

AFT Reclassification Request Checklist

For All Requestors (Employee or Manager): Preliminary Requirements

- ☐ Review the AFT Reclassification Procedures on the HR Website or Workday Resources
- ☐ Confirm that a change in job scope/duties has occurred
- ☐ Ensure access to the Create Request process in Workday
- ☐ Gather required documentation (see list below)

Required Documents to Upload:

Make sure you have the following documents ready to upload (in PDF or acceptable format):

- ☐ All job descriptions the employee has worked under in current title – please name the file Job_Desc_EmployeeLastName_EmployeeFirstInitial
- ☐ A listing of new/additional duties and duties no longer performed – please name the file New-Additional Duties_EmployeeLastName_EmployeeFirstInitial
- ☐ Proposed job description indicating new responsibilities – please name the file Proposed_Job_Desc_Ttile
- ☐ Justification statement explaining why reclassification is warranted – please name the file Justification_Reclassification_EmployeeLastName_EmployeeFirstInitial
- ☐ Organizational chart showing the position and any supervised roles -please name the file Organizational Chart_Division_Department

✦ Requests missing any of these documents will be deemed incomplete and returned.

Section A: Employee-Initiated Reclassification Request

Step 1: Begin the Request

- ☐ In Workday, search for "Create Request"
- ☐ Choose "Reclassification AFT" and click "OK"
- ☐ Read the Negotiated Reclassification Procedures

Step 2: Complete Employee Questions (Part One)

Step 3: Upload Required Documents

- ☐ Upload ALL listed documents (no limit to upload quantity)

Step 4: Submit or Save

- ☐ Click Submit (after answering all questions and uploading all documents)
- ☐ Optionally, click Save for Later to return to it
- ☐ DO NOT answer Part Two (Manager Questions)

Once a request has been submitted, you may track the status in the Workday Tasks Archive. The review of applications is conducted within 90 days.