



June 7, 2007

MEMORANDUM

TO: Deans, Chairs, Vice Presidents, and Directors
HRPartners

CC: DCATS
HCM Upgrade Team

FROM: Brett L. Morris
Assistant Vice President for Human Resources

SUBJECT: Implementation of Position Create/Modify Form
(OHR 2007-026)

Oracle's PeopleSoft Human Capital Management 8.9 (HCM) will provide a new online form to request creation or modification of a position. The new HCM process will streamline communications between departments and the Office of Human Resources (OHR). This guidance memorandum contains procedures for creating and modifying positions beginning July 5.

Current Procedures: Departments currently request creation and/or modification for faculty, student, and **filled** classified and administrative and professional (A&P) positions in the Document Review System (DRS) through the Position Create/Modify Position Authorization form (PAU). Departments currently request creating and or modifying **vacant** classified and A&P positions in the Online Employment System (OES) through the requisition form

Procedures after Implementation on July 5, 2007: Departments will run the Vacant Position Query in HCM to utilize any vacant positions available. If there are no vacant positions available, departments will request creation and/or modification of a position by entering information into the data fields contained in the new online Position Create/Modify (PCM) form. Two systems will be used depending upon the type of position being created and/or modified.

1. OES will continue to be used to create, modify, and reactivate classified and A&P positions.

- Departments will complete a requisition in OES.
- Upon the completion of the requisition and the change of status to Employment Manager Review, the requisition will be reviewed by the OHR Employment Team.
- Once reviewed, the requisition will be forwarded to the Office of Budget and Planning for approval or disapproval.
- Once the requisition is approved by the Office of Budget and Planning, the requisition will be forwarded to the OHR Compensation Team for review and approval or disapproval.
- Once the Compensation Team has approved the requisition, it will be forwarded to the OHR Position Management Team to create a position.
- If a position request is disapproved by the Office of Budget and Planning or the OHR Compensation Team, the requisition will be returned to the requesting department.

2. HCM will be used to do the following:

- Create faculty or student positions
 1. Departments will complete a PCM form.
 2. Upon saving the request, HCM notifies the Office of Budget and Planning.
 3. Once the request is approved by the Office of Budget and Planning, HCM notifies the OHR Position Management Team.
 4. Upon approval and processing of the new position, HCM sends notification to the department's administrative e-mail inbox indicating the new position number.
 5. If disapproved, HCM sends notification to the requesting department's administrative e-mail inbox.
- Modify faculty, student, and non-recruiting classified and administrative and professional (A&P) positions
 1. Departments will complete a PCM form.
 2. Upon saving the request, HCM notifies the Office of Budget and Planning.
 3. Once a request is approved by the Office of Budget and Planning, HCM notifies the OHR Position Management Team.
 4. Upon approval and processing of the modification, HCM sends notification to the department's administrative e-mail inbox indicating completion.

5. If disapproved, HCM sends notification to the requesting department's administrative e-mail inbox.
- **Inactivate faculty, student, classified, and A&P positions**
 1. Departments will complete a PCM form.
 2. Upon saving the request, HCM notifies the Office of Budget and Planning.
 3. Once a request is approved by the Office of Budget and Planning, HCM notifies the OHR Position Management Team.
 4. Upon approval and processing of the status change, HCM sends notification to the department's administrative e-mail inbox indicating completion.
 5. If disapproved, HCM sends notification to the requesting department's administrative e-mail inbox.
 - **Reactivate faculty and student positions**
 1. Departments will complete a PCM form.
 2. Upon saving the request, HCM notifies the Office of Budget and Planning.
 3. Once a request is approved by the Office of Budget and Planning, HCM notifies the OHR Position Management Team.
 4. Upon approval and processing of the status change, HCM sends notification to the department's administrative e-mail inbox indicating completion.
 5. If disapproved, HCM sends notification to the requesting department's administrative e-mail inbox.

Advantages of Change: There are several advantages to the new process:

1. The new online PCM form is more user friendly to departments by automatically populating data into fields.
2. A new search feature will permit departments to view where the PCM form is in the process.
3. Additional required fields in the PCM form will result in more accurate, complete data.
4. OHR will be able to access and read the PCM comment field.
5. HCM will send automatic notifications, eliminating the need for manually generated e-mails and follow-up telephone calls to departments by OHR.
6. Departments will be able to request multiple positions to activate on a single request form.
7. Departments will be able to request multiple positions to inactivate on a single request form.

8. UPK (Universal Productivity Kit training tool) will be available 24/7 for self-tutorials.
9. Departments will have easy query access to view all vacant budgeted positions.

Departmental Challenges: Departments will have to provide more detailed position information on the new online PCM form than they did using DRS.

Implementation: Departments will begin using these new processes on Thursday, July 5, when HCM goes live.

Questions: Please contact OHR at 567-2600 should you have any questions. Thank you.

OHR 2007-26