


Civil Service: Change of Assignment Process

Carbondale Campus End User Business Processes PROCESS – Civil Service: Change of Assignment Process

Process: Follow this process when changing the assignment of a civil service employee.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website  <http://eforms.siu.edu/>

Actions:

Responsible Party	Action
Department/Dean	1. Prepares and signs Change of Assignment, Title or Conditions of Assignment for Civil Service Staff . If the change is a reclassification or reallocation, uses information provided in the audit letter to complete the form. If the change involves a change in costing or is to add or delete an employee from an overtime line, prepares Assignment Costing form . (If the only change is a change in costing, no <i>Change of Assignment</i> form is required.) Prepares Funds Allocation Request , if additional funds are needed.
Employee	2. Signs <i>Change of Assignment</i> form.
Administrative Channels	3. Approves <i>Change of Assignment</i> , <i>Assignment Costing</i> , and/or <i>Funds Allocation Request</i> . The last approver submits the form(s) to Human Resources.
Human Resources	4. Reviews <i>Change</i> form for compliance with applicable University policies. Verifies funding requirements, rate, etc. Enters budget, assignment, costing, and payroll information in HRMS. Makes and distributes copies of the form(s) to: <ul style="list-style-type: none"> ▪ Payroll, for verification purposes ▪ Employee Benefits ▪ Employee file (original) ▪ Employee ▪ Vice Chancellor
Vice Chancellor Area	5. Copies and distributes form(s) to dean/director. Maintains a copy for vice chancellor area records.
Dean/ Director	6. Copies and distributes form(s) to department. Maintains a copy for dean/director area records.
Department	7. Maintains copy for departmental records.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in changing the status of a civil service employee. For more detailed information, the end user should also consult the *Employee Handbook*, *Statute and Rules* of the State Universities Civil Service System, and *SIUC Personnel Policies*. All of these documents may be accessed via Human Resources homepage at <http://hr.siu.edu/>

The *Change of Assignment Process* should be followed when changing an employee's classification only if the change is occurring in the employee's current position. *The Civil Service*

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Hiring Process should be followed if the employee is being hired in a different position in the same department or in a position in another department.

A list of the documentation required to process a civil service change of assignment follows.

<u>Form</u>	<u>Source</u>
<i>Change of Assignment, Title or Conditions of Assignment for Civil Service</i>	http://eforms.siu.edu/siuforms/info/hro5010.html
<i>Assignment Costing Form</i> ¹	http://eforms.siu.edu/siuforms/info/hro1001.html
Funds Allocation Request ²	http://eforms.siu.edu/siuforms/info/hro1006.html

¹ If the change involves a change in costing.

² If necessary to establish or transfer funds to support the position. Departments/approvers should keep a copy of the completed form. A copy will not be returned from Human Resources after processing.