



POSITION CHANGE REQUEST TIP SHEET

1. Navigate (Top Menu) to the **Manager Self Service** page > Click the **HR Forms** tile > On the left panel, click **Position Change Request**.
2. Click on the tab **Add a New Value** to open the Form.
3. Enter the **PIN** of the affected employee. The Employee ID, Name and current information will automatically populate. Do not change any of this information.
4. Use the pull-down menu to select the **Type of Change**. See “Type of Change – Definitions” below.

Type of Change – Definitions

Classification and Salary Administration Actions:

- **Classification Review:** The PIN (vacant or filled) is reviewed to ensure that the classification matches the duties and responsibilities being performed. A PDQ is required and the review is to be completed prior to recruitment of the vacant position. The review may result in a confirmation of the current classification and compensation or may result in a classification change and/or compensation change. Attach the PDQ in the tab **Attachments** prior to submitting the form. If this PIN is also to be reassigned, or change department, location and/or supervisor, please submit this information with the request.
- **Reclassification:** The PIN (vacant or filled) is reviewed to determine the appropriate classification and compensation for an employee or position in which the duties and responsibilities have changed significantly. A PDQ and organizational chart are required. Attach these items in the tab **Attachments** prior to submitting the form.
 - **Reclassification (Non-Competitive):** An employee in an entry level position, now functioning satisfactorily at the fully proficient level, may be eligible for this. See the updated listing of positions at <https://mdcourts.gov/hr/classificationsalary>.
- **Title Change:** The PIN (vacant or filled) is reviewed to ensure that the title of the position accurately reflects the current duties and responsibilities being performed. A PDQ is required. The review will not result in a compensation change. Attach the PDQ in the tab **Attachments** prior to submitting the form.

HRIS Actions:

- **PIN Reassignment:** The PIN (vacant or filled) is being moved to another department with different budget information. The most common examples are for District Court and include movement (1) from one DC to another DC, (2) from one County to another County, even if under the same Administrative Clerk, and (3) to or from DC HQ. The location and/or supervisor may also be changed at this time.



Maryland Judiciary
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Classification, Salary Administration, and HRIS

- **Department Change:** The PIN (vacant or filled) is being moved to another department with the same budget information. The most common example is for Circuit Court and includes movement such as from Civil to Criminal/Traffic in the same CC. The location and/or supervisor may also be changed at this time.
 - **Location Change:** The PIN (vacant or filled) is being moved to another building in the same department. The most common example includes movement from Building Y to Building Z in the same DC and County. The supervisor may also be changed at this time.
 - **Reports to Change:** The PIN (vacant or filled) is being moved to a new supervisor in the same department and location.
5. In the right column enter all **New** attributes for the PIN/employee, as may be required by the type of change.
 6. In **Justification**, enter the reasons for the change, with a focus on the new attributes (i.e. the employee now reports to Jane Doe).
 7. **Save** at the bottom and **Submit** at the top.

Important Notes

- The **Effective Date** of the Position Change will be the start date of the appropriate (Regular or Contractual) 2-week pay period.
- If a previously entered action (i.e. a promotion) has occurred for the affected employee or the new supervisor on the same effective date, the new transaction will not be entered into the system until the next 2-week pay period.
- A **Transfer Employee/PIN Switch** is different in that the employee (usually a Bailiff) is moving into a different PIN with the same classification. This is done here:
Main Menu > HCM Systems > Manager Self Service > Job and Personal Information > Transfer Employee.
- A **Recruitment** may also result in the transfer of an employee and is required when an opportunity for more hours and/or more pay is offered, and/or when the new PIN is from a different funding source (general vs. special).

If you have any questions about *Classification and Salary Administration Actions*, please contact a member of the Classification and Salary Administration Team at 410.260.1733.

If you have any questions about *HRIS Actions*, please contact a member of the HRIS Team at 410.260.6550.