

**From:** Finne, Kimberlee

**Sent:** Friday, August 23, 2013 4:03 PM

**Subject:** Position, Posting and Salary Review Changes **Follow-up**

Over the last several days I have addressed several questions and suggestions that I would like to share with everyone.

Here are some FAQs regarding the new procedures:

1. I already have a submitted a request to post a position, current have a position posted or negotiating a salary with an applicant; do I have to now go back and get HR's approval? No, the new procedures will apply to new positions/posting requests as of August 25<sup>th</sup>. If the position or request was made prior to August 25<sup>th</sup> the current posting and salary guidelines should be used (including current new hire guidelines).
2. Am I correct in understanding that all requests to post and recruit, regardless of reason, must be approved by the HCC before the position will be posted? This is correct with the following exceptions:
  - Faculty positions will be reviewed according to procedures being developed by the Division of Academic Affairs.
  - Clinical Programs positions which have an established staffing target. A quarterly report will be provided the HCC for these positions.
  - Positions funded 100% by sponsored program funds from a 2XX fund.
3. Am I correct in understanding that all candidate selections and salary offers, including those clearly within established policy guidelines, must be officially approved by HR before the offer of employment can be extended to the applicant? Only new hire, rehires, temp to regular salary offers must have HR approval prior to discussing with the applicant. All other offers must follow current guidelines. The hiring manager can:
  - a. Email [HRComp@uams.edu](mailto:HRComp@uams.edu)
  - b. Call Amanda Sugg 296-1839, Paul Grove 296-1715 or Hal Wyatt 296-1394Human Resource encourages the hiring manager to contact the compensation section when they have any salary administration concerns or questions.
4. We will be paying the employee from a 116 or 125 fund – is that concerned a grant fund for purpose of the exception? No, only positions that are funded by a 2XX fund is an exception to these posting/review procedures.

5. There is no mention of out-of-cycle raises for retention, market pressure, etc.. Does this mean there is no longer any provision for out-of-cycle increases? No, these guidelines did not change and will remain in place.
6. For purposes of statistics and financial information, what is a “unit”? Is it a division, a department or campus level? A unit can be whichever view is most appropriate for your request. Please note the level of your information.
7. For Budget to Actual comparisons, do you want cash basis or accrual? These comparison can be either cash basis or accrual whichever is most appropriate for your request and represent budget process for the unit. Please note which comparison is used in your information.
8. Do we use all funds or just the fund that the employee will be paid from? All funds can be used.
9. What happens if the Human Capital Committee does not review my request due to volume? The HCC makes every effort to review all requests received. There may be times they may not get to all requests during the weekly meetings. Depending on the issues, the committee may continue the process via email or it may be placed on the following week’s agenda. Human Resources will make every effort to make sure that critical needs positions, such as direct patient care positions, are reviewed timely.
10. I sent in my request late on Monday, is it guaranteed to be reviewed at the next HCC meeting? No. Each request will be reviewed for proper classification and completeness of the forms prior to being submitted to the HCC for review. HR will return to the departments any that fail to address what is requested on the HCC Request Form. Submitting all the documentation timely and completely is absolutely critical to the success of this process. Additional factors for possible delays in the review process by the HCC would include discussions between HR and the requesting departments regard titles, position descriptions and additional concerns.

I have also received some suggestions on adding information and field to the form. The attached documents as revisions based on your suggestions.

I hope this clarifies many of your questions, if not please let me know.

Thanks,

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**Human Capital Committee  
New Procedures Effective August 25, 2013**

The Human Capital Committee would like to thank the campus for their understanding and cooperation during the last several years. Over time the committee has reviewed hiring and salary processes and has changed our focus based on the current needs for the campus. The committee would like to announce the following changes effective August 25, 2013:

- Salary request process for New Hires and Temporary to Regular positions has been changed. The department will need to receive a salary offer amount from OHR Compensation prior to making an offer. This does not include faculty salaries.
- The Human Capital Committee will now review all request for position postings, reclassification and new position allocations prior to being recruited for. Exceptions are list on the attached document.
- The Salary Guidelines / procedure and deadlines currently in place will not be changing, except for the new hire procedures stated above.

I have attached the new [request form](#), [detail document](#) of the process and a [flow chart](#) example.

Thanks,

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