Mass Processing Tip Sheet

What's Changing?

We streamlined **the way to request a mass process**. The way we process changes is the same.

What Is a Mass Process?

✓ Efficient way to help you make large-scale changes for your agency

✓ Optional process that frees your team's time to support agency goals

✓ Includes review from Department of Human Resources (DOHR) teams based on requested change

When to Use a Mass Process:

✓ For changes to **100 or more** employees or positions

✓ Examples:*

- Salary grade changes; salary increases for classifications; reorganization changes including Reports To changes, Department ID, Location
This is not a complete list.

How to Request a Mass Process:

1. Submit your request through **Formstack**.
2. Upload data through Formstack or send via email to **arc.services@tn.gov**.
3. The ARC will send you a processing window of when to expect changes after review.
4. Data is due 30 days before the processing window.
5. The ARC and other DOHR teams, if needed, will review your data.
6. You will get to review your changes before the processing window closes to ensure changes are accurate, effective, and meet expectations.

Learn More:

⬈ For questions about mass processing, email ARC Services at **arc.services@tn.gov**.

⬈ For information and changes regarding Tennessee State Government compensation, visit the **Compensation Center of Excellence webpage**.