



Department of People and Culture

Provisional Position Request Process Guide

Created by:

Amber O'Hanlon – Sr. Compensation Consultant

Contents

What is a Provisional Position? 3

Terminology 3

Impacted Areas 3

How do I complete the Questionnaire in Workday? 3

How do I complete a Provisional Position Request Form? 4

 Classified Positions 6

 Non-Classified Positions 8

How long does the approval process take? 10

How do I request the position to be allocated? 10

Exception Process 10

Policies/Guidance 10

Version Control Table 10

What is a Provisional Position?

This guide will help you understand and utilize the new Provisional Process. This Process was created to maintain compliance with applicable state laws.

Provisional positions are positions not authorized at the time of passage of the Campus Appropriation Act, but which may be authorized by the Arkansas Department of Higher Education (ADHE) if additional funds become available during the biennium.

A Provisional Position is considered any position that is 100% grant funded, with the exception of positions funded by the following funds: **Tobacco funding: FD224 & FD208; Private Gifts & Scholarships: FD210; Endowment Income: FD211.**

Once the Provisional Position is identified through the Create Position process it will need to be approved by the Director of Arkansas Department of Higher Education and the agency or institutions approval authority prior to the position being filled.

Terminology

Notice of Award (NOA) - is the official document issued to the grantee that indicates a grant award has been made and funds may be requested to be used, and reported on, in the approved manner.

Arkansas Department of Higher Education (ADHE) – the state governing agency for institutes of higher education.

Impacted Areas

Requesting Department
HR Compensation
Grants/OSPA

How do I complete the Questionnaire in Workday?

During the Create Position process, the Department Initiator and Position Budget Specialist will receive the question, “Is this position 100% grant funded?” If the answer is yes, you will be prompted to attach a Notice of Award and a Provisional Request form. It is important that both are attached so that the Grants department has the information that it needs to verify that funds are available to cover the position being request. Below is an example of the Questionnaire.

The screenshot shows a web-based questionnaire interface. At the top, it says 'Complete Questionnaire' followed by a breadcrumb trail: 'UAMS Provisional Position Request' > 'For Assign Organizations: Create Position: Administrative Coordinator'. Below this is a section titled 'UAMS Provisional Position Request'. The first question is 'Is this position 100% grant funded? (Required)'. There are two radio button options: 'Yes' (which is selected) and 'No'. Below the question is a second section titled 'Please attach the following Provisional Request form and Notice of Award.' (Required). This section contains a large light blue area with the text 'Drop files here' and a small icon of a document. Below this area is a button labeled 'Select Files'. At the bottom of the form are three buttons: 'Submit' (in orange), 'Save for Later', and 'Cancel'.

How do I complete a Provisional Position Request Form?

On the Total Rewards website, you will find two Provisional Request Forms. One for Classified positions and the other for Non-Classified positions. Determine which type is needed for the position you are requesting and download the form. The Total Rewards website link is located below:

<https://hr.uams.edu/total-rewards/compensation/>

The following information is broken out into two sections, one for Classified and the other for Non-Classified. In order to fill out the fields appropriately, you will need to know the State Title for the position and the grade for classified positions. These can be found on the Position Crosswalk, located here:

https://uams.service-now.com/esc?id=esc_knowledge_home

Choose the category, Compensation and Classification, then 'View the Position Crosswalk to identify PSR & Job Profile information'.

The screenshot shows a knowledge base interface with a breadcrumb trail: Home > Knowledge Base > Compensation/Classification. A search bar is located in the top right. On the left, a 'Categories' sidebar lists: Benefits, Compensation/Classification (highlighted in yellow), Employee Relations, HR FAQs, Immigration Services, Recruitment, Workday, and Workday Learning. The main content area, titled 'Compensation/Classification', contains several articles. The first article is 'I would like to reclassify my employee's position, what do I need to do?' with a link to https://hr.uams.edu/hris-and-compensation/compensation/ and 9 views. The second is 'How do I find my Kronos Pay Rule Listing?' with 51 views. The third is 'My coworker got a raise, why didn't I?' with 4 views. The fourth is 'What is the Personnel Services Restrictions (PSR) and Job Profile selection for my position?' (highlighted in yellow) with 19 views. The fifth is 'Can you tell me the salary for a vacant position I am considering applying for?' with 8 views. The sixth is 'I did not receive my career bonus because my service date is wrong. Who can fix?' with 8 views.

What is the Personnel Services Restrictions (PSR) and Job Profile selection for my position?

Authored by Dixon, Lisa • about a month ago • 20 Views

The document linked below will help guide you on the appropriate Personnel Services Restrictions and Job Profile selections for your positions. This document will be updated regularly, please use the link below to access the latest version. If your position is not listed, please use your judgment to identify the closest related position information. HR Comp will update and correct this listing as needed.

- View the Position Crosswalk to identify PSR & Job Profile information

Copy Permalink

Working/Position Title	State Title
Academic Accreditation Manager	Departmental Manager
Academic Computing Analyst Intermediate	Project/Program Manager
Academic Computing Analyst Master	Sr. Project/Program Director
Academic Computing Analyst Senior	Project/Program Director
Academic Computing Director	Divisional Director
Academic Technology Support Analyst Sr	Educational Dev Specialist I
Access Coordinator I	Point of Service Coordinator
Access Coordinator II	Point of Service Coordinator
Access Coordinator II	Point of Service Coordinator
Access Coordinator II	Point of Service Coordinator
Access Coordinator III	Point of Service Coordinator
Access Coordinator III	Point of Service Coordinator
Access Director	Departmental Director
Access Manager	Departmental Manager
Access Supervisor	Asst. Departmental Manager
Accountant	Project/Program Specialist
Accounting Manager	Departmental Manager
Accounts Payable Analyst	Project/Program Specialist
Accounts Payable Supervisor	Asst. Departmental Manager
Administrative Analyst	Administrative Analyst
Administrative Coordinator	Asst. Departmental Manager
Administrative Coordinator	Asst. Departmental Manager
Administrative Director	Departmental Director
Administrative Fellow	Project/Program Specialist
Administrative Services Coordinator	Departmental Manager
Administrative Services Director	Departmental Director
Administrative Services Manager	Departmental Manager
Administrative Specialist I	Administrative Specialist I
Administrative Specialist II	Administrative Specialist II

Classified Title	Grad
Administrative Analyst	C115
Child Care Technician	C105
Housekeeper	C107
Institutional Services Assistant	C103
Cook	C104
Caregiver	C104
Maintenance Supervisor	C115
Laboratory Assistant	C103
Research Technologist	C119
Inventory Control Technician	C108
Food Preparation Supervisor	C111
Public Information Technician	C113
Research Technician	C109
Cashier	C108
Administrative Specialist III	C112
Food Preparation Technician	C102
Mail Services Assistant	C105
Administrative Specialist I	C106
Department Business Coordinator	C119
Collector	C110

Classified Positions

Please note, ADHE does not accept acronyms, for example, COM would need to be spelled out as College of Medicine; COVID spelled out as Coronavirus Disease; CVD spelled out as Cardiovascular Disease, and so on.

Sections for the Department Initiator/Position Budget Specialist to Complete

1. Requested Class Code/Title: This will be the state appropriated title, for classified positions, the state appropriated title and working title will typically always be the same. Reference the Position Crosswalk.
2. # of Positions – the number of positions being requested, all positions must have the same title & funding.
3. Grade FY23 – found on the Position Crosswalk
4. Salary FY23 – current position salary
5. Department/Program Assignment – where the position will reside
9. Narrative Project Description – can be found on the Notice of Award.
10. Narrative Position Description – this can be found on the Position Description. The summary of the position is sufficient.

Sections for Grants/OSPAN to Complete

6. Source of Project Funding –found on the Notice of Award. The total funding must equal 100%.
7. Total Funding - found on the Notice of Award.
8. Position Funding Dates - found on the Notice of Award.

Example:

1	2	3	4	5
REQUESTED CLASS CODE/TITLE	# of Positions	GRADE FY22	SALARY FY22	DEPARTMENT/PROGRAM ASSIGNMENT
Research Technician	1	C109	\$29,120	College of Medicine Internal Medicine
SOURCE OF PROJECT FUNDING (Federal, Grant(s), Gift(s), Collection(s), and/or University/College Funds) & Percentage %		TOTAL FUNDING (Federal, Grant(s), Gift(s), Collection(s), and/or University/College Funds)		POSITION FUNDING DATES
Grant - National Kidney Foundation - 35%		\$35,000		7/1/2022 - 6/30/2023
Grant - Baxter Healthcare Corporation - 62.5%		\$171,445		7/1/2022 - 6/30/2023
6		7		8

Narratives Tab

NARRATIVE PROJECT DESCRIPTION:

This project allows healthcare professionals to securely view their patients' recently completed home dialysis-related treatments data that is automatically collected after each session. Healthcare professionals can then act on this information by remotely adjusting their patients' home device settings without requiring them to make additional trips to the clinic. This research is aimed at identifying and systematically reviewing evaluated studies on strategies for controlling the chronic kidney disease prevalence.

9

NARRATIVE POSITION DESCRIPTION:

The position supports this project in the areas of data collection, patient consent, data management and bibliographic support. There is an immediate need to fill this position in order for the University of Arkansas for Medical Sciences to continue to meet the scope of work and deliverables outlined in the grant award

10

Non-Classified Positions

Please note, ADHE does not accept acronyms, for example, COM would need to be spelled out as College of Medicine; COVID spelled out as Coronavirus Disease; CVD spelled out as Cardiovascular disease, and so on.

Sections for the department to complete:

1. Requested Class Code/Title: This will be the state appropriated title, this can be found on the Position Crosswalk.
2. # of Positions – the number of positions being requested, all positions must have the same title & funding.
3. Proposed Salary FY23 – position’s salary amount
4. Department/Program Assignment – where the position will reside
9. Justification for Position Need – short summary of the position along with the verbiage “There is an immediate need to fill this position in order for UAMS to continue to meet the scope of work and deliverables outlined in the grant award.”
10. Narrative Project Description - found on the Notice of Award.
11. Narrative Position Description – this can be found on the Position Description. The summary of the position is sufficient.

Sections for Grants to complete:

5. Source of Project Funding –found on the Notice of Award. The total funding must equal 100%.
6. Total Funding - found on the Notice of Award.
8. Position Funding Dates - found on the Notice of Award.

Section for the Comp to complete:

7. Appropriation LIM

Example:

1	2	3	4
REQUESTED CLASS CODE/TITLE	# of Positions	PROPOSED POSITION SALARY FY22	DEPARTMENT/PROGRAM ASSIGNMENT
Project/Program Manager	1	\$50,950	College of Public Health Center for Research, Health, and Social Justice
<hr/>			
SOURCE OF PROJECT FUNDING (Federal, Grant(s), Gift(s), Collection(s), and/or University/College Funds) & Percentage %	TOTAL FUNDING (Federal, Grant(s), Gift(s), Collection(s), and/or University/College Funds)	APPROPRIATION LIM SALARY FY22	POSITION FUNDING DATES
Federal - National Institute on Minority Health and Health Disparities -100%	\$3,864,520	\$102,175	9/24/21 - 6/30/26
5	6	7	8

Narratives Tab

<p>JUSTIFICATION FOR POSITION NEED: The Project Manager will be responsible for managing timelines and ensuring the quality and accuracy of deliverable. This person will maintain regular and effective communication among professional and community partners, subcontractors, and consultants to ensure that the goals and objectives of grants are met. There is an immediate need to fill this position in order for UAMS to continue to meet the scope of work and deliverables outlined in the grant award.</p>	9
<p>NARRATIVE PROJECT DESCRIPTION: Forty one- percent of Arkansans live in rural areas where socioeconomic distress, chronic disease risk factors, and social structural factors underlying these disparities have not changed in decades. Poverty and food insecurity are higher, and wages, employment opportunities and health care access are lower in rural than in urban Arkansas. Blacks/African Americans have the highest cancer and CVD mortality rates, the worst socioeconomic indicators, and have experienced enormous historic trauma, particularly in the Delta regions. To address this historical embedment of place- and race-based health inequities in Arkansas, the proposed Center for Research, Health, and Social Justice (CRHS) will use a social</p>	10
<p>NARRATIVE POSITION DESCRIPTION: This position will be responsible for implementing and managing projects across community-based and research programs according to grant work plan and timeline. Specifically, the Project Manager will be responsible for managing timelines and ensuring the quality and accuracy of deliverable. This person will maintain regular and effective communication among professional and community partners, subcontractors, and consultants to ensure that the goals and objectives of grants are met.</p>	11

How long does the approval process take?

Once a complete and accurate request form is submitted to the Compensation Partners, the new position will be processed within 3 business days. The Compensation Partners will send the completed Provisional Request Form to ADHE for approval. During that time, the position can be recruited for but not filled. The position can only be filled once the Provisional form is approved by ADHE.

How do I request the position to be allocated?

New allocation request will follow the Create Position process in Workday. It is highly encouraged to check your staffing model and utilize already existing position numbers before requesting a new position be created. Compensation Partners have overall ownership and responsibility for ensuring the institutions remains compliant with their limitations in the appropriated number of positions, and ensuring compliance with Provisional positions.

Exception Process

To ensure compliance with applicable laws there are no exceptions to this process.

Policies/Guidance

Arkansas Code 6-63-305

Version Control Table

Version Number	Created/Updated By	Date
1.0	Amber O'Hanlon	8-9-2022