Submitting a Classification/Compensation Review Request

- Follow the instructions on the appropriate Modify an Existing Position Description User Guide depending on type of employee.
- On the “Type of Change” tab, you will choose all reasons that apply.
  - Modify Position – Modifying the position description in some manner.
  - Reclassification – Requesting to change state classification to another state classification.
  - Replacement of Employee – If current employee has left/is leaving, and the position needs to be modified before advertising for replacement.
  - Update Only/No Budget Impact – Minor changes to the position description. No increase is requested.
  - No Position Description Change/Salary Review Requested – No changes to the position description, but a pay increase is requested.

- On the “Class/Comp Action” tab, you will choose one of the types of changes. Refer to FAST-HREO 244: Classified FTE Pay Plan for more information regarding the different types of pay increases.