

**Sent:** Monday, January 07, 2013 1:04 PM  
**To:** HR Newsletter Distribution  
**Subject:** Updates and New Processes from HR

Happy New Year!

We would like to introduce some new transactions, procedures and report changes.

- 1) Five years ago we suspended the monthly **HR SAP Brown Bag meetings** when we moved out of the annex. Back by popular demand, these meetings will be held on the third Wednesday of each month from noon – 1:00 in the Sward Conference Room, located on the C wing of the 4<sup>th</sup> floor of the central building. The open forum setting will be participation driven with no set agendas or presentations. Topics will include SAP HR transactions, Tips & Tricks and issues. The first Brown Bag meeting will be **January 16<sup>th</sup>**. Please let me know if you plan to attend. Since the room is limited in space, the meeting may need to be relocated if the number of participants exceeds room size.
- 2) Attached are the new ESS procedures for managers and supervisors. We are developing a Manager's Self Service within ESS so that you will only need to go to one location to manage your employees. We are introducing the **Department Structure and Maintenance** review transaction. This process will allow managers and supervisors to add, remove, change or view the manager of an organization unit or an ESS leave approver. It will also replace the SAP ZHRMGRSUB transaction by allowing a substitute for the evaluation system to add, changed or removed.
- 3) **ZHRAPPUPDATE** – A new **Vet Status** column will appear soon. This column will note the applicant's response to the veteran status request.
- 4) **Z\_HR\_SAL\_ALLOC** or the Salary Allocation Report – This report has been revised to allow the report sort in different ways.
  - Select *Employee Name* – This will sort the list by employee last name with no page breaks if more than one organizational unit is selected. This will not list the organizational units name.
  - Select *Org, Employee Name* – This is the standard report with page breaks between organizational units.

Also remember that you can select an organizational unit/node and get all of the organizational units under it without selecting them individually.

- 5) **Revision to the Salary Guidelines** – Last month we announced the change to Lateral Moves. Effective 1/1/13 Promotions and Reclassifications increase guidelines has changed. The new guidelines are:
  - Promotion/Reclassification Increases:
    - a. Managers may offer up to 10% increase.
      1. Exception will be made if the 10% increase is below entry for the new title. When this exception applies, the department has the option to pay up to entry only.

- b. Raises above 10% (entry when appropriate) must be reviewed by OHR compensation.

I have include a revised copy of the guidelines.

- 6) **Administrative Grids** - The UAMS Office of Human Resources will formally initiate a new personnel classification process involving the administrative titles Administrative Specialist I, II, and III; Administrative Support Supervisor, Executive Assistant and others. The Administrative Job Family Matrix was presented to the Human Capital committee for review in December and was approved for implementation effective immediately. The grids be placed on the HR website <http://hr.uams.edu/managers/> .

The Administrative Job Family Matrix will be used in making decisions regarding appropriate job titles for all administrative position title assignments (establishing new positions and refilling positions when an incumbent leaves). ***Anyone with questions regarding the grid should contact Recruiting at 501-296-1773.*** OHR staff is available to make presentations to any groups, e.g., GBA, administrative council, departmental leadership meetings, etc., wanting more information about the Administrative Job Family Matrix.

The Administrative Job Family Matrix was initiated approximately one and a half years ago as a project designed to evaluate all administrative support related positions throughout UAMS. OHR worked with a number of individuals throughout the campus to develop an approach for evaluating administrative positions. The process included collecting position classification questionnaires, analyzing the information submitted on the questionnaires, and using the information collected to develop a decision grid that could be used to determine the appropriate title for each administrative position assigned to any area.

In the coming weeks we will be introducing additional reports and transactions.  
If you have any questions please let me know.

Thanks,

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