UAMS
University of Arkansas for Medical Sciences

# Workforce Position Review Process Instruction Guide

Maintained by: The Division of People and Culture
Position Control & Staffing

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## Background

As part of UAMS's collaborative effort with HURON to optimize operational efficiency and identify cost-saving opportunities, one of the focus areas was to implement a standardized review process for filling open positions to ensure optimal allocation of resources across the organization. As a result, the Workforce Position Review Request Process was created.

## What is the Workforce Position Review Request (WPRR) Process?

This guide will help you understand and utilize the Workforce Position Review Process (referenced as the Process in this document). This process was created to monitor headcount by reviewing all proposals to temporarily or permanently fill a new or backfill position. It allows UAMS to track hiring and monitor costs to ensure we operate efficiently and to ensure that our resources are directed towards the institution's primary mission.

Before initiating a Create Position, Edit Position Restrictions or Hiring Requisition Action in Workday, **you must obtain approval through this process.**

## When do I use a Workforce Position Review Request (WPRR) vs. a People Management Review Request (PMRR)?

| Workforce Position Review Request<br>(Backfill a Vacancy or Add New Workforce) | People Management Review Request<br>(Existing Staff) |
|---|---|
| New Position Request<br>Backfill<br>Backfill with Reclassification<br>Agency/Traveler*<br>Contractor* | Reclassification Request<br>External Market Review<br>Internal Equity Review<br>Reorg/Restructure<br>New MOU Request<br>New Incentive Request (Sign On, Referral)<br>Retention Request |

* Will be included in this process at a future date

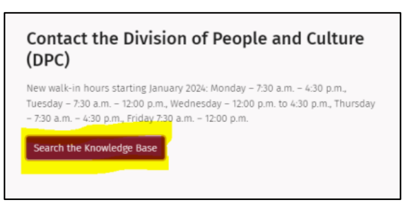
## What are the steps in this process?

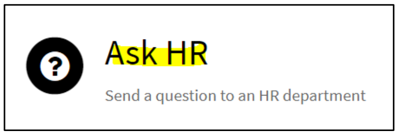
| Step | Responsible Party |
|---|---|
| A Workforce Position Review Request form is completed and submitted in Service Now | Department |
| The Request is reviewed and the decision (approve/deny) is documented in Service Now. An Approval Confirmation Number is generated | Workforce Review Committee |
| The appropriate Workday action(s) is created, noting the Approval Confirmation Number | Department |

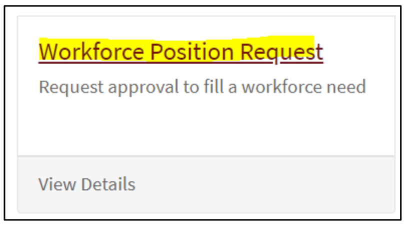
## Where can I submit a request?

A Workforce Position Request is initiated through Service Now or Ask HR on the DPC Website:

https://hr.uams.edu/




# Form Details

All five (5) sections of the form must be completed in order for the request to be submitted, these sections include:

General Information
Background Information
Funding Information
Productivity Information
Summary of Request

**Before submitting a request, please ensure that you have budget identified for your request.**

Find the section that corresponds with the reason for your request below and click on the link to take you to that section for detailed information.

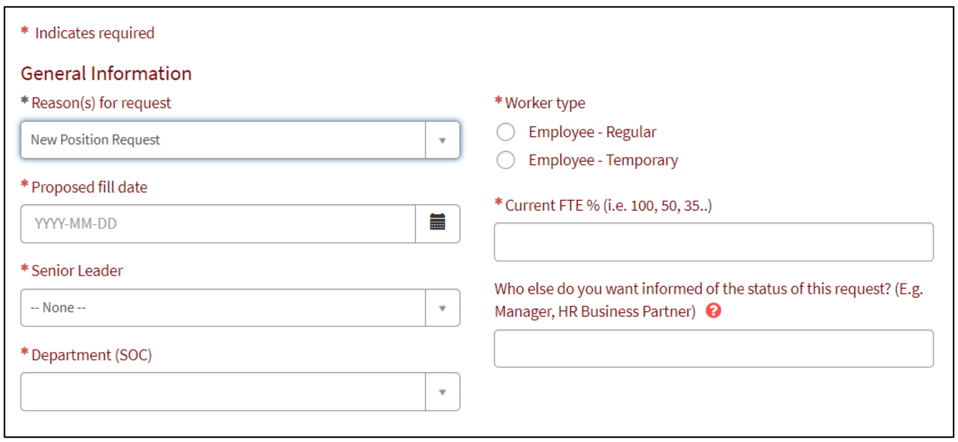
Section 1: New Position Request
Section 2: Backfill – As Is (No changes to position)
Section 3: Backfill with Reclassification (Title Change)
Section 4: Backfill with Reclassification (FTE Change)
Section 5: Agency/Traveler Request
Section 6: Contractor Request

**Commented [AK1]:** Make sure a new section five has a hyperlink here too

## Section 1: New Position Request

If there are no positions available to fill a need within your cost center, meaning, there are no current positions that can be repurposed (reclassified), a new position can be requested.

### General Information


* Indicates required

General Information

* Reason(s) for request

New Position Request

* Proposed fill date

YYYY-MM-DD

* Senior Leader

-- None --

* Department (SOC)

* Worker type

Employee - Regular

Employee - Temporary

* Current FTE % (i.e. 100, 50, 35..)

Who else do you want informed of the status of this request? (E.g. Manager, HR Business Partner)

Proposed Fill Date - the date that is being proposed to fill this position by, this should reflect a future date.

Senior Leader – the senior leader for the area where the position will live (see Senior Leadership Matrix at the end of this process guide).

Department (SOC) – the Department where this position will live. You have the ability to search this section by: Department Name, Manager Name or SOC number

Worker Type

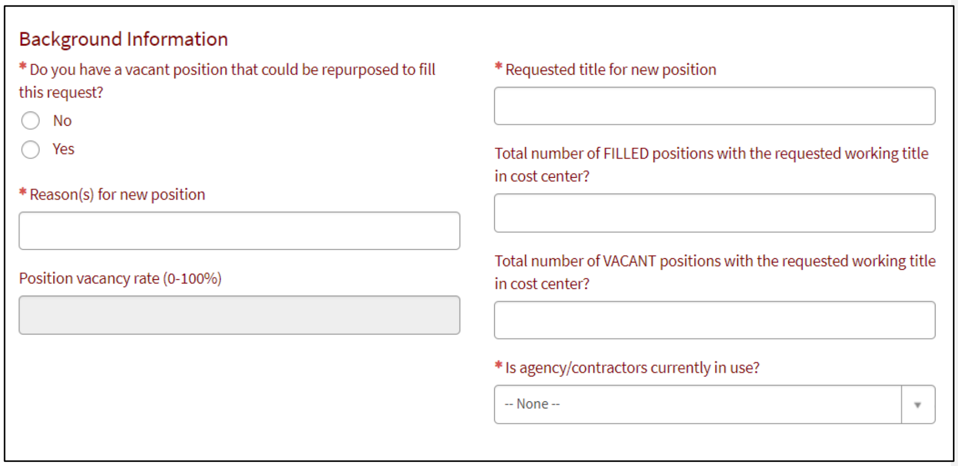
**Employee – Regular** - This position will work a regular scheduled shift (this includes full-time and part-time)
**Employee – Temporary** - This position will work on an as-needed basis. *Per UAMS policy 4.1.02, a temporary employee is limited to 1400 hours within a rolling 12-month period.*

Current FTE % (Full-Time Equivalent) - The percent of time this position will be utilized.

100% - 75% - is considered full-time with benefit options
74% - 50% - is considered part-time with benefit options
49% - 1% - is considered part-time with no benefit options

To calculate FTE, take the number of hours the position will work in a 1 week period and divide that by 40. Example: this position will work 30 hours a week. 30 hours / 40 = .75 or 75% FTE.

## Background Information


Background Information

* Do you have a vacant position that could be repurposed to fill this request?

No

Yes

* Reason(s) for new position

Position vacancy rate (0-100%)

* Requested title for new position

Total number of FILLED positions with the requested working title in cost center?

Total number of VACANT positions with the requested working title in cost center?

* Is agency/contractors currently in use?

-- None --

### Do you have a vacant position that could be repurposed to fill this request?

If you answer “Yes” to this question, you will notice that the Reason for Request will automatically change to Backfill with Reclassification. The reason for this is that the request is truly not for the creation of a new position, therefor the reason should not reflect as so.

As we are a state institution, we are only appropriated a set number of positions by the State. We ask that you first utilize your available vacant positions. Vacant positions can be found on your Supervisory Organization Page, located under the Staffing tab or check with your Division’s Administrator for vacancies that may be repurposed from another area.

Reason for new position – choose a drop down reason

Increased Volume – additional headcount is needed to fulfill a business need due to new or additional responsibilities

**New Grant** - additional headcount is needed to fulfill a business need due to new grant
**New Program/Clinic** - additional headcount is needed to fulfill a business need due to a new program or clinic

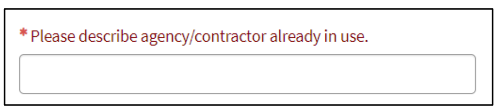
**Requested title for new position** – this will be the title that you are proposing for this position. This is subject to change depending upon Compensation's review of the position during the Edit Position Restrictions or Create Position process.

**Total number of FILLED positions with the requested working title in cost center –** Include the count of filled position within the cost center that have the same title that is being requested.

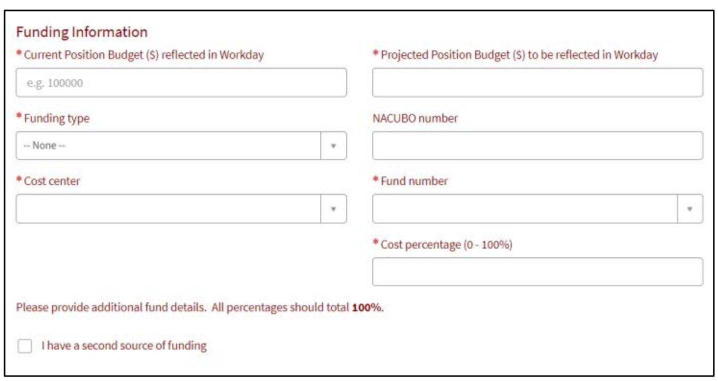
**Total number of VACANT positions with the requested working title in cost center–** Include the count of vacant positions within the cost center that have the title that is being requested.

Once both the FILLED and VACANT position counts are entered, the Position vacancy rate will automatically calculate.

**Is agency/contractors currently in use?** – if you are currently utilizing an agency or contractor(s) to perform this role, please answer "Yes" to this question. An additional field will populate for you to describe what you are currently utilizing.


* Please describe agency/contractor already in use.

## Funding Information


Funding Information

* Current Position Budget ($) reflected in Workday
e.g. 100000
* Projected Position Budget ($) to be reflected in Workday
* Funding type
-- None --
NACUBO number
* Cost center
* Fund number
* Cost percentage (0 - 100%)

Please provide additional fund details. All percentages should total **100%**.

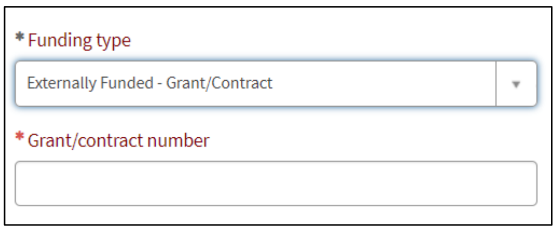
I have a second source of funding

Current Position Budget ($) reflected in Workday – for a new position request, please enter '0' in this field, as the position has not yet been created in Workday.

Funding Type – choose a drop down reason

Existing Budget – the funding to cover this request will come from current budget

Externally Funded – Grant/Contract - the funding to cover this request will come from a contract or grant. If this reason is chosen, an additional field will populate for you to enter the Grant number or Contract number.




Increased Revenue - the funding to cover this request will come from increased revenue. If you choose this request, you must attach an Increased Revenue-Volume Justification Worksheet which can be found here: https://hr.uams.edu/talent-management/workforce-position-management/

Other – please submit an explanation in the Funding comments if you choose this option.

Cost Center – the cost center to which this position will be charged

Projected Position Budget ($) reflected in Workday – the projected amount for this new position, if different from current.

NACUBO number – the NACUBO number that this position should be charged to. Please reference your areas budget information if you are unsure of this number.

Fund number – the fund number that this position should be charged to. Please reference your areas budget information if you are unsure of this number.

Cost percentage (0 - 100%) – the distribution percentage that will be charged to this Fund

I have a second source of funding – if you are using multiple funding sources then you will choose this box. Additional funding fields will populate for you to fill in.

**Funding Comments –** if you have more than 5 funding splits for this position or if you have any additional funding information that you would like to share with the committee you can annotate that in this space.

## Productivity Information

Productivity Information

* Does the main (greater %) cost center funding this request have established productivity targets?

- Yes - Fixed
- Yes - Variable
- No

If the cost center does **not** have established productivity targets, then you will answer "no" to the first question and enter Budgeted FTE data for worked, paid, and budgeted.
A step by step process guide for navigating PowerBI can be found here.

### Productivity Information

Details

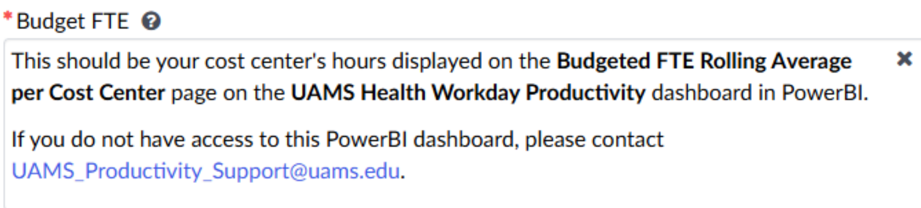
If the cost center's productivity average is below the acceptable threshold (95.0 for fixed and variable, budget hours at least equal to or more than worked and paid hours), please include clarification on why they are off and what the cost center is doing to improve in the Summary of Request field below.

For more information, you can **view the Productivity Power BI Reporting Training in Workday** and **access the UAMS Workday Productivity report in Power BI**. To gain access to the dashboard, please email **UAMS_Productivity_Support@uams.edu**.

If the cost center has productivity targets, you would select either the fixed or variable option. Additional fields will populate once your selection is made. If you are unsure if the cost center has established productivity targets or if it's fixed/variable, please reference the Productivity Training in Workday, links can be found here:

UAMS Productivity Power BI Reporting Training

Or by following the information given about the PowerBI dashboards.

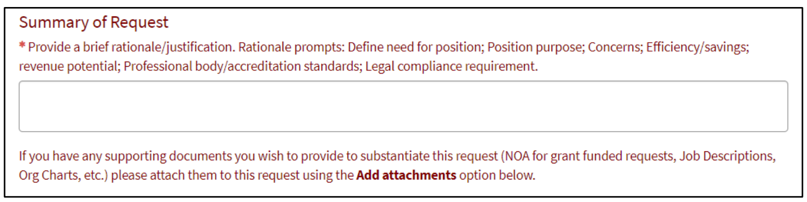

*Budget FTE

This should be your cost center's hours displayed on the **Budgeted FTE Rolling Average per Cost Center** page on the **UAMS Health Workday Productivity** dashboard in PowerBI.

If you do not have access to this PowerBI dashboard, please contact UAMS_Productivity_Support@uams.edu.

If you need additional assistance for any Productivity questions, please contact: UAMS_Productivity_Support@uams.edu

## Summary of Request


Summary of Request

* Provide a brief rationale/justification. Rationale prompts: Define need for position; Position purpose; Concerns; Efficiency/savings; revenue potential; Professional body/accreditation standards; Legal compliance requirement.

If you have any supporting documents you wish to provide to substantiate this request (NOA for grant funded requests, Job Descriptions, Org Charts, etc.) please attach them to this request using the **Add attachments** option below.

This is your chance to justify the need for this request and provided any supporting documentation. Feel free to use the rationale prompts to help build your case or build out the justification as you see fit.

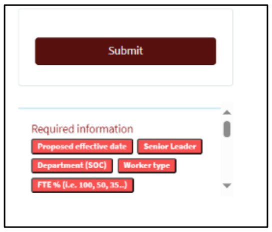
Examples:

*"We are requesting 1 new RN position for the Device Clinic. Presently, there is only one RN and one MA monitoring all patient devices. Patient volume has increased steadily and we expect it to grow even more. There are currently around 630 device patients being monitored. Remote monitoring allows UAMS to follow these patients in the convenience of the patients' home. Technical fees are charged for this follow-up. UAMS has made great strides in establishing this outpatient Device Clinic, but there are needs for both the inpatient and outpatient settings. On average, there are 25 device checks performed by reps per week. UAMS should be performing these instead of device reps."*

*"We are requesting to backfill and reclassify this position from a Research Technician to a Research Associate due to the significant increase in laboratory responsibilities that this role will be responsible for. These duties have largely increased due to the three active research awards as well as the complexity of the laboratory procedures and experiments required for this role. Reclassifying this role to take on the additional workload will allow us to efficiently manage the laboratory and eliminate 1 lower level Research Technologist position that will no longer be needed."*

Once you have completed the summary request and attached any supporting documents, click Submit.

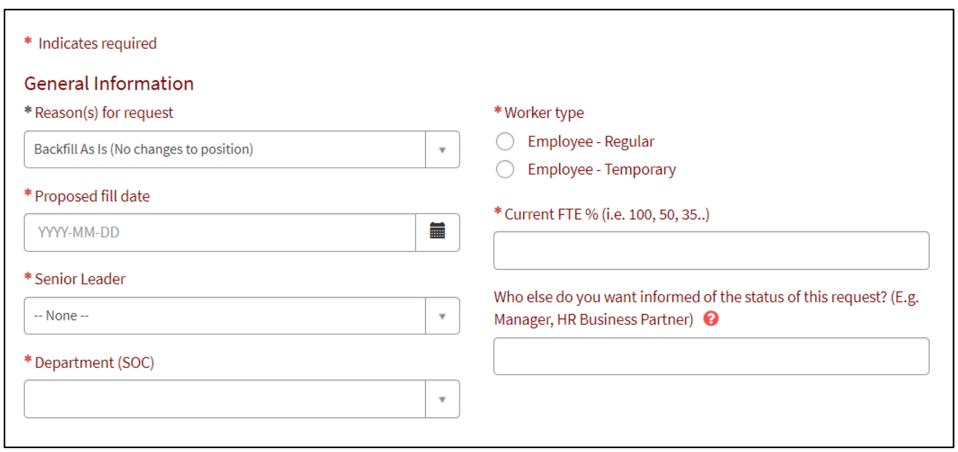
If you receive an error while trying to submit, please note the required information field for areas that you may have missed.




## Section 2: Backfill – As Is (No changes to position)

This request is to backfill a position as is. This position would not need to be reviewed for reclassification or position information change such as FTE.

### General Information




Proposed Fill Date - the date that is being proposed to fill this position by, this should reflect a future date.

Senior Leader – the senior leader for the area where the position will live (see Senior Leadership Matrix at the end of this process guide).

Department (SOC) – the Department where this position will live. You have the ability to search this section by: Department Name, Manager Name or SOC number

Worker Type

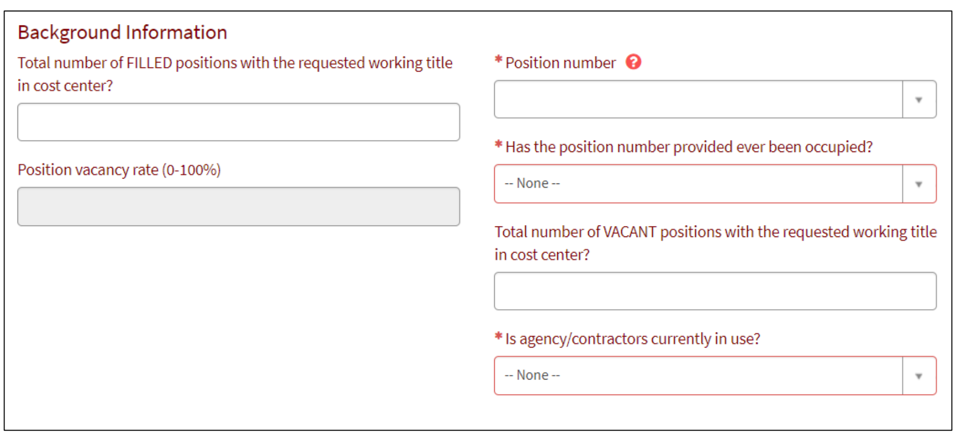
**Employee – Regular** - This position will work a regular scheduled shift (this includes full-time and part-time)
**Employee – Temporary -** This position will work on an as-needed basis. *Per UAMS policy 4.1.02, a temporary employee is limited to 1400 hours within a rolling 12-month period.*

Current FTE % (Full-Time Equivalent) - The percent of time this position will be utilized.

100% - 75% - is considered full-time with benefit options
74% - 50% - is considered part-time with benefit options
49% - 1% - is considered part-time with no benefit options

To calculate FTE, take the number of hours the position will work in a 1 week period and divide that by 40. Example: this position will work 30 hours a week. 30 hours / 40 = .75 or 75% FTE.

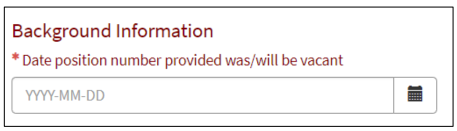
## Background Information


Background Information
Total number of FILLED positions with the requested working title in cost center?
Position vacancy rate (0-100%)
* Position number
* Has the position number provided ever been occupied?
-- None --
Total number of VACANT positions with the requested working title in cost center?
* Is agency/contractors currently in use?
-- None --

**Total number of FILLED positions with the requested working title in cost center –** Include the count of filled position within the cost center that have the same title that is being requested.

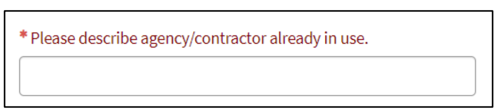
**Position number** – the position number that will be used to fill this request

**Has the position number provided ever been occupied? –** if you answer 'yes' to this question, an additional field will populate that will prompt you to enter the date when this position was last vacated or will be vacant. If you are unsure, you can find this information in Workday Position Restrictions -> Incumbent

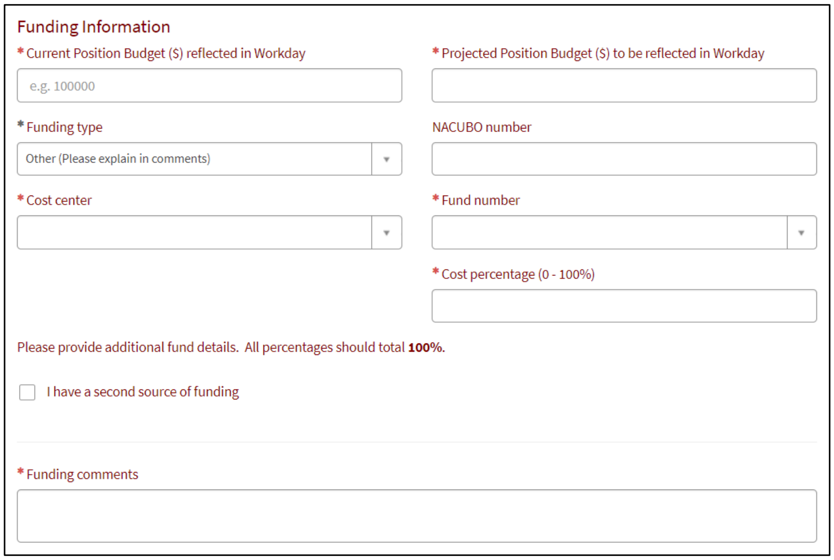



**Total number of VACANT positions with the requested working title in cost center–** Include the count of vacant positions within the cost center that have the title that is being requested. You should include this position in this count.
Once both the FILLED and VACANT position counts are entered, the Position vacancy rate will automatically calculate.

**Is agency/contractors currently in use?** – if you are currently utilizing an agency or contractor(s) to perform this role, please answer "Yes" to this question. An additional field will populate for you to describe what you are currently utilizing.

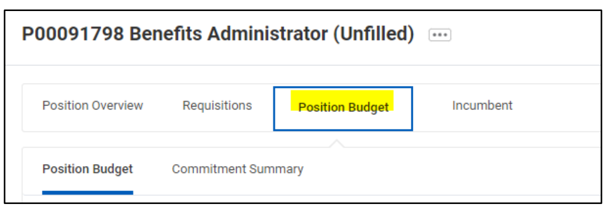



## Funding Information




Current Position Budget ($) reflected in Workday – the current budgeted amount for this new position as it reflects in Workday.

Please confirm that there is budget on the position in Workday. You can check this by searching for the position and choosing the Position Budget tab:




If the position is currently unbudgeted, funding will need to be added to it in Workday. Below are the actions to create and edit position budget:

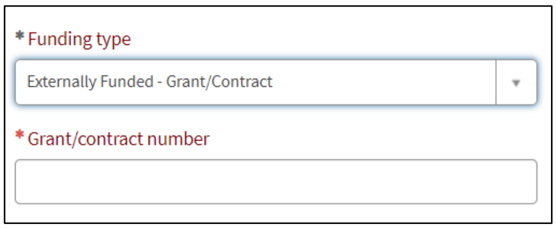
**Create Position Budget** – Workday action used to create budget for a new position
**Create Position Budget for Organization** – Workday action to add/remove budget to/from a position
**Create Position Budget Amendment for Organization** – Workday action to amend a position budget for the department

Quick Reference Guides (QRG) for all three of these actions types are available for you to review in Workday.

**Funding Type –** choose a drop down reason

**Existing Budget** – the funding to cover this request will come from current budget

**Externally Funded** – Grant/Contract - the funding to cover this request will come from a contract or grant. If this reason is chosen, an additional field will populate for you to enter the Grant number or Contract number.

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**Other –** please submit an explanation in the Funding comments if you choose this option.

**Cost Center –** the cost center to which this position will be charged

**Projected Position Budget ($) reflected in Workday** – the projected amount for this new position, if different from current.

**NACUBO number** – the NACUBO number that this position should be charged to. Please reference your areas budget information if you are unsure of this number.

**Fund number –** the fund number that this position should be charged to. Please reference your areas budget information if you are unsure of this number.

**Cost percentage (0 - 100%) –** the distribution percentage that will be charged to this Fund

**I have a second source of funding** – if you are using multiple funding sources then you will choose this box. Additional funding fields will populate for you to fill in.

**Funding Comments –** if you have more than 5 funding splits for this position or if you have any additional funding information that you would like to share with the committee you can annotate that in this space.

If the cost center does **not** have established productivity targets, then you will answer "no" to the first question and enter Budgeted FTE data for worked, paid, and budgeted.
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### Productivity Information

Details

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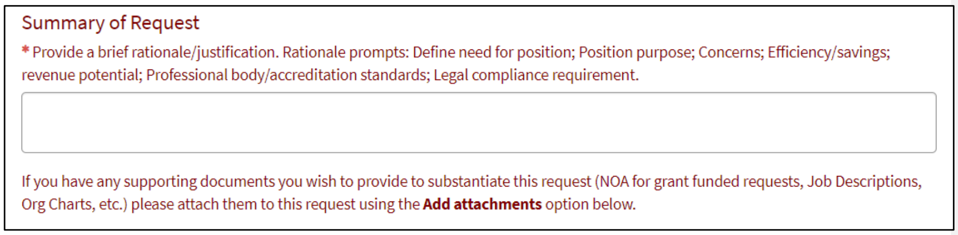
## Summary of Request



Summary of Request

* Provide a brief rationale/justification. Rationale prompts: Define need for position; Position purpose; Concerns; Efficiency/savings; revenue potential; Professional body/accreditation standards; Legal compliance requirement.

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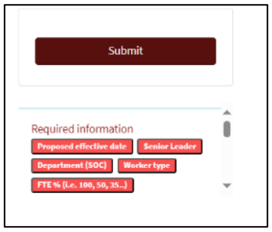
Once you have completed the summary request and attached any supporting documents, click **Submit**.

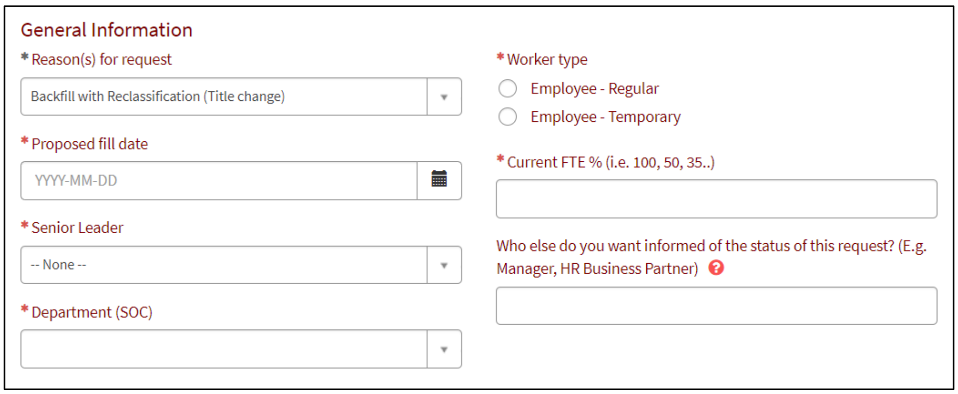
If you receive an error while trying to submit, please note the required information field for areas that you may have missed.


Submit
Required information
Proposed effective date
Senior Leader
Department (SOC)
Worker type
FTE % (i.e. 100, 50, 35..)

## Section 3: Backfill with Reclassification (Title Change)

If you are requesting to backfill a position AND requesting to have the position's title reclassified BEFORE posting the position, then you will choose this option.

### General Information



General Information

*Reason(s) for request

Backfill with Reclassification (Title change)

*Proposed fill date

YYYY-MM-DD

*Senior Leader

-- None --

*Department (SOC)

*Worker type

Employee - Regular

Employee - Temporary

*Current FTE % (i.e. 100, 50, 35..)

Who else do you want informed of the status of this request? (E.g. Manager, HR Business Partner)

Proposed Fill Date - the date that is being proposed to fill this position by, this should reflect a future date.

Senior Leader – the senior leader for the area where the position will live (see Senior Leadership Matrix at the end of this process guide).

Department (SOC) – the Department where this position will live. You have the ability to search this section by: Department Name, Manager Name or SOC number

Worker Type

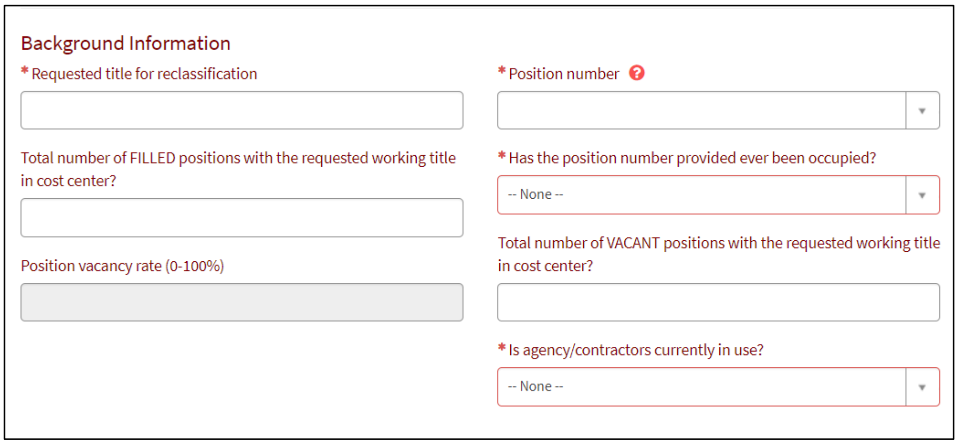
**Employee – Regular** - This position will work a regular scheduled shift (this includes full-time and part-time)
**Employee – Temporary -** This position will work on an as-needed basis. *Per UAMS policy 4.1.02, a temporary employee is limited to 1400 hours within a rolling 12-month period.*

Current FTE % (Full-Time Equivalent) - The percent of time this position will be utilized.

100% - 75% - is considered full-time with benefit options
74% - 50% - is considered part-time with benefit options
49% - 1% - is considered part-time with no benefit options

To calculate FTE, take the number of hours the position will work in a 1 week period and divide that by 40. Example: this position will work 30 hours a week. 30 hours / 40 = .75 or 75% FTE.

## Background Information

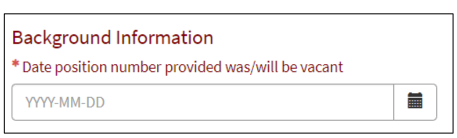



Requested title for reclassification - this will be the title that you are proposing for this position. This is subject to change depending upon Compensation's review of the position during the Edit Position Restrictions or Create Position process.

Total number of FILLED positions with the requested working title in cost center – Include the count of filled position within the cost center that have the same title that is being requested.

Position number – the position number that will be used to fill this request

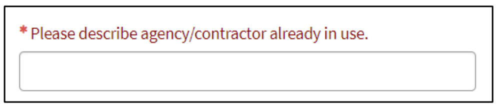
Has the position number provided ever been occupied? – if you answer 'yes' to this question, an additional field will populate that will prompt you to enter the date when this position was last vacated or will be vacant.



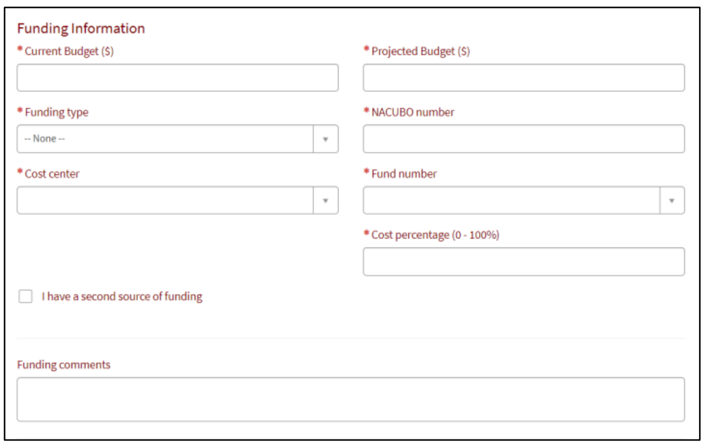

Total number of VACANT positions with the requested working title in cost center– Include the count of vacant positions within the cost center that have the title that is being requested. You should include this position in this count.

Once both the FILLED and VACANT position counts are entered, the Position vacancy rate will automatically calculate.

Is agency/contractors currently in use? – if you are currently utilizing an agency or contractor(s) to perform this role, please answer "Yes" to this question. An additional field will populate for you to describe what you are currently utilizing.

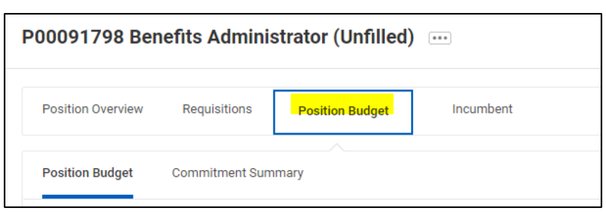



## Funding Information




Current Position Budget ($) reflected in Workday – the current budgeted amount for this new position as it reflects in Workday.

Please confirm that there is budget on the position in Workday. You can check this by searching for the position and choosing the Position Budget tab:



If the position is currently unbudgeted, funding will need to be added to it in Workday. Below are the actions to create and edit position budget:

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Quick Reference Guides (QRG) for all three of these actions types are available for you to review in Workday.

**Funding Type –** choose a drop down reason

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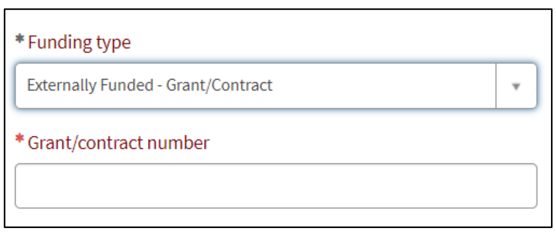


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**Other –** please submit an explanation in the Funding comments if you choose this option.

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Cost percentage (0 - 100%) – the distribution percentage that will be charged to this Fund

I have a second source of funding – if you are using multiple funding sources then you will choose this box. Additional funding fields will populate for you to fill in.

Funding Comments – if you have more than 5 funding splits for this position or if you have any additional funding information that you would like to share with the committee you can annotate that in this space.

## Productivity Information

If the cost center does **not** have established productivity targets, then you will answer "no" to the first question and enter Budgeted FTE data for worked, paid, and budgeted.
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### Productivity Information

Details

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Once you have completed the summary request and attached any supporting documents, click

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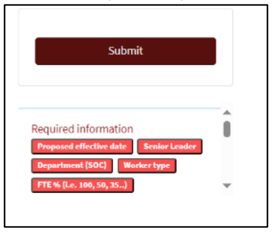
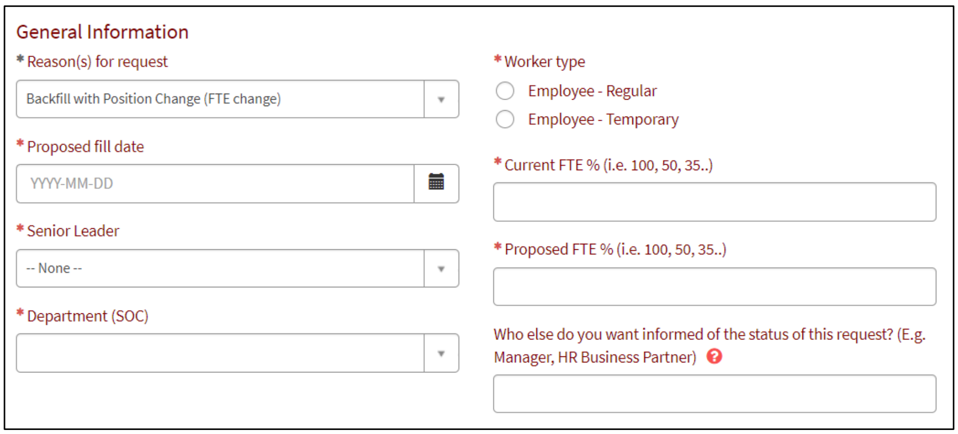


## Section 4: Backfill with Reclassification (FTE Change)

Commented [AK2]: Add Section 5: Backfill Temp to Regular after this

If you are requesting to backfill a position AND requesting to have the position's FTE adjusted BEFORE posting the position, then you will choose this option.

### General Information




Proposed Fill Date - the date that is being proposed to fill this position by, this should reflect a future date.

Senior Leader – the senior leader for the area where the position will live (see Senior Leadership Matrix at the end of this process guide).

Department (SOC) – the Department where this position will live. You have the ability to search this section by: Department Name, Manager Name or SOC number

Worker Type

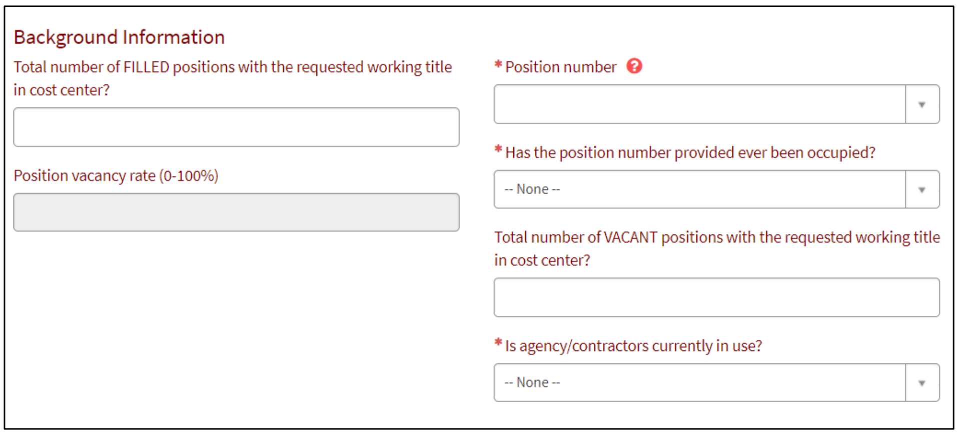
**Employee – Regular** - This position will work a regular scheduled shift (this includes full-time and part-time)
**Employee – Temporary -** This position will work on an as-needed basis. *Per UAMS policy 4.1.02, a temporary employee is limited to 1400 hours within a rolling 12-month period.*

Current FTE % (Full-Time Equivalent) - The percent of time this position is currently reflecting.

Proposed FTE % (Full-Time Equivalent) - The percent of time that is being proposed.

100% - 75% - is considered full-time with benefit options
74% - 50% - is considered part-time with benefit options
49% - 1% - is considered part-time with no benefit options
To calculate FTE, take the number of hours the position will work in a 1 week period and divide that by 40. Example: this position will work 30 hours a week. 30 hours / 40 = .75 or 75% FTE.

## Background Information


Background Information
Total number of FILLED positions with the requested working title in cost center?
Position vacancy rate (0-100%)
* Position number
* Has the position number provided ever been occupied?
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Total number of VACANT positions with the requested working title in cost center?
* Is agency/contractors currently in use?
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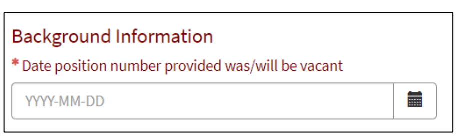
Background Information
* Date position number provided was/will be vacant
YYYY-MM-DD

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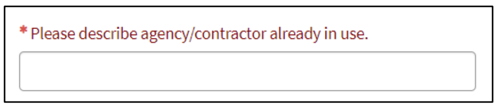
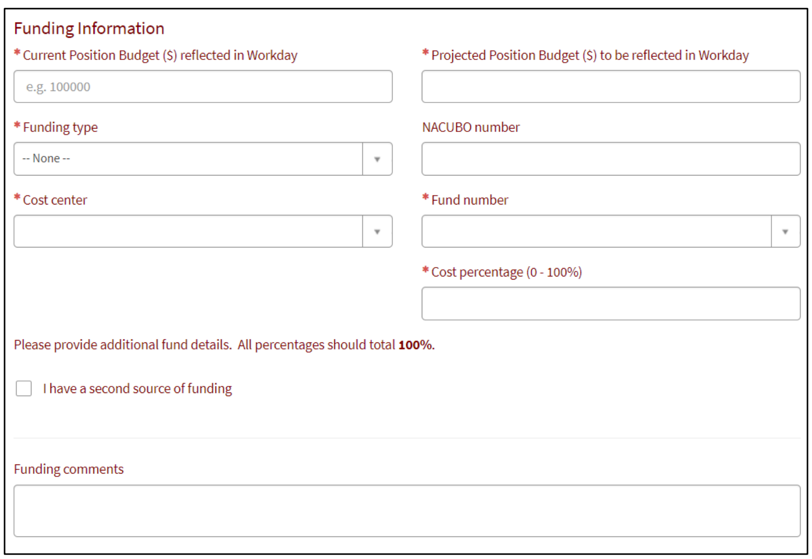


* Please describe agency/contractor already in use.

## Funding Information



Funding Information

* Current Position Budget ($) reflected in Workday

e.g. 100000

* Projected Position Budget ($) to be reflected in Workday

* Funding type

-- None --

NACUBO number

* Cost center

* Fund number

* Cost percentage (0 - 100%)

Please provide additional fund details. All percentages should total **100%**.

I have a second source of funding

Funding comments

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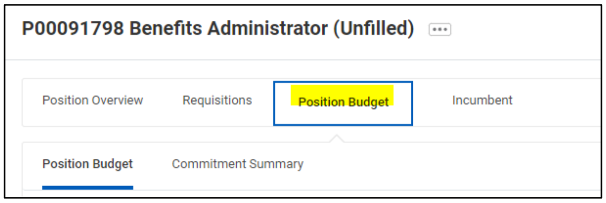


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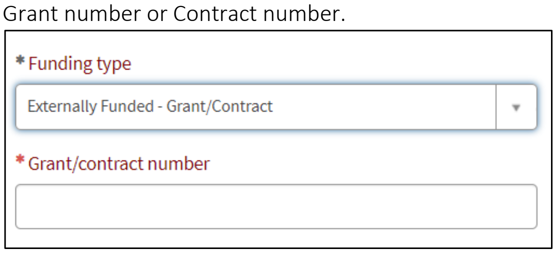


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### Productivity Information

Details

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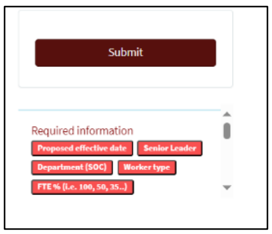
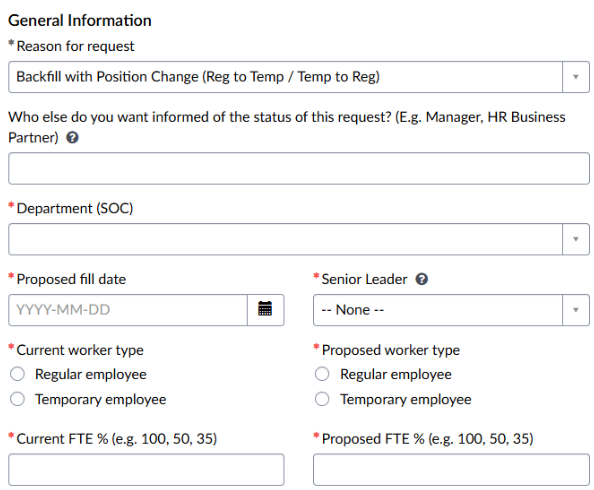


## Section 5: Backfill with Position Change (Reg to Temp / Temp to Reg)

If you are requesting to backfill a position AND requesting to have the position's worker type adjusted before posting the position, then you will choose this option.

### General Information




Proposed Fill Date - the date that is being proposed to fill this position by, this should reflect a future date.

Senior Leader – the senior leader for the area where the position will live (see Senior Leadership Matrix at the end of this process guide).

Department (SOC) – the Department where this position will live. You have the ability to search this section by: Department Name, Manager Name or SOC number

Current Worker Type

**Employee – Regular** - This position will work a regular scheduled shift (this includes full-time and part-time)
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Proposed Worker Type - The change that is being proposed.

Current FTE % (Full-Time Equivalent) - The percent of time this position is currently reflecting.

Proposed FTE % (Full-Time Equivalent) - The percent of time that is being proposed.

100% - 75% - is considered full-time with benefit options
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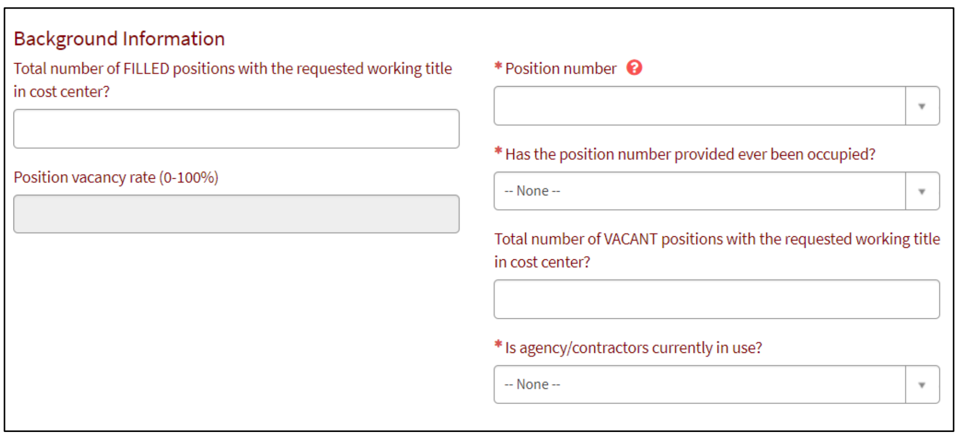
## Background Information


Background Information
Total number of FILLED positions with the requested working title in cost center?
Position vacancy rate (0-100%)
* Position number
* Has the position number provided ever been occupied?
-- None --
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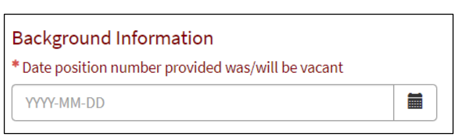
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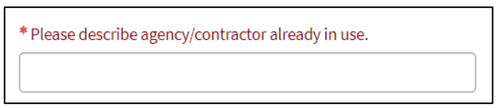


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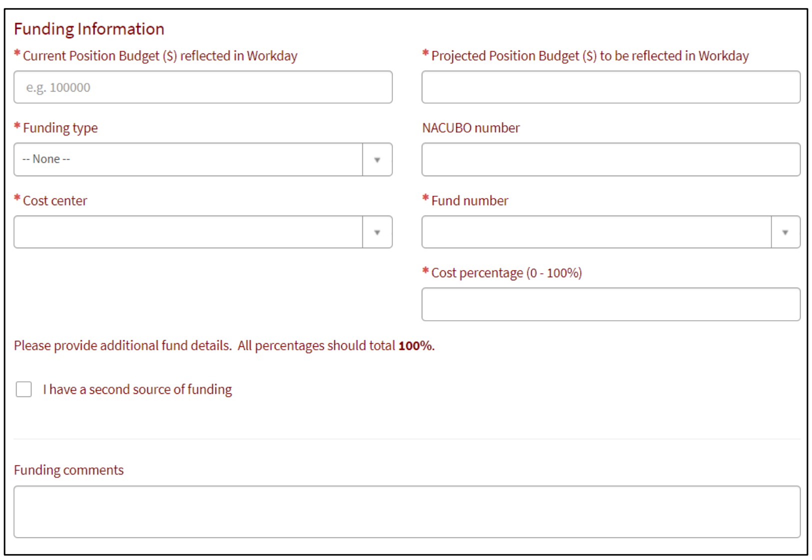


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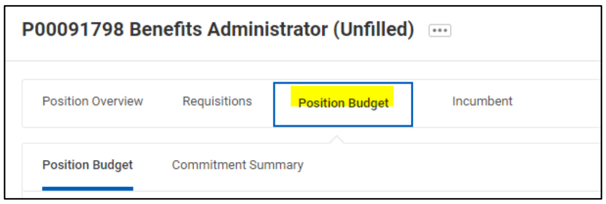


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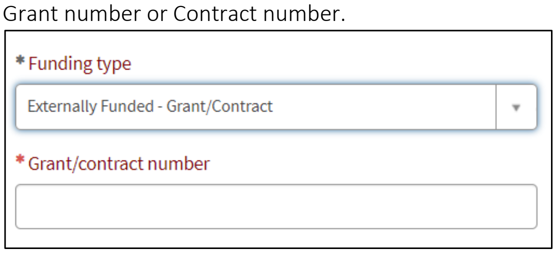


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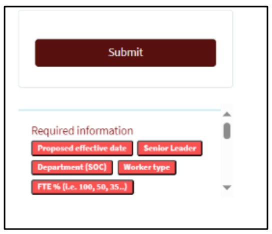
*"We are requesting to backfill and reclassify this position from a Research Technician to a Research Associate due to the significant increase in laboratory responsibilities that this role will be responsible for. These duties have largely increased due to the three active research awards as well as the complexity of the laboratory procedures and experiments required for this role. Reclassifying this role to take on the additional workload will allow us to efficiently manage the laboratory and eliminate 1 lower level Research Technologist position that will no longer be needed."*

Once you have completed the summary request and attached any supporting documents, click **Submit**.

If you receive an error while trying to submit, please note the required information field for areas that you may have missed.



## Section 6: Agency/Traveler Request

This request type is currently not being requested through this process, please continue to following the normal process.

Additional information will be provided in the future.

## Section 7: Contractor Request

This request type is currently not being requested through this process, please continue to following the normal process.

Additional information will be provided in the future.

## Pre-Authorized Actions

The position titles listed below are exempt from the Workforce Position Review process and may use the following pre-authorized approval numbers to kick off the appropriate Workday action(s):

Graduate Assistant – PreAuthGraduateAssistant
Resident Physicians – PreAuthResidentPhysicians
Resident Fellows – PreAuthResidentFellows
Student Employees – PreAuthStudentEmployee
COM Faculty – reference JRF number

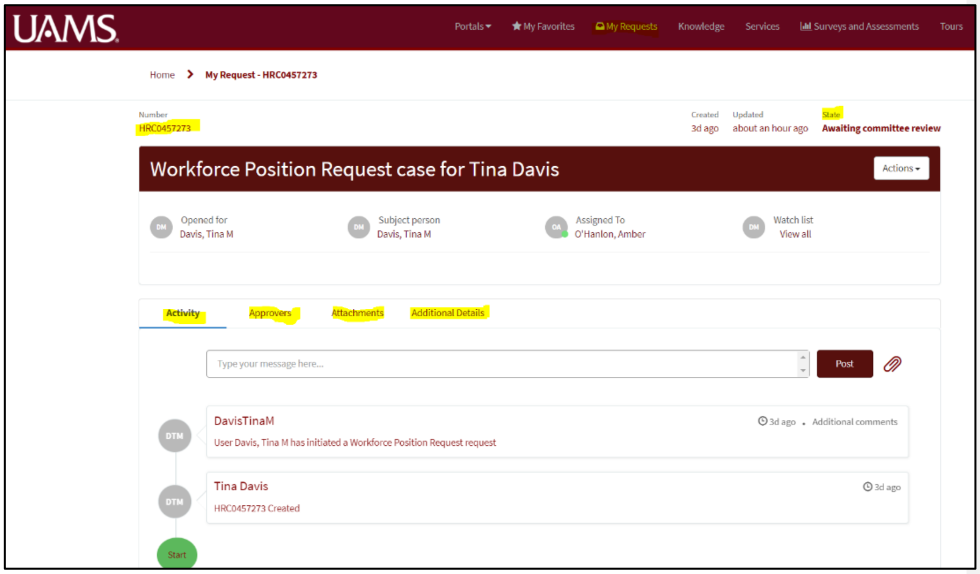
For Workday actions for currently filled/staffed positions, please use the approval numbers below:

Approved Career Ladder Adjustments – PreAuthCareerLadderAdjustment
FTE Changes for current staff – PreAuthFTEChangeOnlyforFilledPosition
Clocking updates for current staff – PreAuthClockingUpdatesOnly

## What happens after I submit a request?

After hitting the submit button, a case number will be generated. Updates, status changes and comments will keep you updated throughout the process.

From this view you are able to see the Activity of the case, approvers, attachments and the state.




At this stage in the process, your request will be added to the Committee agenda for review. If there are any clarification questions needed by the committee, it will reflect on the case. It is important that you respond back in a timely manner as to not delay your request.

Once a decision is made, the approval/denial will be documented within the case as well as next step instructions.

Below are typical next process steps, this can be subject to change depending on the request.

New Position Requests – kick off a Create Position action in Workday referencing the Approval Confirmation Number. Once that task completes, you will be prompted to start a Job Requisition.

Backfill – As Is Requests – kick off the Job Requisition referencing the Approval Confirmation Number.

Backfill with Reclassification (Title) Requests – kick off an Edit Position Restrictions action to reclassify the position, referencing the Approval Confirmation Number. Once that task has completed, you will can then kick off the Job Requisition.

Backfill with Reclassification (FTE) Requests - kick off an Edit Position Restrictions action to update the position, referencing the Approval Confirmation Number. Once that task has

**Commented [AK3]:** Add the new backfill temp thing here too completed, you can then kick off the Job Requisition.

## Where do I find the Approval Confirmation Number?

Once the case has been approved and closed, an approval confirmation number will be generated and provided to you via email or case status.

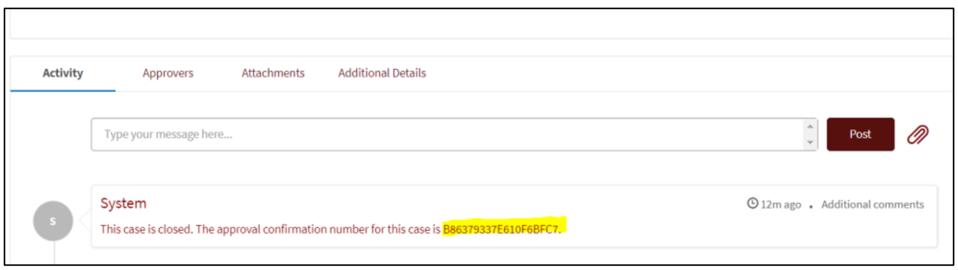
The following case has been approved and closed.

HRC0457308: Workforce Position Request case for Amber Ohanlon

You may submit the following confirmation code to Workday: B86379337E610F6BFC7

Please do not reply to this email. If you have any questions or concerns about this case, please contact us by phone at (501) 686-5650 and reference case number HRC0457308.

Thank you,
UAMS Division of People and Culture




## Who can I contact if need help or have questions about my request?

Please send an email with your questions/concerns to:

WorkforcePositionManagement@uams.edu

## Who makes up the Workforce Position Review Committee?

The Committee consists of these roles and/or a representative for these roles: Chancellor, Senior Vice Chancellor for Academic Affairs, Provost and Chief Strategy Officer, Vice Cancellor External Afairs & Facilities Development, Vice Chancellor for Finance & CFO, Senior Vice Chancellor & CEO of the Medical Center, Dean of the College of Medicine, Vice Chancellor for Institutional Support Services, and Vice Chancellor for Human Resources.

**Commented [AK4]:** Need to update Paul Stover here too?

See Senior Leadership Matrix section for more details.

### What is the frequency of Workforce Position Review Committee meetings?

The Committee will meet on a weekly basis to review business cases submitted by the established deadline.

## Deadlines

Requests will need to be entered and submitted every **Tuesday by COB**. Approval/denials will be documented on the case by the following Wednesday.

## Senior Leadership Matrix for Request Submission

| Chancellor | VC External Affairs & Facilities Development | Provost & Chief Strategy Officer | Dean of COM | CEO of Clinical Enterprise | CFO | VC Institutional Support Services | VC for Human Resources |
|---|---|---|---|---|---|---|---|
| ACHI | Institutional Relations | Academic Affairs | All College of Medicine Units | All ICE units | Finance | Campus Operations | Office of Human Resources |
| Chancellor's Office | Facilities Development (Construction & Planning) | College of Public Health | Institute on Aging | | Clinical – Comp-liance | Campus Police | Academic Pathways & Workforce Partnerships |
| Legal Affairs | | College of Nursing | Spine/ Neuro Institute | | | | |
| Commun-ications | | College of Health Professions | Jones Eye Institute | | | | |
| Institutional Advancement | | College of Pharmacy | Cancer Institute | | | | |
| Information Technology | | Graduate School | Institute for Digital Health & Innovation | | | | |
| | | VCR/TRI & Non-Clinical | | | | | |

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|---|---|---|---|---|---|---|---|
| | | - Compliance | | | | | |
| | | NWA | | | | | |
| | | Regional Programs | | | | | |
| | | Institute for Community Health Innovation | | | | | |