Position Management

Agenda

• Overview of Position Management
• Walk-through of the system changes in Recruiting Solutions
• Reporting
• Next Steps
What is Position Management?

Relationship between jobs, positions, employees and all their associated attributes.
Benefits of Position Management

• Eliminates departmental shadow systems and/or manual tracking methods for positions

• Gives departments a systematic way to budget for positions

• Ability to conduct trend analysis on position classification, budgeting and utilization

• A systematic way to report on and track vacancies for managers and fiscal officers

• Reporting will bring data together from multiple sources
Tracking positions now, will evolve into position management over time.

- Position numbers will be tracked in existing system (Recruiting Solutions)
- Employees and current job openings will be assigned a position number at go-live.
- No workflow changes for search (position) approvals
- Minimal system changes
- Pilot version scheduled to go-live on April 27th
• Peoplesoft Recruiting Solutions provides a systematic way to manage positions.
Position Management

Impact on Hiring Process

• Establishing Position numbers will be part of the recruiting process in RS9.1.

For new positions:
  – Unclassified: created by the Budget Office
  – Classified: created by Human Resources

• Only a few additional fields on the job opening or audit waiver.
Create a New Job Opening

Create New Job Opening

- Select for Refill
- Leave blank for new position
- Job Code is Position Title (highest)
Position Look Up
Refill Existing Position #
Selecting position on primary page will autofill:

- Job Code
- Posting Title
- Department
- Location
- Funding
- Regular/Temporary

- Employee Being Replaced
Recruitment Titles

- Faculty job openings – position is highest level of open rank
Next Steps in Recruiting Process

No changes:

• Workflow approvals
• Job posting to Husky Hire or faculty website
• Pre-interview evaluations/Interview Request
• Post-interview evaluations
Prepare Job Offer

- Additional field – Position Number
- Select Position Number and Offer Job Title
- Complete remaining fields same as today
Position Management

Audit/Waivers

- Select position # for Refill
- Leave Position # blank for new position
- Complete remaining fields same as today
NEW Departmental Dashboard

By Navigating

Within the Job Opening
NEW Departmental Dashboard

TAB 1 – Position Info

- Management tool for Approvers and Proxy
### TAB 2 - Incumbent

#### Current Positions in the Department

<table>
<thead>
<tr>
<th>Position ID</th>
<th>Status</th>
<th>Last Incumbent ID</th>
<th>Name</th>
<th>Curr Info</th>
<th>Last Status</th>
<th>Incumbent Job Code</th>
<th>FTE</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>99000092</td>
<td>Vacant</td>
<td>012345</td>
<td>Leslie Peters</td>
<td>N</td>
<td>Inactive</td>
<td>AE1042</td>
<td>1.00</td>
<td>93836.000</td>
</tr>
<tr>
<td>99000268</td>
<td>Filled</td>
<td>067890</td>
<td>Michael Smith</td>
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<td>Active</td>
<td>AE1042</td>
<td>1.00</td>
<td>91661.000</td>
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<tr>
<td>99000307</td>
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<td>034567</td>
<td>Paula Edwards</td>
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<td>1.00</td>
<td>94027.000</td>
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<td>Lee Phillips</td>
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<td>Tracy Thompson</td>
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<tr>
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<td>234567</td>
<td>Sam Miller</td>
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<td>Active</td>
<td>AD6571</td>
<td>1.00</td>
<td>96157.000</td>
</tr>
</tbody>
</table>
NEW Departmental Dashboard

TAB 3 - Recruitment
Assignment of positions at go-live:

- All current employees
- All active job openings/audit waivers

Refills of existing vacancies will have to be treated as “new positions” in order to get a position number assigned.
Transition Period
Current Vacancies with no Position Number

- Position are refills? 0
- Like today, enter Employee Being Replaced
Position Management

Reporting

• WebFocus will be used for Central and Departmental reporting

• New standard reports are being developed for users

• Several existing KFDM reports will be updated with position number
Resources

Business process, position #, or reporting questions:

• Your assigned Budget Analyst or email budget@uconn.edu
• Budget Office website http://budget.uconn.edu/
  (with links to FAQ’s and sample scenarios)

System or technical questions:

• Recruiting Solutions website http://www.hr.uconn.edu/RS91/index.html
• The Recruiting Solutions help desk (486-3033) hrsearchfeedback@uconn.edu
• Help menu within the application
Next Steps

• During Pilot – Collect feedback
  – Focus group discussions (academic areas, fiscal officers, etc)
  – Drop in sessions (Budds training room)

Questions?