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To: HR Newsletter Distribution

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Subject: Human Capital Committee Update

[Workforce Management](#)

[UAMS Human Capital Committee Submission Form](#)

**Human Capital Committee
Modification of New Procedures, Effective October 1, 2013**

The Human Capital Committee thanks the campus for their cooperation in assisting the committee with hiring and compensation processes over the years. As you know, we made a major change to our process in the last month or so to address current financial challenges while ensuring that critical campus needs are met. We will continue to modify that new process as necessary and, with that in mind, we are announcing the following changes effective October 1, 2013:

- The Human Capital Committee will change its name to the Workforce Management Committee to better reflect the committee's new focus.
- A request to refill an existing position held by an employee who was terminated for cause will not have to go to the committee for further review. If any change to the existing position is requested, committee review will be necessary.
- The current exception statement of "Clinical Programs positions which have an established staffing target" has been changed to "Positions which have established staffing targets that have been pre-approved by the committee will be exempt from further review."
- A new process timeline has been established to request temporary positions, to reclassify a position, to promote individuals in positions, or create a new position. The new timeline will ensure that the OHR has sufficient time to review requests, identify any missing information, and determine whether requests need to go forward to the committee, or can be approved directly by OHR. The new schedule is as follows:

Week 1

Monday	Position action requests are submitted to OHR by close of business (4:30 p.m.)
Tuesday through Friday	OHR begins processing requests, gathering any additional information and communicating with the requesting department. If positions can be acted upon by HR without review by the committee, the requesting department will be notified. (i.e. those that meet the exempt review list)

Week 2

Monday	Agenda and supporting materials are forwarded to the Workforce Management Committee
Thursday	Committee meets to act upon requests forwarded the previous week.
Friday	OHR post approved positions OHR will reclassify approved positions

Please remember the process to request these positions has not changed with the Workforce Management review. The SAP transactions ZHRPAR or ZHRAD, whichever is most appropriate, and the normal UTEMPS request is still the correct submission. Links to the updated form and process document are above.

If you have any questions, please contact Pam Anderson or Stephanie Farris-Blanchett

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