

Student Originator Info Session

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WORKFORCE STRATEGY, EQUITY AND ENGAGEMENT
Human Resources

Agenda

- Full Position Management Project
- Student Originator Access Improvements
- New Position ePAR Demo
- Training and Resources
- Q & A

Full Position Management Project

- What is Full Position Management (FPM)?
 - Every job has a position
- FPM Goals
 - Establish a consistent use of positions in the HR/Payroll system,
 - Enable a more planful approach to staffing across the university,
 - Clean up vacant position data,
 - Increase visibility and control over position data reported to external entities and
 - Possibly enable infrastructure for future detailed salary planning.

Job & Position Information

- Job Information
 - Stored on the employee's job record
 - Used to process HR actions
 - Includes Dates, HR actions, Supervisor, Compensation, etc.
- Job information can originate from two places
 - Employee Job Record
 - Position Record
- Position information
 - A subset of the information on the employee's job record
 - Information from the position auto-populates the job record

Job & Position Information

Form Data	
*Effective Date:	09/27/2021
*Job Family	EPA
*Employee Group:	EPA Student / Teaching Fellow
Position Number:	<input type="text"/>
*Department:	<input type="text"/>
*Location Code:	<input type="text"/>
*Job Code:	<input type="text"/>
*Expected Job End Date:	<input type="text"/>
Regular/Temporary	
*Std Hrs/Wk:	<input type="text" value="0.01"/>
FTE:	<input type="text" value="0.000000"/>
*Supervisor ID	<input type="text"/>
TSERS Re-employed Retiree	<input type="checkbox"/>
<input type="checkbox"/> Non-compensation job	

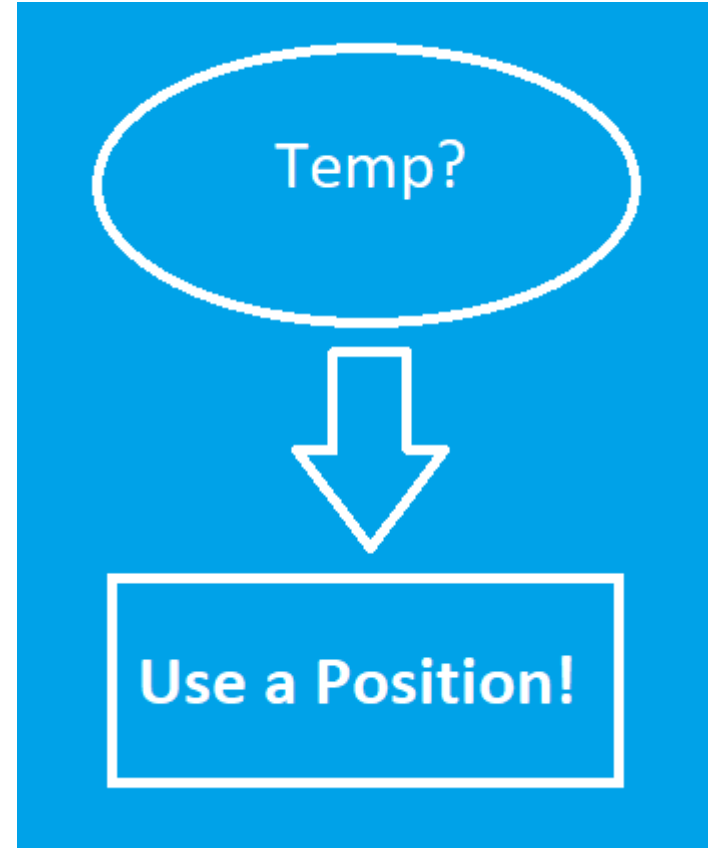
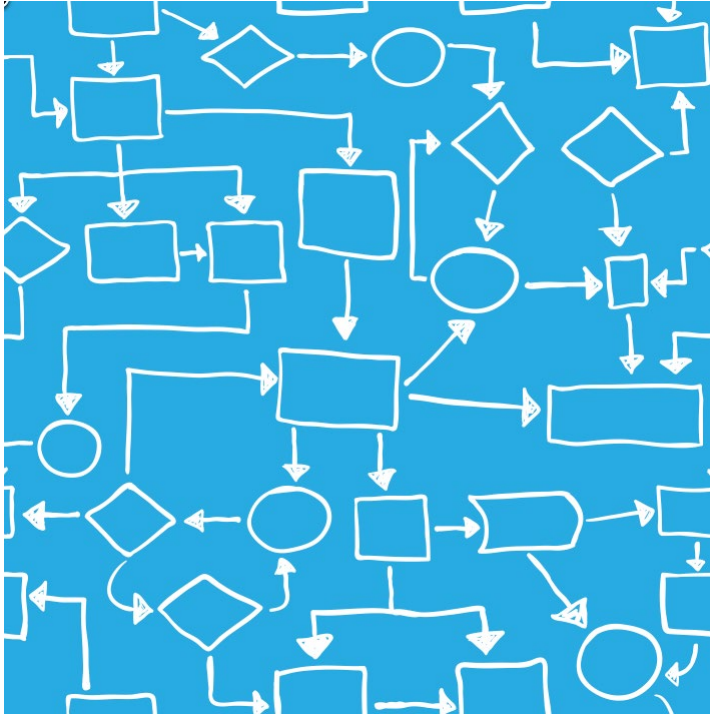
Form Data	
*Effective Date:	09/27/2021
*Job Family	SPA
*Employee Group:	SPA Student
*Position Number:	20023920 Work Study-On Campus
Department:	506501 Global Partnership Programs
Location Code:	506501 UNC Global - Ctr GI Init
Job Code:	800165 Work Study-On Campus
*Expected Job End Date:	<input type="text"/>
Salary Grade	S02
Regular/Temporary	Temporary
Std Hrs/Wk:	20.00
FTE:	0.500000
Reports To:	01001307 BOB BOLD
*TIM Rept ID:	700000007 BOB BOLD
TSERS Re-employed Retiree	<input type="checkbox"/>
<input type="checkbox"/> I certify no posting or waiver was required for this action	
*Vacancy ID:	<input type="text"/>

Creating Positions: 16 Required Fields

Field	Input Method	
Position Number	Auto-populated	
Effective Date	Defaults to current date	
Position Status (approved, frozen, proposed, etc.)	Defaults to "Approved"	
Status (active, inactive, etc.)	Defaults to "Active"	
Business Unit	Can be set to default	
Job Code		Manual Entry
Regular/Temp	Defaults from Job Code	
Regular Shift	Defaults from Job Code	
Title	Defaults from Job Code	
Full/Part Time	Defaults from Job Code	
Regulatory Region	Can be set to default	
Dept		Manual Entry
Location	Defaults from Dept	
Pre-encumbrance Indicator	Defaults in System	
Encumber Salary Option	Defaults in System	
Classified Indicator	Defaults in System	

Full vs Partial Position Management

- Configuration setting in ConnectCarolina
 - Partial – positions may or may not be used
 - Full – all jobs have a position



Advantages of Full Position Management

- Consistency in
 - Business processes
 - Reporting
 - Tracking position attributes
 - Training and support
- Increased efficiency
 - Position data auto-populates employee job record
 - Position information trackable even when vacant
 - Maintains org rollup, even with a supervisor vacancy
 - Position attributes passed to PeopleAdmin
- Less system complexity
 - Position numbers required for System Office reporting
 - Fewer system modifications
- Increased budgeting capability

FPM Project Overview

Planning Considerations

Development and Testing

Data Cleanup

Data Conversion

Data Cleanup

- Abolish unneeded, vacant positions
- Update Reports To and Supervisor IDs
- Terminate or extend expired expected end dates
- Move supplements to secondary jobs, where possible

Data Conversion

- Create positions and reporting relationships
- Move All active employees into positions
 - Secondary Jobs
 - Faculty
 - Contingent Workers
 - Temps
 - Post Docs
 - Student Workers
- Position Budget Amount
 - Primary Job: Base salary amount of current incumbent
 - Secondary Job: Annualize Supplemental Pay

Position ePAR



Remove Funding Grid



Add Open Rank Job Code



Required/Optional,
Hidden/Displayed
Field Settings



Flag to identify which
positions will send to
PeopleAdmin



Keep/Add/Remove
Actions Reasons



Approval Routing
Rules (Central Office)

Student Originator Access Improvements

- Current Access
- Trends and Analysis
- New Access

Student Originators – Current

- For all student types (SHRA and EHRA)
 - Access to all departments on campus
 - Able to submit Hire, Edit Existing Job, Change Employment Status and Position ePARs
- Limitations on Position ePARs
 - Can Add a new Position
 - Cannot utilize the Copy feature when Adding a new Position
 - Cannot Update existing Positions
 - Cannot Abolish existing Positions
- UNC Employee Information
 - Ability to view a limited set of fields for current and historic rows

Student Originators – Trends and Analysis

- Trends
 - New Positions created instead of re-using vacant positions
 - Overallocated positions
 - Duplicate transactions submitted
 - Auto-term backout requests
- Transaction Analysis and Trends
 - 48,595 student transactions by currently active Student Originators
 - 519 (1.1%) student transactions outside the Student Originator's department security

Student Originators – What's Missing?

- An easy way to view vacant positions
- Access to view position information
- Ability to Update and Abolish existing positions
- A way to see future-dated rows for employees
- Ability to track upcoming Expected End Dates

Student Originators – Upcoming Changes

- Add department security for all Student Originators
 - Utilize the Copy function when creating new positions
 - Update existing student positions
 - Abolish existing student positions
 - Hire, Edit Existing Job, and Change Employment Status ePARs impacted
- Add access to the Multiple Jobs Summary page
 - Future-dated rows
- Add access to view the Add/Update a Position page
 - Future-dated rows
 - All position details, including current headcount
- Add access to the Vacant Position query on the HR/Payroll Reporting Dashboard **(DONE!!)**
- Add access to the Expected End Date query on the HR/Payroll Reporting Dashboard **(DONE!!)**

New Position ePAR Demo

Training and Resources

FPM Website at <https://ccinfo.unc.edu/fpm-home-page/>

- Project information and timeline
- FAQ
- Presentations
- Student Originators section – more to come
 - Microlearning
 - QRC's
 - Checklists and helpful hints
- CBT's on <https://ccinfo.unc.edu/>
 - Training Menu
 - Computer Based Training
- Targeted emails to Student Originators

Student Originators – Questions

Questions?

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