

UC – Human Resources

Personnel Action – Reassignment (same organizational unit)

INSTRUCTIONS FOR COMPLETING FORM

Reason

The Personnel Action – Reassignment (same organizational unit) is used when an employee's organizational assignment is changing for the following reasons:

- **Promotion for Career Path** – applies to regular faculty rank changes (Asst to Assoc to Professor) and the following staff broad bands: I/T, Construction Mgmt, Public Safety, Research Asst/Assoc.
- **Reclassification** – For staff employees, attach a copy of the determination letter from the HR area that conducted the position review.
- **FTE% Change** – Change in % time worked with a change in salary.
- **Faculty Track Switch**
- **Faculty Tenure granted** – Used when a faculty tenure decision is made w/out a promotion.

Effective Date of Change

The effective date of the change should, whenever possible and as permitted by contracts and policies, be the beginning of a payroll process.

Employee Information

Complete this section of the form for all reasons.

Organizational Assignment

Complete this section with current and changed data based on the reason:

DATA TO PROVIDE	REASONS				
	Promotion	Reclass.	FTE% Change	Track Switch	Tenure Granted
Position Title	X	X		X	X
Pay Frequency	X	X	X	X	
Rate of Pay	X	X	X	X	
Pers Area/Sub-area	X	X	X	X	X
EE Group/Sub-group	X	X	X	X	X
FTE% (0-100%)			X		
Faculty Tenure Status	X			X	X

- VP level approval is required for all Requests for Reassignment personnel actions.
- Position information (personnel area/sub-area and employee group/sub-group) is viewable for all positions using the “PPOSE” transaction in the HR system.

Submit completed and approved form to: Human Resources at 513-556-0242 (fax), or e-mail to hpeis@uc.edu, or send to ML0039.