Work Coordinator – Reclassify Work Order in FAMIS

1. Select the **Reclassify WO** link from the **Request Details** page to change any of the following.
   - Property
   - Space/Floor
   - Work Type
   - Sub Type
   - Priority
   - Bill Code
   - Origination Code
   - Assigned To
   - Estimated Amount
   - NTE (Not to Exceed Amount)
   - Complete By date / SLA

NOTE: Changing Priority on this page will not automatically change the Complete By date or the SLA target completion date. In order to change the Complete By and/or SLA Completion date: To change the date to a later date, enter the date in the Complete By field. In order to additionally change the SLA target date to that same day, check the Override SLA Completion box. The system will not allow users to change the Complete By date to a date/time later than the SLA Completion target. If a user attempts to do so, the system will display an alert that the Complete By date entered is greater than SLA Estimated Completion Date. In order to enter a Complete By Date later greater than SLA Estimated Completion, the user must check the Override SLA Completion box when entering the Complete By Date. This update
will then extend both the Complete By date and the SLA Completion target date to the date entered. The Complete By date and SLA target completion date cannot be moved closer to the current date.

2. Enter **General Comments**, if desired, to record a comment in the *Request History* related to the changes.

3. Click **Notify Assigned To** to have the system send email notification to the Assigned To user regarding the changes.

4. Click **Notify Requestor** to have the system send email notification to the requestor regarding the changes.

5. Click **UPDATE** before leaving the screen in order to save the changes.