|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: | | | Department Name: | | |
| Person ID: | | | Position Number: | | |
|  | **Major Job Responsibility:** | **Essential Job Functions:** | | | **Percent of Time:** | |
|  |  |  | | |  | |
| ***Sample*** | *Records/forms* | *Prepare IDIV's, DAV's, maintain personnel records and correspondence files.*  *(may just write “Same” if no edits are needed for that particular MJR)* | | | *30%* | |
|  |  |  | | |  | |
| **1** |  |  | | |  | |
|  |  |  | | |  | |
| **2** |  |  | | |  | |
|  |  |  | | |  | |
| **3** |  |  | | |  | |
|  |  |  | | |  | |
| **4** |  |  | | |  | |
|  |  |  | | |  | |
| **5** |  |  | | |  | |
|  |  |  | | |  | |
| Please utilize this form to update the Major Job Responsibilities (MJR) from what is shown in the current Performance Evaluation when changes are less than 50% of the total job duties. Changes of 50% or more must be done through Position Management using the “Approval to Reclass – No Post Required” reason for request. Please include all MJRs, Essential Functions, and appropriate percentages for a 100% total. While all MJRs must be listed, if the Essential Job Functions associated with that MJR are not changing you may simply type “Same” to keep what is on file. To ensure updates to the correct record please be sure to complete Employee Name, Person ID and the Position Number for their current role. Once this form is completed please email to your HR Business Partner for further processing. | | | | **Total:** |  | |