



University of Cincinnati - Human Resources

Guidelines for processing changes to Human Resource Systems (HRS) data

Effective: 7/1/2007

Last Update: 5/18/2007

What change is needed:	Who Initiates, Reviews & Approves:		How HR system is updated:
Hire/Rehire or Reassign an Employee to fill a vacancy	Dept. completes hiring in People Admin - approvals are in workflow		Data entry form is generated from People Admin after hire is complete and processed by HRSC
Create a new position/change an existing position	Dept. completes position data in People Admin - attaches pdq determination for staff	Central Budget Offices review	Budget Office maintains planned comp & cost distribution; HR creates new position and/or changes other position attributes
Change the level of a position based on a hiring decision (1)	Dept. completes "Final SAP Position No. & Title" fields in the Hire Proposal in People Admin	Dept approves - VP Level req'd	Data entry form is generated from People Admin after hire is complete and processed by HRSC
Remove a vacant position from your organization permanently (obsolete status)	Dept. completes PMR form - VP level approval req'd	Central Budget Offices review	PMR or spreadsheet provided by Central Budget Office to HRSC to process position changes
Changes related to a reorganization and job abolishment	Dept contacts HR Director to review plan	HR & Dept VP Level	HR Director coordinates with HR Services Center and/or TC&W to process organization changes and personnel actions
Personnel Actions for Reclassification, Promotion, FTE Changes, Faculty Track Switches & Faculty Tenure granted w/out promotion	Dept. completes PCR form & submits to HRSC; also completes PMR if budget is impacted	Dept approves - VP Level req'd	HR Services Center processes position change and personnel action; Central Budget Office processes position changes
Personnel Actions: Salary Adjustment, Leave of Absence, Separation	Dept. completes PCR in MSS - approvals are in workflow		HR Services Center reviews and completes the personnel action
Employee personal data & elections (3)	Employee enters changes in Self Service		Direct update to system
Life Event Changes	Employee completes epdf form & submits to HRSC		HRSC reviews and completes the personnel action(s)

(1) Applies to positions that have defined career paths today - Faculty (RPT), Staff Broadbands (IT, Constr Mgmt, Public Safety, Rsch AstAsc).

(2) ESS is available to benefits eligible employees; paper forms used by all others.

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OBM 556-0192; OBMMail@uc.edu

HR TC&W Team: ML0596; fax 556-1546, hrcomp@uc.edu

Acronyms:

PMR = Position Maintenance Request	MSS = Manager Self Service	VP = Vice President	PCR = Personnel Change Request
HRSC = Human Resources Services Center	ESS = Employee Self Service	HR = Human Resources	
pdq = Position Description Questionnaire	epdf = Employee Data Form	FTE = Full Time Equivalent	
TC&W = HR-Total Compensation & Wellness Team			