

CC Express Form

The **CC Express** is an automated web-based form developed to expedite processing for classification actions that do not require review by an ADOA classification analysis. Agencies are responsible for keeping all forms and authorizations for these actions. The type of actions you would use CC Express for are:

- Position Activation (active status, employee can fill)
- Position Inactivation (currently not used, can be activated)
- Position Abolishment (perm not to be used again)
- Change job description (title) and grade of a position in a **bona fide** underfill classification
- Change Process Levels, Department, or Location

The date used in "Action Effective Date" field **must be on or prior to the date that an employee is effective in the position**. It would be unusual for this date to be prior to the previous pay period. However, if an effective date goes back further than two pay periods, please provide the reason in the comment section. If the request is due to an approved Administrative Adjustment, please provide the employee's name and who approved the retroactive date.

Although agencies can make changes to the Check Locator, Supervisor Link, Supervisor Code, Geographic Location, Expense Account and Activity, when requesting other CC Express changes to a position and you include this information we can enter those changes at the same time. You will not need to go back after the CC Express request is finalized to add or change these fields.

Remember, by submitting a CC Express, the sender is acknowledging having the authority to request this action and the responsibility for maintaining any documentation/signatures connected to the request.

After you have submitted the form, you will get a response acknowledging your request and giving you the CC Express number assigned to the request. This should be kept for reference purposes and held as pending. When the request has been reviewed and changes have been completed in HRIS or the request has been rejected, the sender will receive an e-mail notification. If the request is rejected, the rejection reason will be noted in the comment section. Verify that HRIS shows the changes requested. If the changes are not in HRIS, please notify Class/Comp.

COMMON QUESTIONS:

Q: Who can submit CC Express requests?

A: Each agency with electronic access has designated one or more employees who have authorization to make these requests for their agencies. Only authorized users can access the CC Express form submit link. If your e-mail addresses changes you will need to advise the administrator to make these corrections in order for you to be able to continue sending CC Express requests. Others from your agency may be authorized to fill in a CC Express request (using your password) but the final action to submit the request will only go to the authorized user's e-mail for review and submission.

Q: When I am requesting a grade/title change to a bona fide Underfill position, do I need to fill out all of the fields offered under Underfill or Overfill Employee Information and the Process Level and Supervisor Information?

A: No, the only additional information you **must** supply for underfill grade/title change is the Job Code and Description (Title). If the other fields need to be changed, you can enter these fields and we will change them. Also, please note in the comments section that you are requesting a change to the classification/grade of an "underfill" position.

Q: How long will it take for the CC Express to be processed?

A: We offer a 24 hour turnaround with an average of 4 working hours after receipt. Remember that each Payroll compute day HRIS will be view only, so there will be a slight delay on those days.

Q: When we have a position that is reallocated per the HRC-302 form, do we create a new position number and abolish the old position number?

A: With the new numbering system, there is no longer a need to create a new position number when any change is done to an existing number. The change will be made to the existing number.