

# RECLASS WITH PAY INCREASE?

YES

NO

Was reclass approved by Compensation prior to April 13, 2020?

No Cognizant VP approval is needed

Submit reclass

NO

YES

Reclass and pay increase effective at the same time  
(pay increase will have the same effective date as the job code change)

Reclass effective NOW, but pay increase effective in the FUTURE  
(pay increase will happen within 90 days of the job code change)

Submit reclass.  
Compensation team will notify Cognizant VP

Prior to submitting this reclass, please get a Cognizant VP approval (template in PDQ)

No pay increase will be given at this time. Prior to submitting this reclass, please get a Cognizant VP approval (template in PDQ)

Submit Reclass

\* This option will require only one ePAF

Submit reclass

Later, work with your service team to submit a job edit ePAF to adjust pay. No additional cognizant VP approval will be necessary.  
\*This option will require two ePAFs (job code change and pay adjustment)