

Classified Employees: How to Modify or Request a Reclassification of Your Position

1. Login Instructions:

For Fairmont State employees, go to www.fairmontstate.edu, under Quick Links, select myFairmontState>Click on LOGIN button>Enter your UCA and password>click on HR PeopleAdmin icon.

For Pierpont employees, go to www.pierpont.edu, click on Faculty & Staff>click on Pierpont Portal>Click on HR PeopleAdmin icon>Click on “Login with your Fairmont State or Pierpont UCA”>Enter your UCA and password.

2. Under the Position Description header, click on the **Begin New Request** link.

3. Under the Modify/Reclassify Existing Classified staff Position Description action, click on the blue **Start Action** link.

4. On the search screen, leave all fields blank and click on the **Search** button.

5. Click on the blue “**Start Action**” link.

6. The first tab is called “**Proposed Classification**” and it shows information that all employees with this title share. This is a “view only” tab, so no information needs to be entered here. **NOTE: You can leave your current title the way it is, HR will select the appropriate title during the review process.**

7. Click on “**Continue to Next Page**” which will take you to the “Position Details” tab. Please enter information in all of the required fields, which are notated with a red, “*”. The system will not allow you to advance to the next tab if there are any required fields that are left blank.

****NOTE: On the “Action Requested” field, select either:**

- “**Reclassify current employee’s PD (do not post)**” - if requesting a review of PD for upgrade or
- “**Modifying existing employee’s PD (do not post)**” – if only making updates

8. You will navigate through each tab by clicking on the “**Continue to Next Page**” button, entering any new/revised information into each field as required.

9. On the “**Proposed Job Duties**” tab, you can either click on “Edit” to add/revise duties to an existing entry or click on the “Add New Entry” button at the bottom to enter a new group of duties.

10. Continue to navigate through the tabs by clicking on the “**Continue to Next Page**” button; making all necessary revisions.

11. When you reach the view summary screen, select “Send Action to Supervisor/Hiring Manger.” Click continue then confirm.

The screenshot shows a dialog box titled "Action Status". It contains two radio button options: "Save Action Without Submitting" and "Send Action to Supervisor/Hiring Manager". The "Send Action to Supervisor/Hiring Manager" option is selected, indicated by a blue dot and an arrow pointing to it from the left. Below the radio buttons are two buttons: "CANCEL" and "CONTINUE".

12. When the PD has been reviewed and approved by all required users, you will receive a system email.

*****NOTE: You will only be able to save this PD by entering info in each required field and selecting the "Save" option at the View Summary Screen; then click on "Continue" and then "Confirm."***