

UAMS Position Management

FAQs (Frequently Asked Questions)

Q: I have a position that was included in my FY19 Budget load, but it not currently occupied. How do I fill this position?

A: Open a hiring requisition in My Compass. Place HR Compensation is in the workflow immediately following the departmental approvers. HR Compensation will verify budget and move the hiring requisition forward to HR Recruitment. If you currently use global approval lists, please continue to do so. HR Compensation will be included in these flows and will ensure your request is routed appropriately if any group is missed.

Q: What if the position I'm hiring into was budgeted in FY19 but the salary comes in (either via request or pricing by HR Compensation) higher than the amount I budgeted?

A: If the proposed salary is greater than 5% higher than your budgeted amount, the offer will not be approved until additional funds have been identified to support the salary. Once you identify the incremental funding, the next approver will be the Budget Office. Budget Office will move the funding between positions and approve to continue through the hiring approvals.

Q: I have a position that I included in my FY19 Budget load but I do not currently have a position number. How do I fill this position?

A: Open a hiring requisition requesting the allocation of a new position and include the Position Management Number (dummy position number). You may use the global approval list to route the request for approval. HR Compensation will verify budget, allocate the requested position in SAP and move the hiring requisition forward to HR Recruitment.

Q: I have identified efficiencies within my department that will allow me to fund an additional position. How do I request that position?

A: Follow the process outlined on the OHR website to complete a business case. Within your business case, you will identify financial impacts to support your request including additional revenue, cost reductions, elimination of external contracts, etc. This business case is submitted to OHR for review by the Executive Review Committee.

Q: How do I know if a position was included in my FY19 budget?

A: A report has been created in SAP to display the detail of all positions included in the budget process. The transaction code for this report is ZPBC. ZPBC includes positions that were not allocated in SAP at the time of the budget finalization. Those positions will have "dummy" position numbers that will be replaced by HR Compensation when the hiring requisition is processed.

Q: How do I fill a position with an approved JFR?

A: If you have an approved JFR number, it should be included on the details tab of the requisition in My Compass. JFR approvals will be validated and positions will be allocated/filled based on the approvals.

Q: How will pooled or floating positions be handled in this new process?

A: Pooled and floating positions are assigned position numbers and should be budgeted the same as any other position. HR Compensation will verify the positions and budget using the same process as all other positions.

Q: I expect to contract with an outside organization to provide clinical services for which UAMS will be paid a fixed amount. How do I get approval to create and fill positions associated with this contract?

A: Once the contract is approved and the funding validated, the UAMS Budget Office and Human Resources Office will be notified by UAMS Contract Administration as to the finances and positions. Your budget will be adjusted accordingly and you will receive permission to post positions after Human Resources establishes the position description, salary and position number.

Q: Will positions funded by research grants be subject to position control?

A: Yes. A process similar to that used for revenue contracts will be employed. The notification to HR and the Budget Office will come from UAMS grants accounting. Positions that have more than 50% grant funding must be identified as Provisional. Provisional positions are subject to approval by Arkansas Department of Higher Education (ADHE). Request are sent to OHR for approval and processing.

Q: If I plan to fill a position which will require a higher salary than budgeted due to market considerations, can I transfer M&O funds for this purpose?

A: Yes. This will require a funds transfer and a modification of your budget, if you have M&O funds to transfer. This would be done with the understanding that you will need to restrict spending to your total budgeted amount, including all expense accounts, and that M&O funds would not be automatically restored in a subsequent fiscal year, but would have to be requested if needed.

Q: If I am filling a position that is on a calculation sheet to determine salary but I budgeted an average amount, will I be allowed to fill the position at the amount I budgeted instead of the calculated salary?

A: Any position priced on calculation sheets must be paid at the rate calculated by the sheet. No deviation is allowed regardless of whether the budget is not high enough on that position. If there is a large enough budget discrepancy, additional funds may have to be identified to move in ZBUDGET2. HR Compensation will work with you to resolve.

Q: I have positions that will not be filled until mid-fiscal year. Can I budget for only half the salary cost and get approval to fill the position?

A: No, you must budget for the full salary otherwise your request will be rejected. For FY 2019, we are allowing some units to budget salaries to the full annual amount, but include a turnover savings estimate to reflect delayed filling of positions. We are not certain yet whether or not we will continue this practice in future years.

Q: Can I hire concurrent positions?

A: Yes. Concurrent positions must go through the normal My Compass approval path and be approved by HR Compensation. These positions will not require budget moves or senior leadership approval. Budget/Financial Administrators in each department will be expected to monitor usage of budget.

Q: Will I be allowed to use UTEMP positions?

A: Yes. UTEMP requests must go through the normal My Compass approval path and be approved by HR Compensation. These positions will not require budget moves or senior leadership approval. Budget/Financial Administrators in each department will be expected to monitor usage of budget to fund UTEMPS.

Q: Will I be allowed to use PRN (RN or LPN) or Extra Help (all other titles) positions?

A: You will be allowed to use these positions as long as you have approval from either the division leader or it is included in a staffing plan approved by senior leader or their proxy. For example, ICE has PRN staffing plans that are already approved by senior leadership.

Q: What is a dummy position number and how will I find it?

A: This is a placeholder number that was created during the budgeting process. This number is located in the ZBUDGET2, which can be viewed via the ZPBC transaction (see instructions on OHR website). This number is also referenced as the Position Management Number.