

# Workforce Committee Hiring Process vs PMRR Process

What is the difference between a Workforce Committee Hiring Process and a PMRR Request?

	Workforce Hiring Review	PMRR Request
<b>Impacted Positions:</b>	<i>Applies to Vacant Positions</i>	<i>Applies to Filled Positions</i>
<b>Type of Request:</b>	Requests must be limited to <i>essential positions only</i> , as outlined in the Exemption List, and appropriate funding has been identified within your budget.	The type of requests for the PMRR process include: <ul style="list-style-type: none"> <li>- Reorganizations/restructures</li> <li>- Reclassify a position</li> <li>- Internal Equity Review</li> <li>- External Equity Review</li> <li>- Retain Current Employee</li> </ul>
<b>How are these requests submitted:</b>	The request and approval process are completed in Workday.	The request is initiated in ServiceNow and entered into Workday after receiving final approval.
<b>Whom do I contact with Questions:</b>	Your assigned Recruiter or HR Business Partner.	Your assigned Compensation analyst or HR Business Partner.
<b>What documentation is required:</b>	The hiring questionnaire, within the Workday business process, must be completed.	<u>All PMRRs require:</u> <ul style="list-style-type: none"> <li>- A completed Business Case.</li> <li>- The Divisional Senior Leader (or designee) must approve the PMRR.</li> <li>- Additional documentation is needed based on type.</li> </ul>
<b>Other:</b>	All Positions approved to post must follow the normal compensation process, including the Position Management Review Request (PMRR), or PIR, if necessary.	New positions not included in the budget process or not funded by an extramural funding source must follow this PMRR process
<b>Other:</b>	Requests should only be submitted to the Divisional Senior Leader if <i>not</i> filling the position will have an immediate, negative financial impact on the organization or will create a regulatory or compliance issue.	In addition to Divisional Senior Leader approval, PMRRs may require Executive Review Committee approval.

<b>Other:</b>	If the position is not on the exemption list, please delay the recruitment until the recruiting pause is lifted.	If the PMRR request results in a negative impact on the budget, please delay the request.
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**What is the Workforce Committee Hiring process?**

This was previously known as the “Covid Hiring Process/FY22 Approval to Post”. This process only applies to **vacant positions**. Effective 8/16/2022, all requests for backfilling, or hiring new positions must follow these guidelines and receive approval by the appropriate Divisional Senior Leader (or designee).

- Requests must be limited to essential positions only, as outlined in the Exemption List, and appropriate funding has been identified within your budget.
- All Positions approved to post must still follow the normal compensation process, including the Position Management Review Request (PMRR), or Project Investment Request (PIR), if necessary.
- Requests should only be submitted to the Senior Leader if *not* filling the position will have an immediate, negative financial impact on the organization or will create a regulatory or compliance issue.
- If the position is not on the list, please delay the recruitment until the recruiting pause is lifted.
- Job Requisitions in the Offer Process queue (processing through Workday steps, offer approved, offer accepted) prior to close of business August 9, 2022, will not be affected.

**If my position was posted before the Workforce Review Committee - Hiring Request process began on August 16, 2022, can I continue to post/interview/request an offer for my position?**

Yes, if the position is on the Exemption List. If the position is NOT on the Exemption List, the position will be unposted and placed in a holding or ‘frozen’ status. Only positions on the Exemption List can continue in the Hiring Request process.

**If my position was posted before the Workforce Committee Hiring Request process began, but is not on the Position Titles Exempt from Workforce Committee Review and has now been placed on hold, how can I request my position to be reviewed by Senior Leadership?**

You will need to request to unfreeze your Job Requisition to continue the search and proceed with filling the position. Go to the Job Requisition take action button (upside-down Twinkie) and select Manager Freeze Job Requisition. You will be prompted to answer a series of questions and provide justification for the filling of the position.

**If my position was posted before the Workforce Committee Hiring Request process began on August 16, 2022, and I have a candidate I want to extend an offer to, can I continue with the offer process?**

Unless an offer was in the process of being approved and extended as of August 9, 2022, no offers will be processed. Working with your Recruiter, the requisition will need to be closed. You will then need to request approval for the position through the Workforce Committee Hiring Request process.

**If my position was approved by Senior Leadership, do I need to create a separate job requisition to receive approval to extend an offer?**

No, once your position is approved by your Divisional Senior Leader, the job requisition will continue as usual, up to and including the process of extending an offer.

**Where do I enter the business case?**

The business case is no longer required for review by the Workforce Committee. However, your individual Senior Leadership team may request this information to make an approval decision.

**How do I know if my vacant position requires Senior Leadership approval?**

Please review the “Position Titles Exempt from Workforce Committee Review” list for your position title. If the title is not on the list, prepare your open position number by completing the Edit Position Restrictions and then the Start Job Requisition process, including the Hiring Request Form.

**Who is my point of contact for questions about the Workforce Committee Hiring Process?**

Please contact your Recruiter or HR Business Partner.

**Does my position require an exception if it receives partial funding from an external source?**

Please review the list of exempt position titles. If the position is not on the exempt position title list and it is only partially funded by UAMS, then the position will need to be approved by your Senior Leadership through the Workforce Committee Request process.

**My Job Requisition is in the middle of the approval process now. What do I need to do to continue with my request to fill this position?**

If a Job Requisition is in the middle of being processed, one of two things will occur. If the position title is on the ‘Position Titles Exempt for Workforce Committee Review’, the Job Requisition will proceed in the normal process. No additional information is required.

However, if the Job Requisition is NOT on the ‘Position Titles Exempt for Workforce Committee Review’, the request will be placed in a holding pattern until approval is determined. Workday calls this process “Manage Job Requisition Freeze”. This will temporarily stop the time to fill clock. To continue in the Hiring Request process, the initiator or department head will need to unfreeze the original Job Requisition request.

**My Job Requisition has an offer in the approval process. Will I still be able to hire this person?**

When was this process started? Before August 9<sup>th</sup>, yes, the hiring approval process can be completed and the New Hire hired. If, however, the process was started after August 9<sup>th</sup>, and there has been no communication the position is approved by Senior Leadership, this will require additional approval.

**What is a Position Management Review Request Process?**

The PMRR process typically impacts people who are already holding a position. This process was created to ensure UAMS is compliant with Board of Trustees policy 370.1, which states “controls must include positions control, which is a part of the personnel budget process”. It will also ensure UAMS maintains effective control over campus-wide compensation spending to adhere to our budget. It will cover requests for new allocations, efficiencies related to FTEs, staff plans to support new contracts and grants, departmental reorganizations and restructures, and other staff changes. In essence, every position will need to be supported by a unique position number and budget.

**What if my position was not included in the budget process or I’ve had other staffing changes?**

A Position Management Review Request (PMRR) will need to be submitted. These requests will be opened in Service Now. Instructions are located in the document titled “Instructions for Creating Position Management Requests” on the OHR website.

The PMRR process guide, instructions for creating a PMRR, and the business case template, are located by clicking [Total Rewards | UAMS Human Resources](#).

### **What do I need to include in the PMRR?**

All PMRRs require:

- A completed Business Case.
- The divisional Senior Leader (or designee) must approve the PMRR.
- Additional documentation based on the type of request.

### **What process do new positions require?**

New positions not included in the budget process or not funded by an extramural funding source must follow the PMRR process. All other new positions follow the Workforce Committee Hiring process.

### **What documentation is required for a new position PMRR request?**

In addition to the business case and Divisional Sr. Leadership approval, the PMRR request also requires the following:

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

### **What documentation is required for a PMRR request for a Reorganization/restructures in my department?**

In addition to the business case and Divisional Sr. Leadership approval, the PMRR request also requires the following:

- Detailed Position Description (PD) for the current positions
- Detailed Position Description (PD) for the proposed positions - Include all additional duties that warrant the evaluation
- Current Organizational Structure
- Proposed Organizational Structure
- Copy of most current resume for all employees being reviewed

### **How do I reclassify a position?**

A PMRR request is required. In addition to the business case and Divisional Sr. Leadership approval, the PMRR request also requires the following:

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

### **How do I request an Internal Equity review?**

A PMRR request is required. In addition to the business case and Divisional Sr. Leadership approval, the PMRR request also requires 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

### **How do I request an External Equity review?**

A PMRR request is required. In addition to the business case and Divisional Sr. Leadership approval, the PMRR request also requires the following:

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

### **One of my employees received an external offer. How can I Retain a Current Employee?**

A PMRR request is required. In addition to the business case and Divisional Sr. Leadership approval, the PMRR request also requires the following:

- Current Position Description (PD)
- Copy of formal offer from competing employer
- Copy of most current resume
- Copy of most recent Performance Evaluation
- \*\*Please send a notification email to [mthomisee@uams.edu](mailto:mthomisee@uams.edu) when a retention offer is initiated

### **I would like to create a sign-on bonus for my new hires. What is the process?**

A PMRR request is required. In addition to the business case and Divisional Sr. Leadership approval, the PMRR request also requires the following:

- Recruitment difficulties, higher than average time to fill vacancies
- Sharp increase in turnover for similar work on campus

### **I would like to create a retention bonus for my current employees. What is the process?**

A PMRR request is required. In addition to the business case and Divisional Sr. Leadership approval, the PMRR request also requires the following:

- Recruitment difficulties, higher than average time to fill vacancies
- Sharp increase in turnover for similar work on campus

### **How often does the Executive Review Committee meet?**

PMRR review follows the review dates published on the OHR website.

<https://hr.uams.edu/position-management-review-dates/>

**How long should a PMRR take to be approved, once submitted to ServiceNow?**

- PMRR review follows the review dates published on our website, the published dates should be used for turnaround expectations.