

Classification Request Form (P4) Checklist

HR Business Partners – Please review the P-4 to be sure the request is clear and the description of work makes sense. Below are the most commonly missed items.

- If the P4 is asking to classify (create) a new position, include the 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 Requesting Party for a bureau submitted request?
(Should not be the incumbent.)
- 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 accretion is requested, does it meet the HR Admin Rule guidelines?
- 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 pg 2?
- Please initial the “HRBP” box to acknowledge that you reviewed the P4.

Please call any Class Comp staffer with questions regarding any of our forms. We are always glad to help.