Workforce Position Review Request (WPRR) Process Training

Moderator:

Michelle Thomisee, Sr. Director,
Total Rewards & Shared Services

Presenters:

Tina Davis, Position Control Analyst

Tom Tinker, Career Services Project Manager

UAMS

University of Arkansas for Medical Sciences

Welcome

Webinar Format

- 2 Sessions with a break in between
- This training will be recorded and will be available on the website soon.
- Training slides will be posted to the website soon

Questions Inspire Conversation

- Please use the Q&A feature to submit questions and comments. No need to wait, submit as they come to mind.

Be Fully Present

- Limit distractions

Background Information

What is the goal of this process?

- A standardized review process for filling open and requesting new positions to ensure optimal allocation of resources across the organization

Why the change?

- Initiative of UAMS Team Transformation
- Identified as a key opportunity area for savings

Who had input?

- Cross functional Project team members

Workforce Management

- A set of techniques designed to allocate resources, improve efficiency, forecast workloads, and manage schedules.

- Position Review Process or <u>Workforce Position Review Request (WPRR)</u> is one of many techniques UAMS will leverage for Workforce Management

What to expect

This training will help you understand the following:

- When to submit a WPRR
- How to utilize the WPRR process
- What are the two components of a WPRR
- Where to submit a WPRR
- What information is needed to submit a WPRR

UAMS
University of Arkansas for Medical Sciences

WPRR Training Overview

- Initiate a Workforce Position Review Request (WPRR)
  - Preparation before submission
    - PowerBI Productivity
  - Where to submit a WPRR
- Entering information in System
  - **Demonstration**
- Next Steps once Submitted
  - Providing Additional Information
  - Approval Process
    - Once approved, Next steps
  - What happens when denied?
- Q & A - Service Now

BREAK
- Creating a Job Requisition in Workday
  - What has changed?
  - Preparation
    - Update Position in Workday
      - Edit Position Restrictions
      - Create Position
- Demonstration
- Q & A – Workday & entire process

A link to the Process guide can be found at the end of this training or at the top of the intake form.

UAMS
University of Arkansas for Medical Sciences

Initiate a Workforce Position Review Request (WPRR)

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

- This process will apply to requests for **new positions** and **backfilling vacant positions** (either with no changes to title or with reclassification).

- Information to have ready before beginning the process;
    - General Information
    - Background Information
    - Funding Information
    - Summary of Request
    - Productivity Information
        - If you have not already taken the required UAMS PowerBI Productivity Data training, below is a link to access it. UAMS Productivity Power BI Report Training

Note: Missing Information *may* delay the approval process.

Division of People and Culture

A Workforce Position Request is initiated through Service Now or Ask HR on the Department of People and Culture (DPC) Website.

You can access this Service Now request by going to the link below and selecting the "Workforce Position Request" option. Consider saving the link below to your favorites.

[Link to the Workforce Position Request in Service Now](#)

Four separate demos:
New Position
Backfill As Is (No Changes to Position)
Backfill with Reclassification (Title Change)
Backfill with Position Change (FTE Change)

UAMS
University of Arkansas for Medical Sciences

DEMONSTRATION

UAMS
University of Arkansas for Medical Sciences

Checking the Status of a Submission

Detailed Case Information

Review and Approval Process

Approvals and Denials

Once the request is approved, an approval number will be initiated and sent to the requestor. **Important:** This number will be needed in order to submit the associated Workday business process.

DTM

DavisTinaM

Committee approved 65789sdsdf013316579874sdfsd

If the request is not approved, this will be indicated in ServiceNow, additional comments will be documented in the activity section of the case.

Now that you have the approval number for the request, you are all set to submit a job requisition in Workday!

Note: The WPRR approval is an approval to recruit for the position. Final determination for titles and compensation will be reviewed by the DPC Compensation Team once the respective Workday Actions are initiated.

BREAK

UAMS
University of Arkansas for Medical Sciences

Creating a Job Requisition

- **What has changed since our last job requisition training?**
  - **Hiring Request Form - No longer part of Create Job Requisition Process.**

Creating a Job Requisition

- **What has changed since our last job requisition training?**
  - Incumbent shows on job requisition, if applicable
  - Remote Work field added
  - Assign Roles added (Recruiting Coordinator for Job Requisition & Recruiter for Job Requisition)
  - Reference Checks in Workday added
  - Approval Confirmation Number from Service Now or Approved JFR Number field added [Replaces Hiring Request Form]
  - Designated Recruiter Field (NEW) - Add your recruiting team names (Sr. Recruiter & Recruiter)
  - Approval Process shortened
    - Initiator
    - Dept Head ONLY FOR COM
    - Compensation
    - Recruiting Team

UAMS
University of Arkansas for Medical Sciences

Creating a Job Requisition

- **Preparation**
  - Approval Confirmation Number from Service Now or Approved JFR Number
  - Updated/Approved Position Description
  - Position is updated in Workday
    - [Edit Position Restrictions (QRG)](#)
    - [Create Position (Workday QRG)](#)
    - [Create Job Requisition (QRG)](#)

Edit Position Restrictions

Ensure the position is updated in Workday

Review the information on the following tabs in position restrictions to ensure information is correct and up-to-date
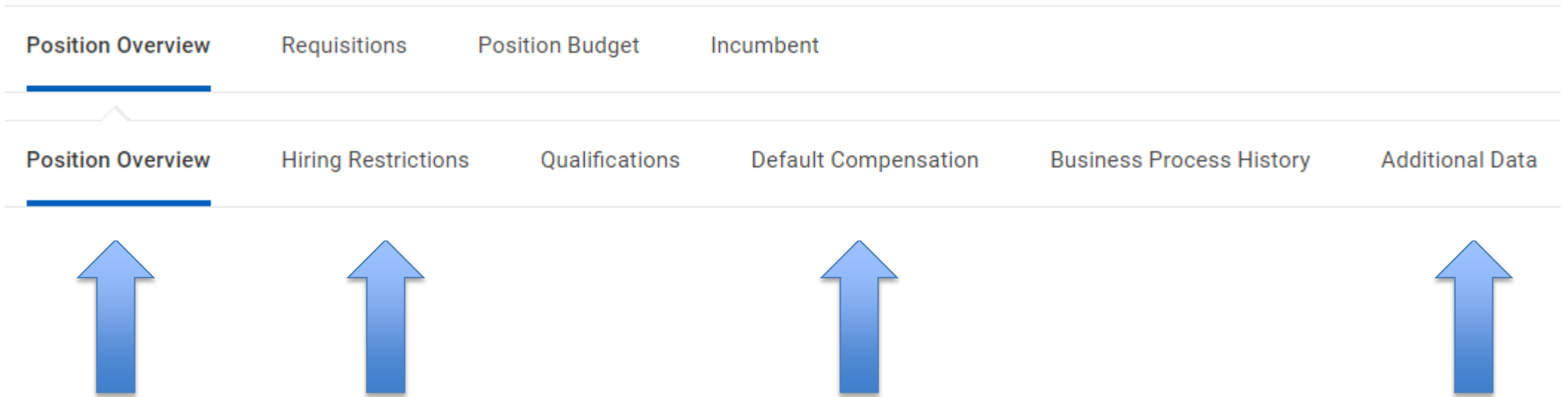
Position Overview	Requisitions	Position Budget	Incumbent

Position Overview	Hiring Restrictions	Qualifications	Default Compensation	Business Process History	Additional Data

NOTE: If information needs to be updated, click on the 'related actions' icon, hover over position restrictions, then select edit option.

Edit Position Restrictions

Position Overview

Position Overview

Supervisory Organization	UAMS	DPC	TA Team (Kristy Fritz) (SOC300000629)
Organization Assignments	Company: University of Arkansas for Medical Sciences
	Cost Center: CC009679 UAMS	OHR Talent Acquisition
	Fund: FD101 Unrestricted	General Unrestricted
	NACUBO Function: FN0660 Institutional Support - Other
	Personnel Services Restrictions: Regular	UAMS	E&G	Non-Classified	12 Month
Job Posting Title	Career Services Project Manager
Summary Of Job Duties	The Career Services Project Manager, Talent Acquisition is responsible for providing system guidance in Workday enhancements, communi facilitation for Talent Acquisition. This position will collaborate with other team members and departments within DPC to accomplish goals accomplished with established priorities, within desired time frames, and with appropriate stakeholder engagement.
Qualifications	Minimum Qualifications: Education - Bachelor's degree in Human Resources, Business Administration, Accounting/Finance, Psychology, or related field of study Experience -

NOTE: If information needs to be updated, click on the 'related actions' icon, hover over position restrictions, then select edit option.

UAMS
University of Arkansas for Medical Sciences

Edit Position Restrictions

Hiring Restrictions

Hiring Restrictions

Job Family	Professional Staff - Project/Program Administration
Job Profile	NC7550PE - Project/Program Specialist
Job Profiles for Job Family	NC7500PE - Executive Project/Program Director
	NC7500PNE - Executive Project/Program Director (Non-Exempt)
	NC7510PE - Exec. Project/Program Manager
	NC7510PNE - Exec. Project/Program Manager (Non-Exempt)
	NC7520PE - Sr. Project/Program Director (Exempt)
	⊕ More (12)
Location	⊙ UAMS
Availability Date	01/01/1900
Earliest Hire Date	01/01/1900
Time Type	Full time
Worker Type	Employee
Worker Sub-Type	Regular

NOTE: If information needs to be updated, click on the 'related actions' icon, hover over position restrictions, then select edit option.

UAMS
University of Arkansas for Medical Sciences

Edit Position Restrictions

Default Compensation

Confirm default compensation information is input and correct under Plan Assignments section.

Default Compensation

Plan Assignments 1 item

Effective Date	Plan Type	Compensation Plan	Assignment
12/21/2023	Salary	General Salary Plan	88,400.00 USD Annual

NOTE: If information needs to be updated, click on the 'related actions' icon, hover over position restrictions, then select edit option.

UAMS
University of Arkansas for Medical Sciences

Edit Position Restrictions

Additional Data (Clocking / ADA / FTE%)

Position Data

Kronos Position Setting

If the position is a Graduate Assistant, what is the GA modifier for the position?	(empty)
Kronos Scheduling Orgs (empty)	What is the Mail Slot for this position?	566
	Driving Indicator: Will this position require driving for state business (including driving students) on a regular and/or frequent basis in a state-owned vehicle or a personal vehicle as a requirement of the job?	No
Kronos Clock In Group (empty)	If the position is a UAMS position, what category of patient care does this position provide?	No Patient Care
Kronos Pay Rules (empty)	If the position is a UAMS position, does the position require a research indication?	No

Position Percent

Provisional Item #

➡ (Test) UAMS: Position Approval Number (from JFR or Service Now [Workforce Position Review])

UAMS: COM %

UAMS: ICE %

NOTE: If additional data needs to be updated, click on the 'related actions' icon, hover over additional data, then select edit option.

UAMS
University of Arkansas for Medical Sciences

Create Position

Initiate 'Create Position' process in Workday and enter the same information we just reviewed for 'Edit Position Restrictions'
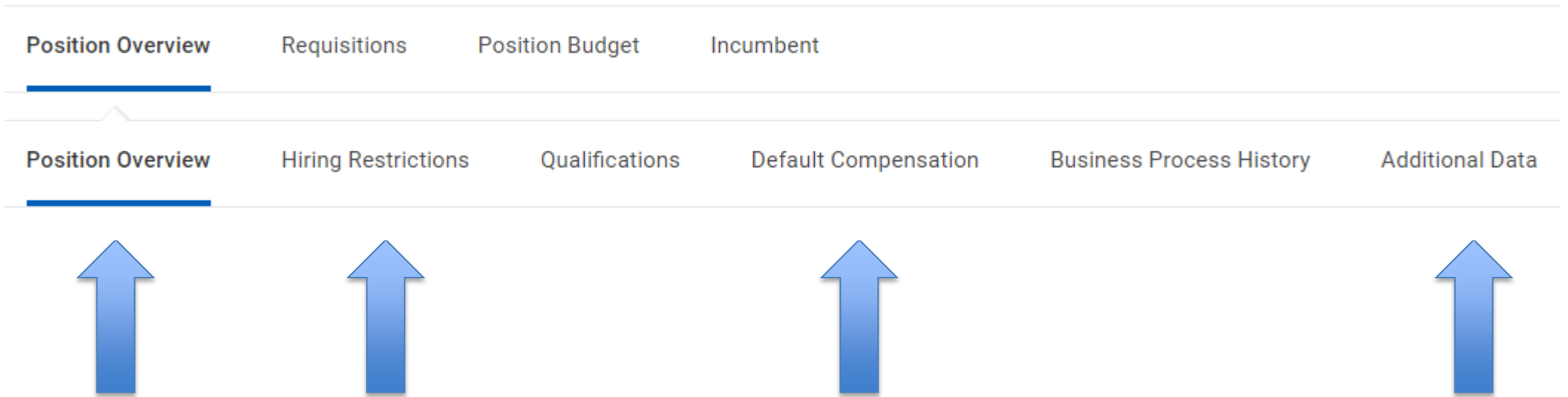
DEMONSTRATION

Create Job Requisition

Process Resources

Dedicated Website

[Workforce Position Management](#)

- Interactive Learning Module – Link to Workday Training
- Comprehensive Process Guide
- Link to Knowledge-Based Articles (KBAs)
- Link to FAQs
- Link to the Process Intake Form
  - Bookmark this link for quick access
    [Workforce Position Review Request](#)

Questions?

Thank you!
What to expect next?

- Recorded Training Link will be posted on the website
  - Will include a transcript of the Q&As
- Training presentation slides will be posted on the website
- Begin using the new process on Monday, July 1st
- Questions or ideas for improvements (WPRR), contact us at

  WorkforcePositionManagement@uams.edu