



Classification/Compensation Action Request

MANAGEMENT DESK REFERENCE

HOW TO LOG ONTO THE APPLICATION	NEED ASSISTANCE?
<ul style="list-style-type: none"> Navigate to HR Class/Comp Website: https://hr.fullerton.edu/ClassComp/ Use Campus Login & Password <p>Reminder: Each user has individual security based on their designated role(s).</p>	<p>The Division of Human Resources, Diversity and Inclusion are here to support your transition to an online paperless process. Feel free to contact us!</p> <ul style="list-style-type: none"> Employment Services: 657-278-2425 Email: hrcc@fullerton.edu

STEPS	INSTRUCTIONS
<p>Choose an Action Type</p>	<p>Management cannot initiate requests for themselves. Management can initiate requests for direct or indirect managers or bargaining unit employees.</p> <ul style="list-style-type: none"> You may select multiple action types for managers and only one action type for bargaining unit employees. Available action types are based on the employee’s CBID, only the allowable action types will be available for selection. Additional criteria will be required for some action types. Fields will change based on action type selected.
<p>Proposed</p>	<p>Complete requested proposed information.</p> <ul style="list-style-type: none"> Required fields will be marked with a red asterisk (*). Proposed effective date must be future dated. HRDI may override the effective date upon review and complete processing. Add attachments; required attachments will be listed.
<p>Add Attachments</p> <p><input type="button" value="Choose File"/></p> <p>(Select an Attachment Type) ▾</p> <p><input type="button" value="Attach File to Action Request"/></p>	<p>Add attachments</p> <ul style="list-style-type: none"> Required attachments will be listed. Attachments must be prepared in advance and then uploaded as follows: <ul style="list-style-type: none"> Use the “Choose File” button to select your pre-saved file. Choose the appropriate “Attachment Type” from the available drop down list. To complete the upload, click on the “Attach File to Action Request” button.
<p><input type="button" value="Save Draft of Request"/></p> <p><input type="button" value="Back"/> <input type="button" value="Next"/></p>	<p>You may save a draft of the request.</p> <ul style="list-style-type: none"> Click on “My Request Drafts” under “My Views” to retrieve a saved draft. <p>To proceed immediately, click on the “Next” button.</p> <p>Note: You will not be able to proceed until required fields and attachments are provided.</p>
<p><input type="checkbox"/> Please verify your submission.</p> <p><input type="button" value="Back"/> <input type="button" value="Submit Action Request"/></p>	<p>This screen provides a final review of proposed information before submittal.</p> <ul style="list-style-type: none"> Check the box to verify submission. Click on the “Submit Action Request” button to formally submit the request. <p>Note: All employee-initiated requests will be reviewed by HR after 30 days from the date the employee initiates the request.</p>
<p>Confirmation</p>	<p>Upon formal submission of the request, the following will occur:</p> <ul style="list-style-type: none"> You will see an online confirmation. You will receive an email confirmation of the action request submission and link for future review. All action requests will be routed online via workflow to the appropriate manager(s). All action requests requesting monetary increases for managers will route to the Division VP for acknowledgement.



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Utilize these breadcrumbs for quick navigation

The My Pending Acknowledgement will be visible only when you are required to take action.

Click Log Off to exit the application

Use the "My Views" to...

- ✓ Begin a new request
- ✓ Inquire on the status of a request which you've initiated
- ✓ Complete a request which you have saved as a draft

Use the available resources for specific information.

Use the provided short yet detailed instructions for campus guidelines.

Use the fillable PDF related forms as appropriate in lieu of the existing eForms.

Click "New Request" to begin

Home

Classification/Compensation Action Request (CCAR)

Use this system to request Classification/Compensation actions for STAFF and MPP positions only.

- Staff are only able to initiate Classification Reviews and In-Range Progressions
- MPP are able to initiate action requests for their Direct and Indirect Reports

Prior to submitting your Action Request, please review any applicable references, forms or instructions needed to complete the process. For your convenience, refer to the column on the right for helpful links.

To ensure a timely review, please have the following documents ready for the ADD ATTACHMENTS page of the Action Request (if applicable):

- An up-to-date position description
- An up-to-date organizational chart illustrating the position's reporting relationships

[New Request](#)

[Log Off](#)

My Views

My Pending Acknowledgements (18)

[New Request](#)

[My Initiated Requests](#)

[My Request Drafts](#)

Quick Links

Quick Links

Need HR Help?

For questions, comments, and feedback click here.

Frequently Called Numbers

Employment Services
(657) 278-2425

[Email Us A Question](#)

Instructions

[Classification Review](#)

[In Range Progression](#)

[Reassignment](#)

[Stipend](#)

Related Forms

[New Staff Position Description](#)

[New MPP Position Description](#)

Reference Materials

[Staff Compensation Manual](#)

Reference Materials

- [Staff Compensation Manual](#)
- [Classification Standards](#)
- [CSU Salary Schedule](#)
- [Collective Bargaining Agreements](#)
- [MPP Policies and Programs](#)
- [Employment Services - Classification/Compensation](#)