

HR User FAQ – Managing Positions and related Employee Changes

Why can't I just change the job profile on the position for the employee?

SPMS uses position management. This means job information comes from the position. A change to Position (chair) is needed before the change to the employee

How do I make the change to the position to reflect a different job profile?

There are reclassification reasons for the position (Edit Position Restriction) that will process a change in the job profile, some requiring approval of CAS and some requiring certain documents be attached.

Chart of Reclassification Reasons (CAS)

Edit Position Restriction Reason	Description	Reviewed by CAS? (Y/N)	MS-22 (Position Description)	MS-52 (Benchmark Requests)	MS-44 (Supervisory Questionnaire)	MS-2024 (Request for Position Classification Study)
Reclassification > Benchmark	Approved agency benchmark position reclassifications	N				
Reclassification > Benchmark Study	Request a study of a Position Description for Benchmark approval	Y	x	x		
Reclassification > Reclassification Study	Request a reclassification study of the job duties and responsibilities assigned to a position.	Y	x		x	x
Reclassification > Non Competitive Promotion	Used to reclassify certain positions in approved Non-Competitive Promotion classifications in a classification series	N				
Reclassification > Special Condition	Used by agencies with salary setting authority or other conditions	N				
Reclassification > Vacancy Downgrade	Used to downgrade a position within the same classification series	N				

What are some important fields to review during an Edit Position Restriction Reclassification process?

- **Job posting title:**
 - Must be manually updated to coordinate with the new job profile
 - Needs to reflect the job profile

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- If an internal title is needed, it can be captured on the *Business Title* on the *employee*
- **Dates**: *Availability vs Earliest Hire* date
 - The *Availability Date* shows when the position was first made available for use, entered at the time the PIN was created.
 - The *Earliest Hire Date* is the effective date for the EPR changes.
Important Note: When viewing the *Edit Position Restriction*: the date displayed is *NOT the effective date*, but the processing date
- **Job families**: Do NOT make changes to the *Job Families* that are connected to the Job profile that you select.
- **Job profile** - Stay in the same series!!!
- **Time Type** needs to be changed if a position is no longer Full or Part time
- **Worker Type** and **Sub-type** *must match*:
 - ***Cannot*** change a Contingent pin to Employee and vice versa
 - ***Cannot*** change a Contractual pin to State Regular or Temporary and vice versa

What are important reminders about the Position Freeze Process?

Job Aid: Manage Position Freeze

- DBM reviews and freezes positions as they are vacated.
- DBM does not start the Unfreeze process.
- Cannot future date an unfreeze
- To start a recruitment, the PIN must be unfrozen, using the “DBM Budget Unfrozen” reason in the transaction
- To identify frozen positions:
 - Run the **SPMS View All Positions** report for agency wide search.
 - In a specific Sup Org > **Unavailable to Fill** tab

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What is the process for Splitting and Reconsolidating a Position?

Quick Guide: Split a Pin

Splitting a Position Transaction is used to take a PIN (usually Full Time) and split it into two (or more) Part Time positions.

Quick Guide: Reconsolidate Positions

Reconsolidating a Position Transaction is used combine two Part time PINs into One PIN with a higher Authorized %.

What are the Organization Assignment fields shown on the Position and the Employee?

Job Aid: Change Organization Assignments

On the Position

- State customized fields used for the identification of attributes specific to a Position based on the creation request.
- Information initially entered on the Create Position process
- Can be found on the Position under **Position Overview**
- Using old requisitions can cause validation errors during the Hire process for employees, based on Organization Assignments that were originally allocated to the PIN.
 - **ALL REQUISITIONS SHOULD BE CORRECTED OR CREATED BEFORE STARTING A RECRUITMENT.**

On the Employee

- Information initially defaults from the Position
- This data can be changed per employee, but will revert back if an employee leaves a position

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- If the PIN's information was "overridden" by the previous Employee, the next employee will have the PIN original information defaulted to them, NOT the previous employee's information.
- Can be found in the Employee Profile : **Job Tab > Organizations**

What are the required Organizational Assignment fields for a position to advance through the process?

- **Authorized By** – Select appropriate
- **Bargaining Status** – review after any changes to ensure accuracy (manual adjustment)
- **Budget Status** – confirm with budget team
- **Retirement System** - Select appropriate
- **Authorized %** - confirm with budget, (text field, not FTE)

What is the Job Change Process and how is it used?

Job Change Process allows you to change attributes of an active employee:

- Used to transfer, promote, demote, reflect the reclassification of the position or change the current data of an employee (FTE, Location, etc.)
- Process should be started in JobAps for transfer, promotion, or demotion.

How does the Change Job Process work with the EPR Process on a Filled Position (with an employee)?

Job Aid: Change Job

- When a position is filled, HRC's must complete the change to the position first, and then complete a change Job transaction immediately following for the change to reflect on the employee side of the system.
- The necessary **Change Job** process will show up in your inbox as a sub process of the EPR.

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- After Edit Position Restriction is completed on the Position, the employee ***does not automatically change***
- **Effective date** of employee's changes should be on the date for earliest hire date on the EPR
- **Use the same reason** that was processed on the EPR for the Change Job for the employee: Reclassification
- **Use the same job profile** for the Employee as the job profile for the Position. You will receive an error if you don't.
- **When the employee vacates the position**, any new employee who fills it, will have the information default from the pin
 - *For example: If a level 1 job profile for an employee (but the position reflects a level 2 job profile) wasn't changed to match the position, when the position is vacated, the requisition will reflect the level 2 status that was processed on the Position (since go-live validations have been placed to avoid this in the future)*

What are important reminders about the Job Change Process and their impact throughout the system?

- Do not change location or the "Team". You cannot combine steps such as location or Sup Org changes. One change at a time.
- If the Position should be in a different Sup Org, send a move worker ticket before or after the completion of the Job Change transaction.
 - *The pin will only be available to select from its current Sup Org*
- Always review the Salary Schedule during the Compensation step to verify if changes may be needed to bargaining status.
- Any employee change from State/Regular to Contractual or vice versa or an FTE% Data Change will result in a Change Benefit Job event that could trigger a Benefit Change – Job Change event that requires the employee to go into Workday and take action.
- Verify that employees go into Workday to complete any open benefit event.

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What are important things to pay attention to when adjusting an Employee's FTE%?

Quick Guide: Maintaining FTE%

- **Only** change *Scheduled Hours*.
- *Location Weekly hours* and *Default Weekly hours* stay at 40
- **Remember** to change the Time Type at the same time if the Scheduled hours move up to 40 or dip below 40.
- **The FTE% is used** throughout the system and affects multiple aspects of the employee's employment benefits:
 - Salary amount; Time accrual; Holiday Pay; Benefits
- **Benefits and FTE**
- When *State/Regular* FTE% goes below 50% part-time then they are **no longer eligible for subsidy**
- When *Contractual employee's* FTE% falls below 75%, they **move from ACA to nonACA**.
- Same for when their multiple-contract FTE% combination goes below 75%

What are some Helpful SPMS Reports when processing EPR and Job Change transactions in the Workday system?

- ***SPS Benefit Open Election Events – Employees*** – run by ABCs
- ***SPS Benefit Open Enrollment Events – Employees*** – run by ABCs
- ***SPMS Current Employee Detail Report***
- ***SPMS Reclassifications Awaiting Action***
- ***SPMS Reclassifications Completed***
- ***SPMS All Transactions Completed***
- ***Business Processes of Type Awaiting Action***