Position Management FAQ

1. **What is position management?**
   Position management is the relationship between jobs, positions, employees and all their associated characteristics. It is a system set up to track refills of vacant positions and monitor trends of employees within scope.

2. **Why are we interested in a position management system?**
   The University, at all levels, needs a way to track positions and vacancies. This system will allow managers to track position data/history by title and classification and monitor specific groups of positions over time. This information will help us better manage our workforce and provide better data for reporting and decision making.

3. **What are the benefits of position management?**
   It provides the ability to identify all positions within scope at the University at any point in time, including vacancies. This will likely make it easier for managers at all levels University-wide to budget for all positions, both filled and vacant. It also provides the opportunity to conduct trending on position classification, budgeting, and utilization. This system should ultimately eliminate the need for any duplicate departmental position tracking shadow systems.

4. **Will my budget change or will budget dollars be tied directly to each position?**
   This project will not impact unit/department budgets from a central Finance and Budget perspective. However, Deans, VP’s or other leaders may choose to utilize this system to specifically manage positions within their area. As always, the University will be prudent and judicious in making hiring decisions and new position requests will go through the same review and approval process as with current job openings.

5. **What fund sources will this include?**
   All fund sources from which employees are paid (University Supported, Sponsored Programs, Auxiliary, etc.) will be included in position management.

6. **What population of employees will be part of position management?**
   Only permanent and continuing faculty, classified and professional staff will receive individual position numbers. Special Payroll, Adjunct, Graduate Assistant, Student, and per-diem employees will be excluded from this project at this time and will not be tracked by position number.
7. **What system will positions be managed in?**
   The University already owns a suite of PeopleSoft tools including Recruiting Solutions and a Position Management. We will now be utilizing the Position Management module and leveraging its capabilities. It will be the system of record for positions and is being implemented in partnership with Recruiting Solutions.

8. **Will current vacancies and searches be assigned a position number?**
   At go-live, current employees will receive a position number. Job openings entered into Recruiting Solutions before go-live will also be given a position number. Additional vacancy data will accumulate over time. Each number assigned to an employee will be unique (8 digits).

9. **How do units/departments request new position numbers?**
   The process for posting a job/position will remain largely the same, with initiators only needing to fill out a few additional fields. New position number requests will come through Recruiting Solutions along with a new job opening. The process will be made as streamlined and simple as possible for departmental users.

10. **How are position numbers created and approved?**
    Position numbers for all unclassified staff will be processed by the Budget Office as part of the request to post/recruit a new job opening (see above). All classified positions will be processed by Human Resources to ensure they are in-line with the State’s CORE-CT system. The approval process will remain the same as the current job opening approval process.

11. **Will I see the position number in KFS?**
    Yes. The position number field will be updated within KFS and will be viewable on the Labor Distribution inquiry screens as of the new Fiscal Year.

12. **How can I report on the position data?**
    The position number will be added to existing KFDM HR/Payroll stars and reports for filled positions. New WebFocus views and reports are being developed to access the position information from the PeopleSoft Position Management module and Recruiting Solutions, to allow for reporting on vacancies. More information on this will be forthcoming.

13. **When will training be available?**
    Information sessions will be held on the following dates at the Dodd Center.
    - Monday, April 20 from 9:30-10:30a.m.
    - Wednesday, April 22 from 9:30-10:30a.m.
    - Wednesday, April 29 from 1:30-2:30p.m.