



Department of Human Resources

Instructions for Creating Position Management Review Requests

Using My Compass to Submit Your Request for Review

Maintained by:

HR Compensation

& Classification

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Introduction

The purpose of this document is to provide you with detailed instructions on how to submit a Position Management Review Request via My Compass, provide you with information on the various types of requests that can be submitted, and what to expect once the request has been submitted.

Business Case Development

A completed Business Case and other supporting documentation must be attached to the request. The Business Case shall include the justification for the request and the funding source, if available, to be used to support the request. Funding sources can include a reallocation of existing compensation budget, maintenance and operations budget, or increased revenue. The business case template includes areas for financial information associated with revenue, expenses and identified expense savings related to the request. Requests using maintenance and operations budget or increased revenue must be permanent and ongoing and will be evaluated on a case-by-case basis. Incomplete Business Cases will be returned to the requestor for more information.

The Business Case template(s) and process related documents are available on the OHR website to ensure the most up to date documents are available across campus. If assistance is required, a request can be made to either your HR Manager or the Manager of Compensation to assist.

What are the types of business cases that can be submitted for review?

Request to Allocate a New Position

New positions not included in the ZBUDGET process or not funded by an extramural funding source must follow this request process.

Required supporting documentation must be attached to the request, in addition to the completed business case and include the following:

- Detailed Position Description (PD) for the current positions
- Current Organizational Structure

Request to Reorganize/Restructure Organizational Units

This should only be undertaken when there are clearly definable and quantifiable efficiencies.

Required supporting documentation must be attached to the request, in addition to the completed business case and include the following:

- Detailed Position Description (PD) for the current positions
- Detailed Position Description (PD) for the proposed positions
 - Including all additional duties that warrant the evaluation
- Current Organizational Structure
- Proposed Organizational Structure

Request to Review Position(s) for Reclassification

These request can be submitted when a significant change* in job duties occurs due to organizational need. If the position is assuming responsibilities from another position, that position will also be reviewed for proper classification. *Significant change in job duties is defined as at least 50 percent difference in duties.

Required supporting documentation must be attached to the request, in addition to the completed business case and include the following:

- Detailed Position Description (PD) for the current position
- Detailed Position Description (PD) for the proposed position
 - Including all additional duties that warrant the evaluation
- Current Organizational Structure
- Proposed Organizational Structure
- Copy of most current resume
- Copy of most recent Performance Evaluation

Request to Review Position(s) for Internal Equity

Equity reviews can be requested to review internal salary inequity between employees in the same job title in a particular department, division, or college. If the job is used across campus the business case may need to be approved for review by all appropriate Divisional Senior Leaders.

Required supporting documentation must be attached to the request, in addition to the completed business case and include the following:

- Current Position Description(PD) for all employees being reviewed
- Copy of most current resume for all employees being reviewed
- Current Organizational Structure for all departments, divisions or colleges being reviewed

Request to Review Position(s) for External Equity

External market inequity reviews can be requested for a particular job. All employees in that job shall be included in the review. If the job is used across campus, the business case may need to be approved for review by all appropriate Divisional Senior Leaders.

External market inequity, as evidenced by one or more of the below situations, may be considered:

- Valid market data showing that our competition pays higher salaries for similar work
- Recruitment difficulties; higher than average time to fill vacancies
- Sharp increase in turnover for similar work on campus

Required supporting documentation must be attached to the request, in addition to the completed business case and include the following:

- Current Position Description(PD) for all employees being reviewed
- Current Organizational Structure for all departments, divisions or colleges being reviewed

Request to Review Retention Offer

A request to review immediate retention concerns can be submitted due to an external job offer made to an employee.

Required supporting documentation must be attached to the request, in addition to the completed business case and

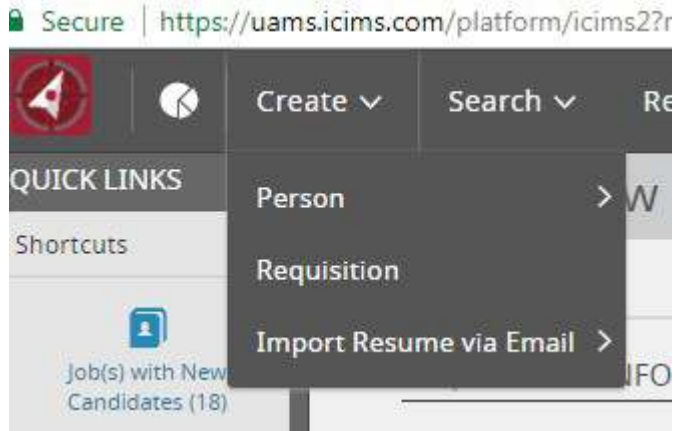
include the following:

- Current Position Description(PD)
- Copy of formal offer from competing employer
- Copy of most current resume
- Copy of most recent Performance Evaluation

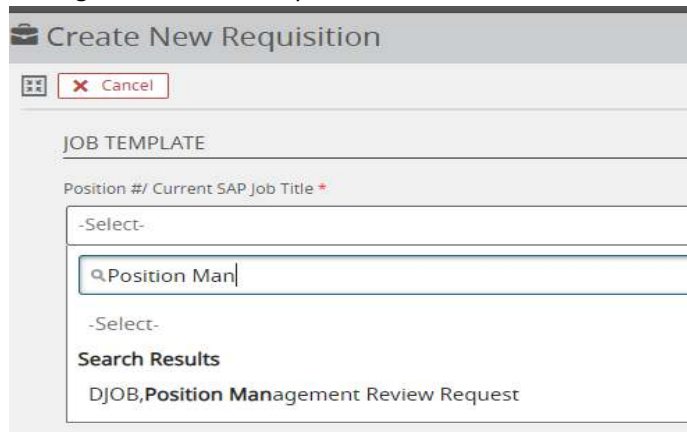
Entering Request in My Compass

Request Entry Step 1: Create Requisition

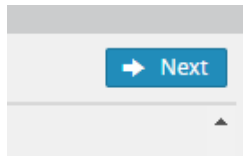
- Select Create > Requisition



- In “Position#/Current SAP Job Title”, begin typing ‘Position Management’ and the “DJOB, Position Management Review Request” will become available for selection.



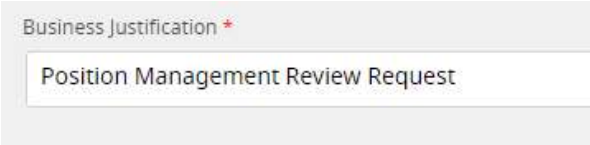
- Move to the next screen by hitting the ‘Next’ button



- This template will pre-populate much of the request to save time. *This requisition will be used as your master approval requisition and will not need to be completed for a specific position(s). If you are requesting 3 positions only on one Position Management Review Request will need to be completed. If approved 3 hiring requisitions would be created referencing the approved Position Management Review Request number.*

Request Entry Step 2: Complete Requisition Information

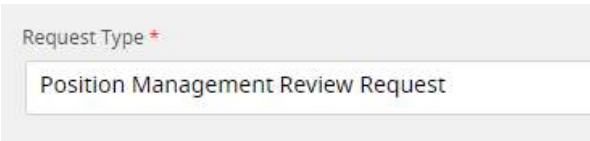
- Business Justification will prepopulate



Business Justification *

Position Management Review Request

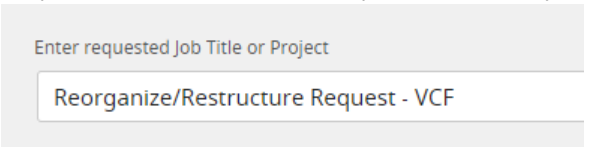
- Request type will prepopulate



Request Type *

Position Management Review Request

- Populate “Enter requested Job Title or Project”, enter the request type here; New Position Request, Reorganize/Restructure Request, Reclassification Request, Internal Equity Request, External Equity Request, or Retention Offer Request followed by the project/department/division name.



Enter requested Job Title or Project

Reorganize/Restructure Request - VCF

Request Entry Step 3: Complete Job Information

- Complete the Division, Department/Org Unit fields. All other system fields in this section are prepopulated.



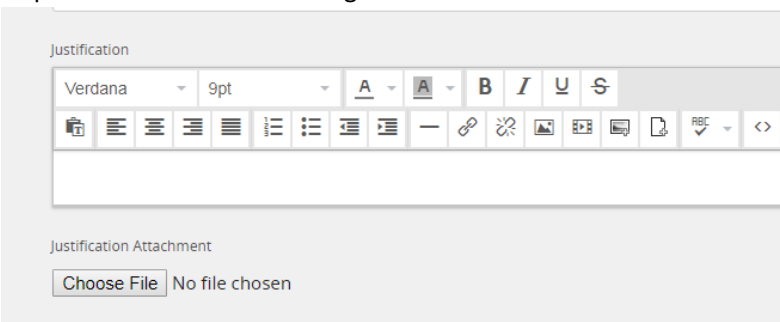
Division *

-Select-

Department/Org Unit *

-Select-

- Complete Justification Section, summary should be placed in the text field and the business case should be attached as the Justification Attachment. All other documents should be attached after the request has been created using the attachment tab.



Justification

Verdana 9pt

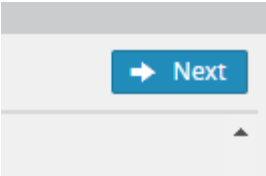
A A B I U S

Justification Attachment

Choose File No file chosen

Request Entry Step 4: Move to Next Screen

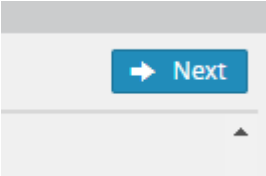
- Move to the next screen by hitting the ‘Next’ button



- All fields on the screen are prepopulated, do not edit these fields.

Request Entry Step 5: Move to Next Screen

- Move to the next screen by hitting the 'Next' button



Request Entry Step 6: Complete Funding Allocation Information

- Answer the externally funded question; this is reference to all actions included in the request.

A screenshot of a form section titled 'FUNDING ALLOCATION'. Below the title is a question: 'Is this position Externally Funded (grant, revenue contract, etc.)? *'. Below the question is a dropdown menu with the text '-Select-'.

- Select the external funding type, if request is not externally funded select N/A

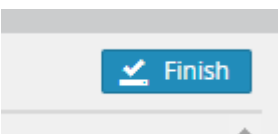
A screenshot of a form section titled 'External Funding Type *'. Below the title is a search box with the placeholder text 'Type to search external funding type'. Below the search box is a dropdown menu with the following options: 'Dean's Commitment', 'Foundation flow through', 'Grant' (highlighted in blue), 'N/A', 'Other', and 'Revenue Contract'.

- Select the correct percentage

A screenshot of a form section with the question: 'What percentage of position is Externally Funded? *'. Below the question is a dropdown menu with the text '-Select-'.

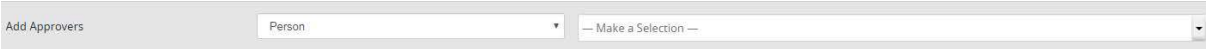
Request Entry Step 7: Finish Request Creation

- Hit the 'Finish' button at the top of the next screen.



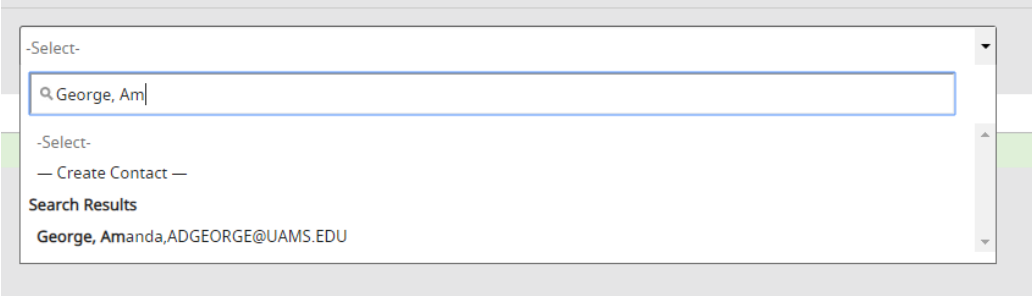
Request Entry Step 8: Edit Approval List

- Add Approvers to route your request. Use 'Person' drop-down to choose your divisional senior leader



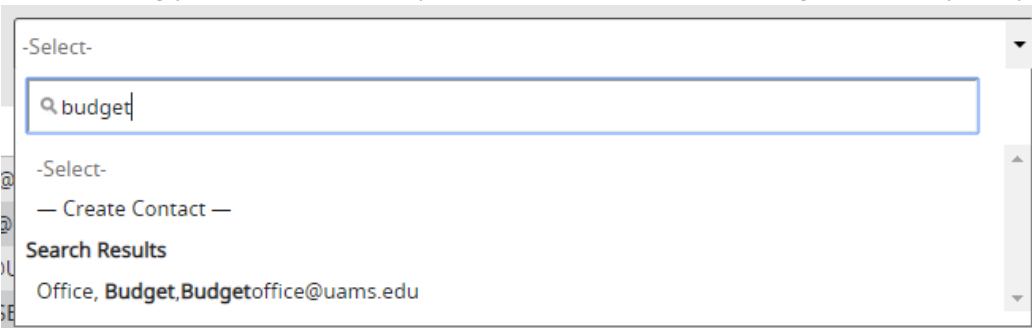
The screenshot shows the 'Add Approvers' section of a web form. It features a 'Person' dropdown menu and a search field with a placeholder text '— Make a Selection —'.

- Type in the first few characters of the last name and select the correct value from the list



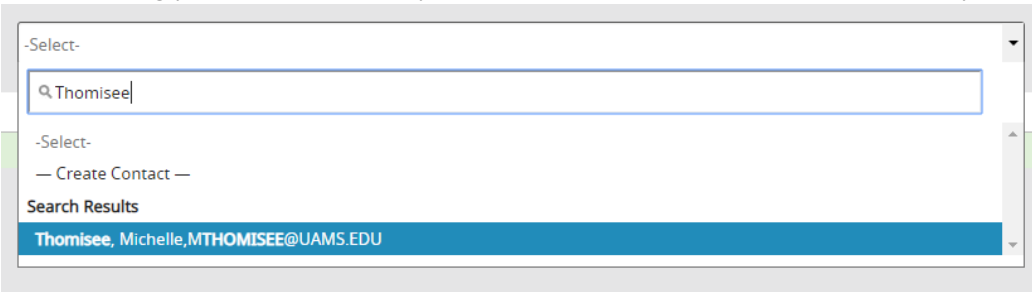
The screenshot shows a search input field with the text 'George, Am'. Below the input field, there is a search results list. The first result is 'George, Amanda, ADGEORGE@UAMS.EDU'.

- After choosing your senior leader, repeat the selection to add the Budget Office to your approval flow



The screenshot shows a search input field with the text 'budget'. Below the input field, there is a search results list. The first result is 'Office, Budget, Budgetoffice@uams.edu'.

- After choosing your senior leader, repeat the selection to add Michelle Thomisee to your approval flow

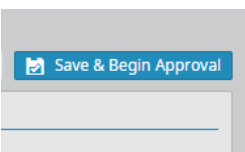


The screenshot shows a search input field with the text 'Thomisee'. Below the input field, there is a search results list. The first result is 'Thomisee, Michelle, MTHOMISEE@UAMS.EDU'.

- Verify the approval flow contains the required approvers and select 'Save & Begin Approval'



The screenshot shows a list of approvers. Each entry includes a person icon, the name, and the email address. The entries are: Amanda George (ADGEORGE@UAMS.EDU), Budget Office (Budgetoffice@uams.edu), and Michelle Thomisee (MTHOMISEE@UAMS.EDU).



The screenshot shows a button labeled 'Save & Begin Approval' with a document icon.

Next Steps

Depending on the complexity of the request and the source of funding, OHR will coordinate with various departments to validate the business case information. Departments/Divisions should allow a reasonable processing timeframe for the business case to be validated.

Multiple subject matter experts across campus and within the Office of Human Resources may be engaged to help requestors prepare the information necessary to complete a Position Management Review Request. Departments/Divisions should allow a reasonable processing timeframe for the business case to be validated.

The process flow of a submitted request can be found [here](#)

Request Approval or Denial

Once the requisition has been validated by the budget Office, OHR Comp and/or reviewed by the Executive Committee if needed, a notification will be generated from iCIMS communicating the approval or denial of the request. Next steps instructions or an explanation of denial will be detailed in comment section of the approval path, please review these notes carefully.

For approved new position requests, individual recruiting requisitions for each position that was approved will be needed.

For each individual requisition, the approved Position Management Review Request # must be populated with the requisition number from the approved request. No requisitions will progress into the recruiting flow without this number.

Approved Position Management Review Request #

For approved salary/title change requests for current employees, an individual corresponding HR Action will be needed. The approved Position Management Review Request # must be included as a note on the HR Action request. No HR Action will be processed without this number.

Salary

Funding | Approvers | Change Log | **Attachments**

[Add an Attachment](#)

| Type | File/Note Title | Date | Creator | Description |
|------|-----------------|------|---------|-------------|
|------|-----------------|------|---------|-------------|

Add Attachment
Type: File Note

Note Title:

Note Text:

[Add](#)