AGENCY submits complete review request to DAS Classification and Compensation

DAS CLASS/COMP logs request into tracker within three (3) business days.

DAS CLASS/COMP CONSULTANT picks-up/ assigned request within five (5) business days of receipt

- If the number of requests received per day exceeds 50, all requests will be assigned/picked up within seven (7) business days of receipt.

DAS CLASS/COMP CONSULTANT reviews information

DAS CLASS/COMP CONSULTANT will notify agency within one (1) business day of the following:

- Class/Comp Consultant is assigned
- Timeline of response

Information is complete and classification is appropriate, consultant approves request.

Information is not complete and more information is needed to complete review.

Information is complete and classification is not appropriate, **DAS CLASS/COMP CONSULTANT** calls agency to discuss further.

Information is complete, and after discussions with consultant, classification is determined not appropriate, **DAS CLASS/COMP CONSULTANT** closes request.

If more information is needed:

- **DAS CLASS/COMP CONSULTANT** notifies agency and requests needed information. One-week deadline for agency response is set.
- If information has not been received within one-week, consultant will extend an additional seven (7) days to the deadline

Information is not submitted within the additional seven (7) day timeline, **DAS CLASS/COMP CONSULTANT** closes request and invites agency to resubmit when full information is available.