



Department of Human Resources

Instructions for Hiring Budgeted Positions

Using My Compass to Submit Your Hiring Requests

Maintained by:

HR Compensation

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Introduction

The purpose of this document is to provide you with instructions on how to submit your hiring requisitions via My Compass for positions included in the FY19 ZBUDGET process, grant funded positions, contract funded positions and additional positions that are part of an approved start-up package.

Entering the Hiring Requisition in My Compass

Instructions for Opening a Requisition

Hiring requisitions should be entered using the process outlined in the manual available at

<https://hr.uams.edu/files/2018/02/My-Compass-Hiring-Manager-Proxy-Manual-v25-2.8.18.pdf>. Fields that have been changed or added to facilitate the FY19 Position Management Process are identified below.

Business Justifications:



The screenshot shows a dropdown menu titled "REQUISITION INFORMATION" with a sub-section "Business Justification". The dropdown is currently set to "Executive Committee Review". The list of options includes: "-Select-", "Budgeted Position", "PRN or Extra Help", "Executive Committee Approved", "Executive Committee Review", "Grant or Contract Funded", "House Staff", "Student Employee", and "U-Temp".

- Budgeted Position – Use this for any position that you included in your FY19 ZBUDGET. If it was an existing position, you will have an SAP position number. If this is a position that was budgeted with a “dummy” number, we will ask for that number on the Details tab.
- PRN or Extra Help – Use this to request any PRN (RN and LPN only) or Extra Help (PRN type positions for all other titles). These positions do not receive benefits, but do impact salary expense. These will be verified via an approved staffing plan OR must be approved by the divisional leader.

- Grant or Contract Funded – Use this to request any position that is funded by either a grant or a contract. Grants Accounting, Contract Accounting and the Budget Office will be included in the approval flows for these positions.
- House Staff – Use this type only for house staff positions.
- Student Employees – Use this request for any student position. These do not require leadership approval and using this type will help expedite the process of posting and hiring.
- U-Temp – Use this request for U-Temp positions. These should follow the standard approval path within your division.

Request Type:

Request Type *

Replace/Backfill to Post ▼

-Select-

New Position to Post

Replace/Backfill to Post

Reclass to Post

Choose the Request Type that is appropriate for the position you are requesting to fill. Your budget will be verified for each of these and you may be asked to identify the incremental budget dollars needed prior to posting a requisition to recruit.

Budget Detail for Requested Position:

Two additional data fields have been added to identify budget associated with your request.

Position Management Number

Budgeted Salary

USD \$ ▼

Yr. ▼

- Position Management Number (dummy number) – This is the number that begins with a 9 assigned to positions included in your budget that did not have SAP position numbers.
- Budgeted Salary – This is the budget amount that is in ZBUDGET2 for the requested position. ZPBC is a reporting transaction that allows you to see the budget data for your division in ZBUDGET2. Please go to the OHR Website to find instructions on how to use this transaction.

- Access to ZPBC in SAP has been granted to SAP users with access to ZBUDGET. If you do not have SAP access, please contact your Budget Administrator to obtain the budgeted salary and Position Management Number.

Entering the Approval Flow

If you have been using global approval flows, you can continue to do so. HR Compensation will continue to be involved in each of your hiring requisitions to validate the position information and verify budgeted salary. If ZBUDGET2 moves are needed, HR Compensation will insert the Budget Office into your approval flow.

Pricing Information

Once HR Compensation receives your request and verifies budget, a Salary Data Form will be added to the Attachments tab of the requisition. This form will contain the pricing information for your specific position and will be the first review to help ensure you are within your budgeted salary range. Exceptions to this will be positions based on calculation sheets and classified positions. Calc sheet positions cannot deviate from the calculated salary. Classified positions must be budgeted and paid at the salary grid approved by the Arkansas Department of Higher Education.

Requisition Status

You can use the Approval Tab in your hiring requisition to track the progress of your request. If additional review is required by any group, that group will be added and the entire approval workflow will be maintained in My Compass.

Due to clarification questions being sent through the approval flow in My Compass, please make sure you review requisitions in My Compass before re-approving. The automated emails sent by My Compass do not include the clarification notes. If approved via the email link without additional review, posting of your requisition could be delayed due to rerouting for information multiple times.

If you have questions regarding the status of a request, please reach out to your assigned HR Manager.