

Classification and Compensation Guidance – Positions

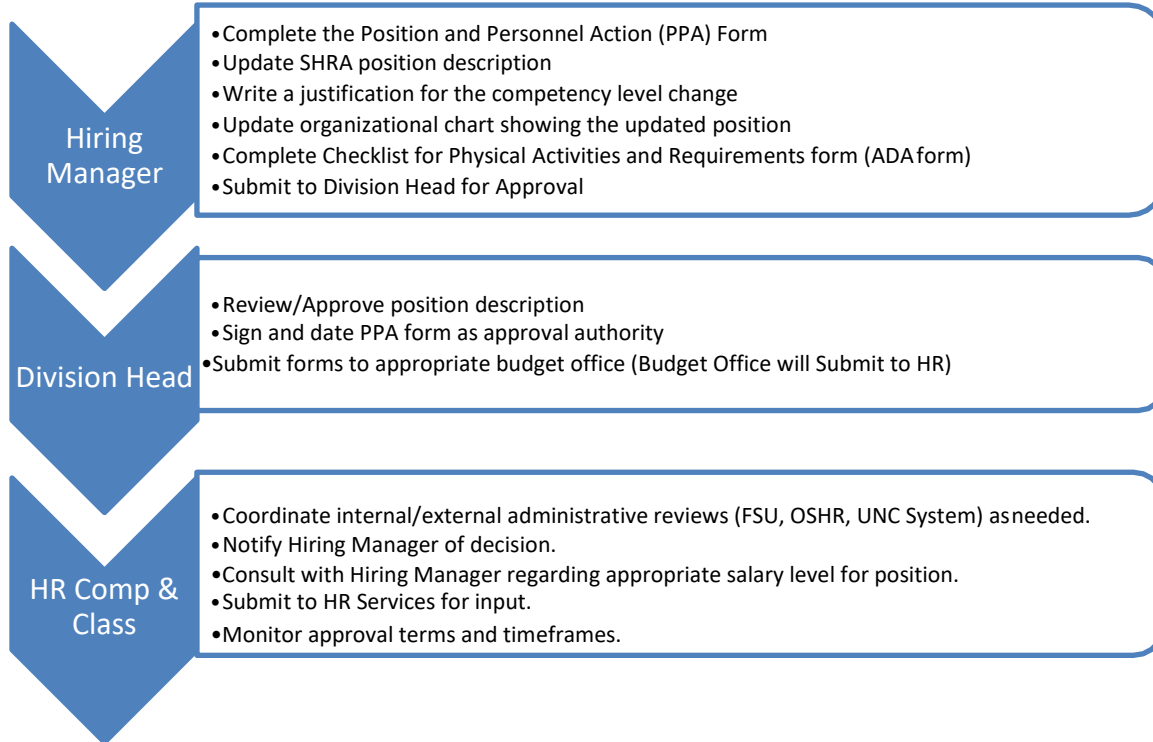
Click on links below to direct you to the appropriate document

- **SHRA**
 - a. [Establish a new SHRA position](#)
 - b. [Competency Level Change - SHRA](#)
 - c. [Reclassify an SHRA position](#)

- **EHRA Non-Faculty**
 - a. [Establish a new EHRA position](#)
 - b. [Reclassify an EHRA position](#)

- [Organizational Chart Information](#)

Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the establishment of an SHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.



More Details:

1. Submit [POSITION AND PERSONNEL ACTION \(PPA\) FORM](#) with appropriate signature approvals. An example PPA is included.
2. Provide written justification for position (usually a paragraph or page explaining the need for the position). When writing the justification, it is important to include any metrics or information that helps explain the need for the position.
3. [SHRA Position Description](#) dated and signed by supervisor. Please refer to "[Writing Position Descriptions](#)" as a guide on how to accurately write a sufficient position description.
4. **Organizational chart** reflective of the new position and reporting relationships (signed and dated by department head). *Organizational Charts are managed within the department, not in HR.*
5. [Checklist for Physical Activities and Requirements](#) form signed and dated, also found on HR's website under FORMS.

A complete package with all the attached forms should be submitted for approval by the supervisor to the appropriate Department Head/VC. The completed package should then be forwarded to the appropriate budget office. From the budget office, the package will be forwarded to HR. HR will acknowledge receipt

and contact you if there are questions/concerns and will notify you upon approval of the appropriate approving authority. Please contact the HR Consultant – Classification & Compensation at 910-672-1820.

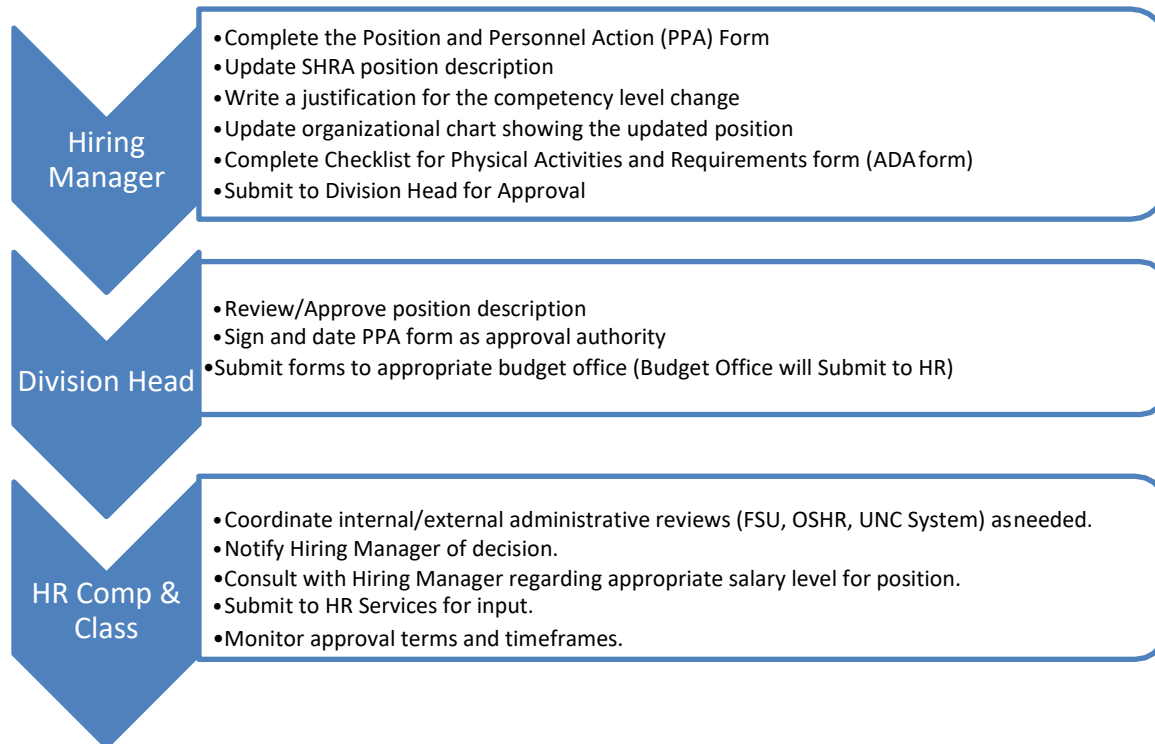
Helpful Tips:

1. Please visit the [Office of State Human Resources](#) for information on the various SHRA classifications and their competencies levels.
2. When writing out the duties and responsibilities, please include a weighted percentage. This helps to define the position.
3. OSHR dictates the minimum education and experience, you can dictate the preferred qualifications.

Position and Personnel Action Form

I REASON FOR ACTION	Check All that Apply:			
	Employment		Leave of Absence Leave Type Benefits w/o Benefits Effective Date: _____ End Date: _____ Last Day Worked: _____	
	Change of Status	Faculty	Separation Effective Date: _____ Last Day Worked: _____	
	Other			
II PERSONAL INFORMATION	Banner ID First Middle Last			
III CLASSIFICATION/ APPOINTMENT TYPE	Hire Date/Contract Date _____		Contract End Date (if applicable) _____	
	Current Position Title/Rank	Banner Position # (6-digits)	Supervisor & Position #	Dept./College/School
	Requested Position Title/Rank	Banner Position # (6-dig	Supervisor & Position #	Dept./College/School
	Classification Type	--Select--	Appointment Type	--Select--
	Academic Positions Only:		All Earned Degrees:	Discipline:
IV ASSIGNMENT STATUS	FLSA Designation FT PT No. of Months Current: _____ Requested: _____ Leave Accrual: _____ No. of Weeks: _____ No. of Hours: _____ FTE Change: _____ Eligible Benefits: _____			
V SALARY INFORMATION/ BUDGET	Compensation:			
	Effective Date	Current Amount:	Recommended Amount:	% of Increase
	_____	\$ _____	\$ _____	_____
	<small>Salary Adjustment Form is required for all salary increases 15% or more for EHRA</small>			
	Frequency:			
Annual	Hourly	Monthly Installments _____	One-Time Payment	
FOAP # Charged:				
Fund _____	/Org _____	/Account _____	/Prgm _____	%
Fund _____	/Org _____	/Account _____	/Prgm _____	%
Fund _____	/Org _____	/Account _____	/Prgm _____	%
VI JUSTIFICATION, COMMENTS, OR COURSE LISTINGS	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>			
VII APPROVAL <i>(Signatures are not required if Hiring Proposal completed in PeopleAdmin System)</i>	Signature	Date		
	Department Supervisor or Department Chair			
	Appropriate Vice Chancellor or Dean			
	Provost and Sr. VC for Academic Affairs			
	Title III Office			
	Budget or Contracts and Grants Office			
	Chancellor (if applicable)			
Legal Affairs (if applicable)				
Signatures	Employee	Date		
	HR Representative	Date		

Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the competency level change of an existing SHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.



More Details:

1. Submit [POSITION AND PERSONNEL ACTION \(PPA\) FORM](#) with appropriate signature approvals. An example PPA is included.
2. Provide written justification for position (usually a paragraph or page explaining the need for the competency level change). When writing the justification, it is important to include how the duties have expanded and changed.
3. [SHRA Position Description](#) dated and signed by supervisor. Please refer to "[Writing Position Descriptions](#)" as a guide on how to accurately write a sufficient position description.
4. **Organizational chart** reflective of the new position and reporting relationships (signed and dated by department head). *Organizational Charts are managed within the department, not in HR.*
5. [Checklist for Physical Activities and Requirements](#) form signed and dated, also found on HR's website under FORMS.
6. Complete an updated [competency assessment](#) for the incumbent.

A complete package with all the attached forms should be submitted for approval by the supervisor to the appropriate Department Head/VC. The completed package should then be forwarded to the appropriate

budget office. From the budget office, the package will be forwarded to HR. HR will acknowledge receipt and contact you if there are questions/concerns and will notify you upon approval of the appropriate approving authority. Please contact the HR Consultant – Classification & Compensation at 910-672-1820.

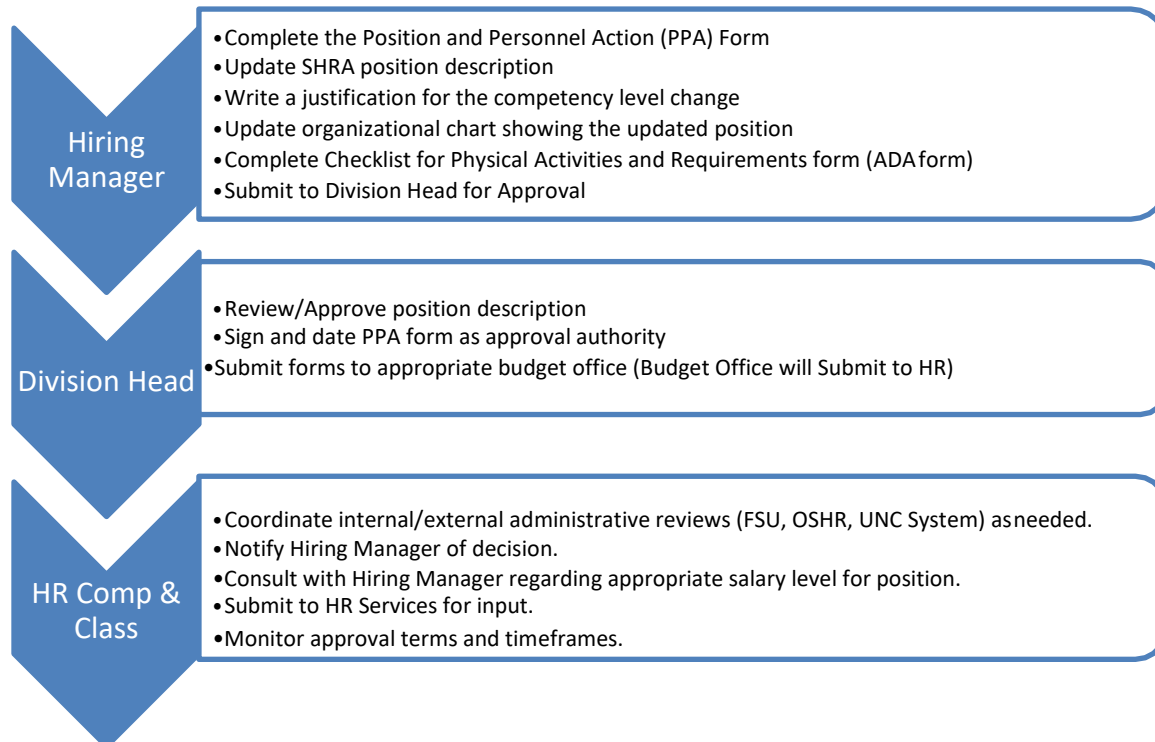
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Academic Positions Only:	All Earned Degrees:		Discipline:	
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	Appropriate Vice Chancellor or Dean			
	Provost and Sr. VC for Academic Affairs			
	Title III Office			
	Budget or Contracts and Grants Office			
	Chancellor (if applicable)			
Legal Affairs (if applicable)				
Signatures	Employee		Date	
	HR Representative		Date	

Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the reclassification of an existing SHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.



More Details:

1. Submit [POSITION AND PERSONNEL ACTION \(PPA\) FORM](#) with appropriate signature approvals. An example PPA is included.
2. Provide written justification for the reclassification of the position (usually a paragraph or page explaining the need for the position). When writing the justification, it is important to include any metrics or information that helps explain the need for the position.
3. [SHRA Position Description](#) dated and signed by supervisor. Please refer to "[Writing Position Descriptions](#)" as a guide on how to accurately write a sufficient position description.
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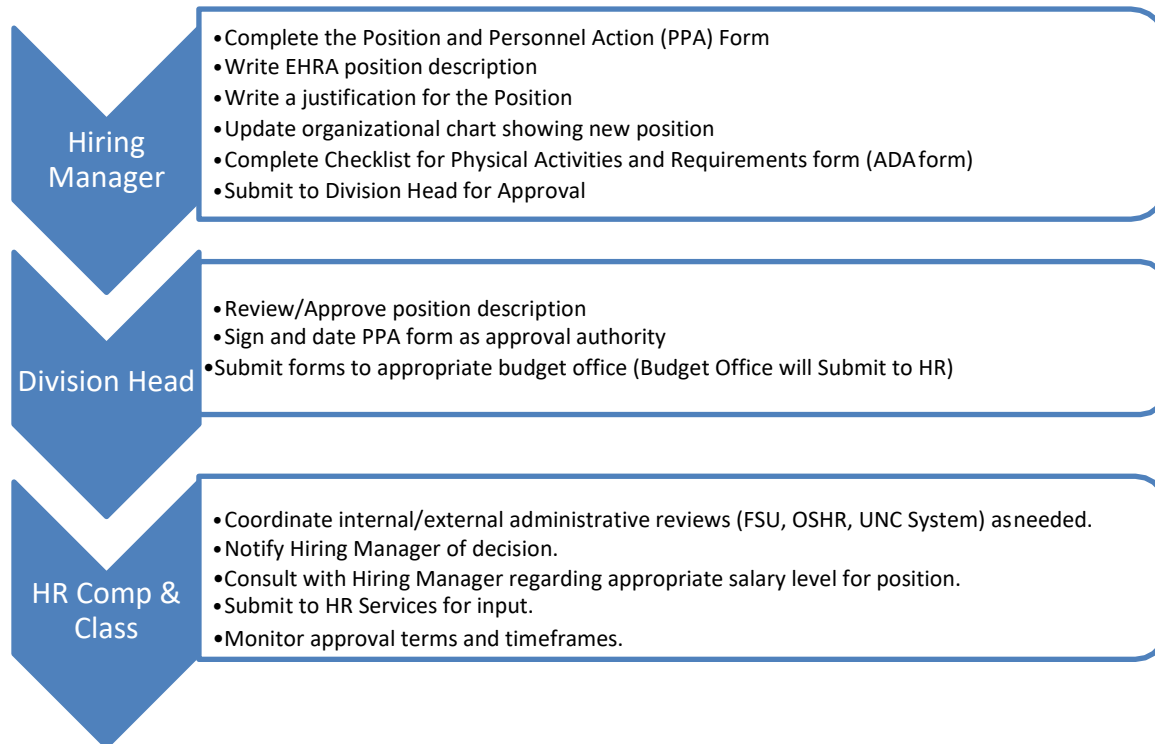
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Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the establishment of an EHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.



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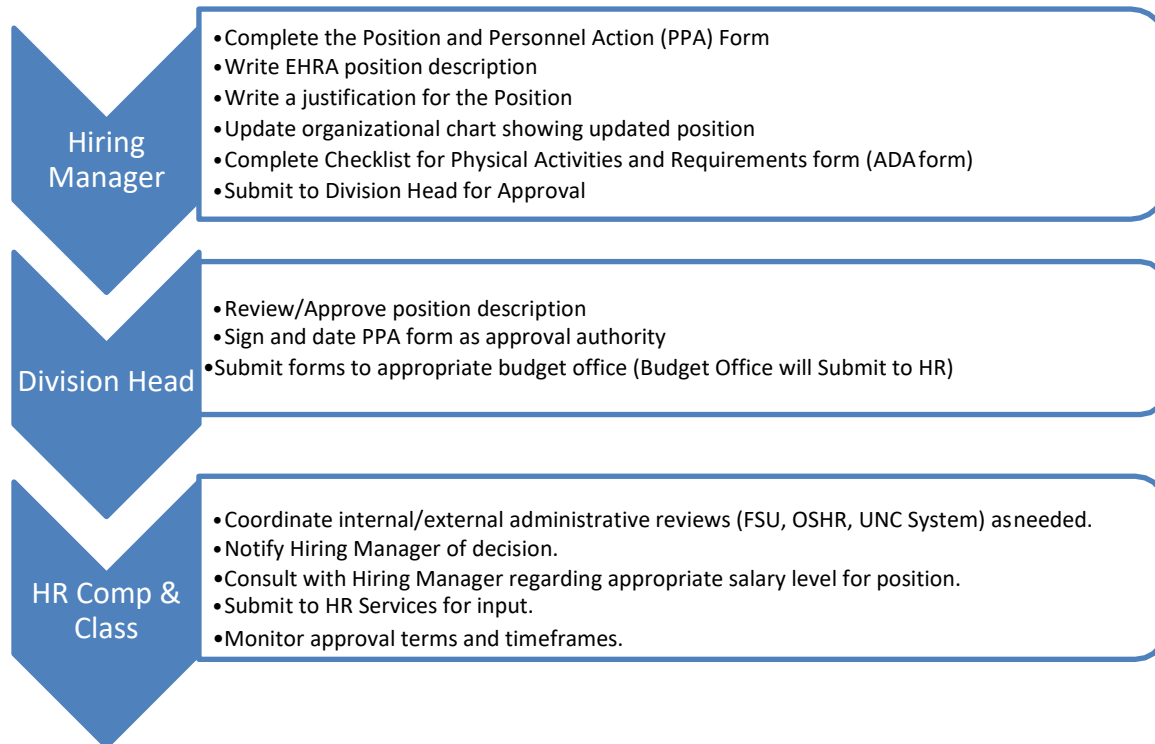
Helpful Tips:

1. When writing out the duties and responsibilities, please include a weighted percentage. This helps to define the position.
2. **All EHRA positions must be reviewed/approved by the UNC System. No exceptions.**

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Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the reclassification of an EHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.



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	Banner ID	First	Middle	Last
III CLASSIFICATION/ APPOINTMENT TYPE	Hire Date/Contract Date _____		Contract End Date (if applicable) _____	
	Current Position Title/Rank	Banner Position # (6-digits)	Supervisor & Position #	Dept./College/School
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	Frequency:			
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VI JUSTIFICATION, COMMENTS, OR COURSE LISTINGS	_____			
VII APPROVAL <i>(Signatures are not required if Hiring Proposal completed in PeopleAdmin System)</i>			Signature	Date
	Department Supervisor or Department Chair			
	Appropriate Vice Chancellor or Dean			
	Provost and Sr. VC for Academic Affairs			
	Title III Office			
	Budget or Contracts and Grants Office			
	Chancellor (if applicable)			
Legal Affairs (if applicable)				
Signatures	Employee _____			Date _____
	HR Representative _____			Date _____

ORGANIZATIONAL CHART STANDARDS AND STRUCTURE

Office of Human Resources – Classification and Compensation

The repository for all Fayetteville State University organizational charts is the Office of Human Resources – Classification and Compensation. Below are standards and structures that are to be consistently applied to University organizational charts. Questions, or requests for guidance, or technical assistance should be directed to the appropriate stakeholders provided via this document. For organizational charts, you may utilize Microsoft Word or Visio. Please make sure your document is in a format that is editable.

Standards

An organizational chart:

- Is a graphic image of the hierarchy of an organization that provides a snapshot of the areas of responsibility and reporting relationships within each unit.
- Defines roles and responsibilities of positions, establishes structure of authority, and operational accountabilities.
- For an HR organization, is used in decision-making processes and operations that include employment, classification and compensation, and professional development.

Formatting

- Format org charts using black and white print for readability.
- Font size is dependent on the size/scope of the chart.
- Landscaped is the preferred orientation on 8.5" x 11" paper.

Header/Footer

An organization chart header should be included in the upper margin of the first page of the document with the following details provided:

- University Name
- College/School/Division/Department
- Date organization chart prepared/updated

Fayetteville State University
The Office of Human Resources
October 10, 2017

Position Components

1. Employee Name: Employee name (or "Vacant") as it appears in Banner
2. Position Title: **Official** EHRA & SHRA classification or title. For SHRA positions, the career band level should also be included (Contributing, Journey, or Advanced). Abbreviate if needed.
3. Type: Indicate the position/employee classification type (e.g. EHRA, SHRA, etc.).

ORGANIZATIONAL CHART STANDARDS AND STRUCTURE

Office of Human Resources – Classification and Compensation

John Doe
Human Resources Consultant –
Journey
SHRA
Position #123456

4. Working Title (optional): Working titles may be included but not in place of the official classification title.
5. Position Numbers: All position numbers require a minimum of 6 digits.
6. Each position should be housed in a separate box with a solid line drawn to the supervisory position.
7. If the request is for a new position, the position must be displayed on the organizational chart
8. **Depiction of Span of Control:**

The UNC-System Office prefers that the organizational chart represents “span of control.” The Chancellor should be identified at the top of the organizational chart and then reporting relationships shown from his position successively to the next level of reporting (e.g., Vice Chancellor, Associate Vice Chancellor, managers, supervisors, and, finally, subordinate employees).

An alternative for very large University divisions is sub-unit org charts. This type of chart is created by the extraction of data from the division’s master organizational chart for development at the unit level.

Exclusions

FSU excludes student positions from university organization charts.

Contacts

Human Resources

Sara Tanea - Ext. 1820 stanea@uncfsu.edu

Keisha Ford
krober11@uncfsu.edu

Fayetteville State University
Division
Department
Date and Year

