of Career Development” will not be required when a reassignment results in a Career Advancement, Career Promotion, or Career Shift.

Career Promotion or Career Shift

To document a Career Promotion or Career Shift, in the transaction system a “Change of Status Form” will be used. On this form:

- Select as the “Reason for Change”: “P&S Classification Change”
- Select as the “Reason Code” “Career Promotion” or “Career Shift”
- Enter the “New Jobcode/Title/Paygrade”
- Change “Status” if needed
- Add “Effective Date”
- Enter “New Total Compensation”
- Enter “New MFK Information” if needed
- Check if this Career Promotion or Career Shift is the result of an ERIP reorganization or the result of TIER reorganization or both – note: this is a new field
- In the “Remarks” section, briefly answer these questions:
  - If Career Promotion or Career Shift is due to ERIP reorganization, document who the person is replacing
  - What responsibilities have changed – include a Local Job Description with KARS, Universal and Technical Competencies
  - Why this staff member was selected

Career Advancement

To document a Career Advancement, in the transaction system a “Change of Status Form” will be used. On this form:

- Select as the “Reason for Change”: “Adjustment to Pay”
- Select as the “Reason Code” “Career Advancement within current Job Classification”
- Enter “New Total Compensation” if needed
- Enter “New MFK Information” if needed
- Check if this Career Advancement is the result of an ERIP reorganization or the result of TIER reorganization or both – note: this is a new field
- In the “Remarks” section, briefly answer these questions:
  - If Career Advancement is due to ERIP reorganization, document who the person is replacing
  - What responsibilities have changed – include a Local Job Description with KARS, Universal and Technical Competencies
  - Why this staff member was selected
Administrative Differential or Interim Appointment

If career development actions are taken that are not intended to be ongoing, Administrative Differential or Interim Appointment may be used.

Maintain current practice of documenting Administrative Differential on the “Change of Status, Adjustment to Pay” form.

Maintain current practice of documenting Interim Appointment on the “Transfer” form.

In both instances add the following:

- Check if this action is the result of an ERIP reorganization or the result of TIER reorganization or both – *note: this is a new field*
- In the “Remarks” section, briefly answer these questions:
  - If the action is due to ERIP reorganization, document who the person is replacing
  - What responsibilities have changed – include a Local Job Description with KARS, Universal and Technical Competencies
  - Why this staff member was selected

Routing and Approvals

Finalize the transaction and route the form as usual. UI HR Compensation and Classification will remain a part of the review/approval process to assure appropriate classification and compensation. You are encouraged to seek guidance from C&C staff prior to submitting a Change of Status if you have any questions or concerns.