### Phase 1: Reclassify Position

**HR Classification & Compensation**
- **Originate online request**
- **Attach memo with director's signature and any supporting documentation (proposed org chart, resume, SDS worksheet, etc.)**

**VP for Student Affairs**
- **Discussion for HR action**
- **Review and route electronically “College Dean/VP” and designate Cari Tawney**

**Supervising VP**
- **Discussion for HR action**
- **Review and sign**

**Tom Reber**
- **Review and sign**

**Cari Tawney**
- **Compliance and general review**
- **Memo logged into mail log. General review**
- **Upload completed memo to online document and approve online document**

**Department Director**
- **Review and route electronically “College Dean/VP” and designate Cari Tawney**

**Department**
- **Attach approval to EPA and submit to Payroll Services**

**Review and issue electronic notification of approval**