THE OHIO STATE UNIVERSITY
COMPREHENSIVE CANCER CENTER

Comprehensive Cancer Center
Position Control Process Job Aid and Workflow

I. When to Submit a Position Management Review Request via REDCap

- For the creation and posting of a new position
- Backfilling of a vacated position
- Reclassifications

*This will include students, GRAs, Grad Fellows, visiting fellows with living allowances (any paid positions)

II. Prior to Submitting a Position Management Review Request via REDCap

New Positions:
Working in consultation with HR, new positions that are being proposed should have a business need for the position. An assessment should occur to determine the following (not an exhaustive list):

- What is the strategic priority that is driving the need for the position?
- Are the functions of the position being performed today? If yes, by what position(s)/incumbents?
- Are there other functions that will cease as a result of the new position? If yes, what position(s) are performing them?
- Was this position budgeted?
- What is the estimated base salary for the position? What is the source of funding? Is the funding secured for at least 1 full year?
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Existing Positions:
Working in consultation with HR, existing positions that have been vacated should have a review of the position description (for possible updates) and the need for the position. An assessment should be done to revisit business needs and determine the following (not an exhaustive list):

- Is this a critical function that must be re-filled for business continuity?
- Have the needs of the business shifted at all?
- Should the position be repurposed or put on hold?
- What changes are necessary to the position description, and does that shift the title/role?
- What is the downside if the position is not filled asap?
- Is the posting budget neutral?

Note: Based on the extensive Career Roadmap Job Catalog, it is highly likely that the proposed position will come under an existing job profile /salary range. A consultation with the HR Consultant will assist in identifying a title and salary range prior to submission of the Position Management Review request. Please note that some requests may require additional review by Compensation and result in a different title and salary range than submitted.

III. How to Submit a Position Management Review Request via REDCap

- Access the Position Management Intake form at this link http://www.go.osu.edu/ccc-position.

Note: The Position Management Intake forms need to be submitted even if a position has been approved in the fiscal year budget.
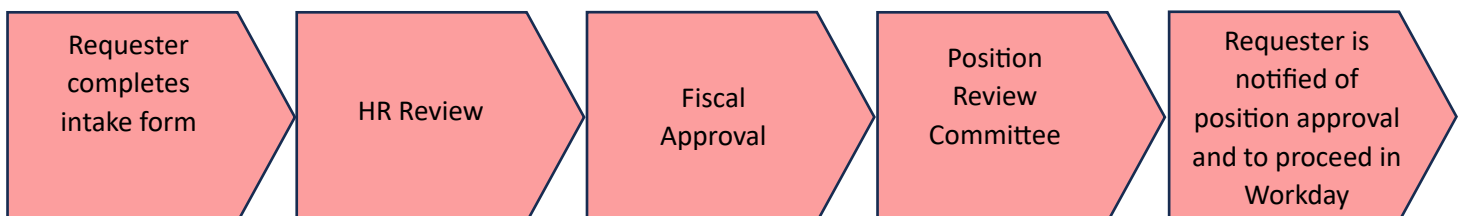
Complete the form as follows:
1. **HR Action Type:** Select Create and Post New Position, Fill Existing Position or Reclassification.

2. **Requester:** Person completing the intake form.
3. **Requester Email Address:** Can be osu.edu or osumc.edu.
4. **Manager:** Identify the hiring or current manager.
5. **Employee:** Identify the employee being replaced or reclassified if applicable.
6. **Position Number:** Can be found in Workday under Summary, Job Details. (Fill Existing Employee only)
7. **HR Consultant:** Select your department's HR Consultant.
8. **Default Work Tags:** This is the organization where the position is housed, which may be different from the costing allocation. Refer to the Default Funding Flow Chart for assistance.
9. **Budget:** Select Yes or No as to whether the position is in this year's budget.
10. **Official University Title:** This is the Career Roadmap Job Profile. To access this information, enter OSU Job Catalog Report in the search bar in Workday.
11. **FTE:** Enter percentage of effort. Ex. 100%.
12. **Employee Type:** Identify whether the position is regular, term, or temporary.
    a. <u>**Regular:**</u> A position which may be classified or unclassified and may be full- or part-time at any percentage of FTE (up to 100%). Regular classified positions are an employment relationship between the university and the employee that is intended to be ongoing, subject to the needs of the unit and to the employee meeting job performance standards. Regular unclassified positions are typically at will.
    b. <u>**Term:**</u> An unclassified position for which the employment relationship between the university and the employee is intended for a designated period of time normally greater than one year but less than three years. Postdoctoral scholars are designated as term but may hold positions for a period of up to five years. **All postdoctoral positions are term**.
    c. <u>**Temporary:**</u> A classified or unclassified position for which the employment relationship between the university and the employee is intended for a specific, designated period of time not to exceed 12 continuous months. **All student positions are temporary including GRAs.**
13. **Number of positions associated with this request:** Number of positions to be posted.
14. **Targeted Salary:** For a reclassification request, enter the target salary. For new position or backfill requests, enter the default compensation that will be entered on the requisition, which is the midpoint of the Career Roadmap range. Range information can be found in the OSU Job Catalog report.
15. **Position Worktags:** Identify the applicable worktags funding the position and include the percent effort on each. Enter up to four sets of worktags as needed. Contact your assigned fiscal or grants person to get worktags if needed. Please use Function FN100.
16. **Intended Candidate:** Identify if there is an intended candidate and whether that candidate is internal to the university (OSU/OSUMC/CCC). Enter the candidate's name.
17. **Justification:** Provide justification for the request.

Select **Save & Return Later** to save the information entered and return at a later time to complete the request. Enter your email address to receive a link to return to the form.

Press **Submit** to send the form to HR for review. You will receive email confirmation that your request was submitted and a link to follow progress.

The workflow is as follows:

| Requester completes intake form | → | HR Review | → | Fiscal Approval | → | Position Review Committee | → | Requester is notified of position approval and to proceed in Workday |

Position Review Committee is comprised of leaders from Cancer Center Senior leadership, Human Resource, Finance, Research, Clinical Trials, and Education