



## Executive Review/ Workforce Management Form Instructions

### INSTRUCTIONS

Please click on the link below to see a list of titles that requires review by the Institutions Vice Chancellor of Finance and Administration, prior to posting or visit the OHR website under the heading of Manager's Information and hiring employees for the list of "Finance and Human Resource Positions".

<http://hr.uams.edu/files/2015/07/FINANCE-AND-HUMAN-RESOURCE-POSITIONS.pdf>

This review includes all the specific titles on the list, as well as, positions or PCQ's, with Finance and/or HR related duties.

If you have a position or PCQ with either a title that is on this list or has finance or HR related duties, you must complete the "Executive Review/Workforce Management Form" and submit your request to "Ask Recruitment" for review. **You must wait for a response before moving forward with the posting request.**

If you have a position that is **not** included on the link mentioned above nor does it have HR or Finance duties in the PCQ and is included in your current fiscal year's budget, please move forward with the appropriate SAP Transaction.

Positions that **do not** require Workforce Management Review:

- Grant (200-279) or COM contract (116-125) funded positions
- Positions that are in your current fiscal year's budget (FY '16)
- Positions with a current staffing target
- Faculty, fellows or residents
- Positions approved as a part of a new business plan

Remember temporary, U-Temps, and Extra Help positions that do not meet the above criteria, must be approved by the department, division and may also require workforce management committee approval, before these positions can be filled.

**Executive Review/Workforce Management Form**

**Date:**

1. If this is a new position, is it included in your approved fiscal budget for FY 2016?

**Yes** \*      **No** \*

\*If you answered "yes" to question 1, move forward with the appropriate HR Actions or SAP Transaction and attach the highlighted line from your approved budget for the current fiscal year in the HR Action or SAP Transaction.

\*If you answered no to question 1, your request will need to be submitted to the Workforce Management Committee for review and approval.

2. Workflow/Position Number:

3. Department:

4. Title Requested:

5. Is this position: **new**      **replacement**      **temporary**      **or a reclassification**

6. What is the fund and account number:

7. How many are in the department/area doing the same job:

8. Financials (**budgeted-actual = variance**) or salary:

9. Please give a short justification on why this position is needed within your department. What would be the impact to the organization if this position is not filled? **Attach the organizational chart showing the position and reporting structure**

10. Job Description Summary:

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form only needs to be signed if the request is being reviewed by the Workforce Management Committee,**