

Faculty and AP Assignment Change Requirements

HUMAN RESOURCES

	TMS Position Creation	TMS Position Modification	TMS Posting (AAR) and Hiring Proposal	Oracle Action
Duties change (30% or greater) that results in a classification change as determined by HR CCA* (not part of Research Associate/Scientist series)		X	X	X
Duties change (30% or greater) that doesn't result in a classification change as determined by HR CCA*		X		
Research Associate I→II, II→III or Research Scientist I→II with or without salary change (Salary form: http://provost.colostate.edu/faculty-administrative-professionals/)		X		X
Placement of position into AP classification framework with <30% change in duties		X		X
Rehire into the same position with a break in service			X	X
Change in employee group only (Faculty/AP/SC)	X		X	X
State Classified to Admin Professional conversion (http://www.hrs.colostate.edu/compensation/state-class-exemption-changes.html)	X			X
Change in employment category only (from Regular or to Regular)		X	X	X
Change in employment category only (Special to Temporary or Temporary to Special)		X		X
Department transfer only (Contact HR_CCA@mail.colostate.edu to initiate the process in TMS)		X		X

* HR CCA refers to the Human Resources Classification and Compensation unit

	TMS Position Creation	TMS Position Modification	TMS Posting (AAR) and Hiring Proposal	Oracle Action
Change in working title with <30% change in duties		X		
Change in FLSA status only without salary change		X		
Change in salary for FLSA purposes only (FLSA salary form: http://provost.colostate.edu/faculty-administrative-professionals/)		X		X
Change in salary with <30% change in duties (Salary form: http://provost.colostate.edu/faculty-administrative-professionals/)				X

Salary adjustments must be processed and approved through all steps by the date payroll runs (around the 15th of the month) for the month of the effective date. If TMS actions, including AARs, are connected to a salary adjustment, they must also be completed and approved on time.

All references to the 30% change in duties as the cutoff are based on the Provost Office's Salary Adjustment Procedures available to view at: <http://provost.colostate.edu/faculty-administrative-professionals/>



555 S. Howes Street, 2nd Floor | Campus Delivery 6004
 Fort Collins, CO 80523-6004
www.hrs.colostate.edu | (970) 491-MyHR (6947)

* HR CCA refers to the Human Resources Classification and Compensation unit