Changing Employee – Position Change

**Action and Reason Codes:** POS/JRC (Job Reclassification), POS/REO (Reorganization) or POS/TTL (Title Change)

When completing a HRAF to change an employee’s position, please be sure that the effective date is the first day that the change begins.

- **Type of Action (Upper Right Corner)** = Position Change
- **Effective Date** = First day that the change begins
- **Action Code** = POS
- **Reason Code** = JRC, REO or TTL
- **Job Code** = Provide new job code
- **Employee Class** = Provide new employee class, if changing
- **Pay Group** = Provide new pay group, if changing
- **Employee Type** = Select new employee type, if changing
- **Next Review Date** = Provide new review date, if applicable
- **Comp Rate** = Provide new compensation rate, if applicable

All appropriate departmental signatures are required on the HRAF prior to forwarding to Data Services.