

FULL POSITION MANAGEMENT



Big Picture



All appointments now have positions.

Currently in Positions	Employee Types being moved into Positions
SHRA Permanent & Temporary SHRA Students EHRA Permanent & Temporary	Faculty Post Docs EHRA Graduate Students Secondary Appointments

Why and Why Now?



- Those managing finances at the Board of Trustees and at the University System level think in terms of positions when they discuss budgets. As a result, the University has to translate our appointments (which don't have positions) into positions.
- Translating this data is an unstable process, and it gets increasingly complex as the System Office requests more data.
- This translated data exists as a point in time, and campus HR and Finance leadership can't adjust it before it is sent.

Why and Why Now? (continued)



- Having all faculty, staff, and student employees in positions will facilitate the next budget planning cycle, plus will improve transparency of the information being sent to the System Office.
- It also brings benefits like:
 - being able to track positions even if there is no incumbent.
 - attributes like Campus Security Authority (CSA) can be set by position so they don't have to be set by person.
 - we can retain organizational rollups even if positions are empty.

What Changed

Creating a Position to Post and Hire



- Positions have to be created or updated before hiring or posting for all position types, including faculty and secondary appointments.
 - Examples:
 - Director of Undergraduate Studies
 - Adjunct Professor (non-comp)
 - Interim / Acting Appointments
 - Faculty promotions (update only)
- Creating or updating positions can be submitted in advance to prepare for posting or hire once the Essential HR Action is approved (*if applicable*)

PeopleAdmin Changes



- SHRA Permanent and Faculty Permanent positions now work the same way as EHRA Non-Faculty positions work - position description data is read-only and can not be changed in PeopleAdmin.
- SHRA Temporary, Faculty Temporary, and Post-Docs – position data is fed from ConnectCarolina - position description data is editable and can be changed in PeopleAdmin.
- Open Rank Faculty recruiting will require updating the position before the candidate is hired or creating the position after the recruitment is finished (for example, if you hire multiple candidates from one posting).

Two ePARs Instead of One



- Certain updates now require two ePARs instead of one ePAR.

For example:

- Hire:
 1. Create/Update position ePAR
 2. Hire ePAR
- FTE Change:
 1. Update position ePAR for FTE
 2. Edit Existing Job ePAR for Compensation Amount
- Position ePARs must fully execute prior to starting the hire or job change ePAR.

Student Originators



Student Originators can:

- Create and update positions
- Has more access to information in the system
- Additional resources for student originators can be found [CC User Information Website](#)

View Position Data

AlphaIn Filter

POSITION ACTION

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Select Position Action:

POSITION DATA

Position Number: 20030844	Business Unit: COLAS	College of Arts & Sciences
Effective Date: 10/01/2021	Department: 302408	Center for Student Success
Reports to (Position): 21031801	Academic Advisor	Reports To (Name): XXXXXXXX
Job Family: EHR4	Job Function: EHR4 Student Teaching Fellow	Job Code: 800174
Employee Group: EHR4 Student Teaching Fellow	Regular/Temporary: Temporary	FTE: 0.125000
Max Head Count: 1	FLSA Status: Exempt	

Funding Swaps



Important: You must choose **position** not appointment when starting a Funding Swap.

Create a Funding Swap

Authored by

Step 1 of 3: Submit Funding Swap Data

Form Data

eForm ID 1579697

*Department	<input type="text" value="300100"/>	Arts and Sciences Deans Office
*Fiscal Year	<input type="text" value="2022"/>	
*Budget Level	<input type="text" value="Position"/>	
Begin Date	<input type="text"/>	
End Effdt	<input type="text"/>	
*Position Number	<input type="text"/>	
Empl ID		
Empl Record	<input type="text" value="0"/>	
*Employee Group	<input type="text"/>	

Next >>

Close

Positions with Multiple Headcount



Multiple headcount will be available for EHRA Students, Faculty Contingent Workers (CWR) and EHRA Zero-Base Rate.

- Basic attributes, **including funding and FTE**, must be the same.
- Position budget amount should reflect total budget for all planned incumbents combined.



Changes to the ePAR

Position ePAR Changes



- “Reports to” field will be used consistently as all employees now have positions.
- For EHRA Non-Faculty and SHRA Permanent and Temporary positions, the Minimum Education and Experience Requirements field will pre-populate based on the approved classification and can’t be changed.
- “Primary Purpose of the Organizational Unit” is a required field on the ePAR and can be used for all your positions. Create it now for future positions.
- Principal Functions page will show for SHRA Permanent and EHRA Non-Faculty Permanent and Temporary positions.
- The funding grid will no longer be on the Position ePAR.
- The Allocated Budget field will be renamed **Position Budget Amount**.

Position ePAR Changes (continued)



- New fields on the last page of the ePAR:
 - Immunization Review Required
 - Bloodborne Pathogen
 - Recruiting System
 - Campus Security Authority (CAS) – if yes, justification will be required
- New buttons on the ePAR:
 - Save for Originators
 - Hold for Approvers – takes the ePAR out of everyone’s inbox at the same approval level. (**Don’t do it!**)
- Budget approvers no longer have to approve position ePARs.

Changes to College Processes

RASR Forms



New RASR Form:

- CASBO Update/Create Position – this form should be used to request a new position for the following types:
 - SHRA temp
 - EHRA Non-Faculty temp (includes faculty secondary appointments)
 - SHRA and EHRA Students
 - Faculty (all types)
 - Postdocs

Updated RASR Form:

- CASBO HR Pre-Approval Request – this form should be used to request approval for the following :
 - Creating/Updating Permanent SHRA & EHRA Non-Faculty Positions
 - Non-Faculty Position Authorization Form
 - Request for non-essential HR Actions (temporary process)

Update/Create Position Form



- Updating or Creating a Permanent Faculty Position
 - Information will feed from the ePAR to PeopleAdmin and can't be updated or changed in PeopleAdmin.
 - Any changes to the position will require a second ePAR
- Updating or Creating Student, Temp and PostDoc Positions
 - Minimal information is needed
 - ePARS execute quickly and requires minimal approvals

HR Pre-Approval Request Form



- Currently this form is used to request:
 - Non-Faculty Position Request Form (SHRA & EHRA Non-Faculty)
 - Essential HR Action
- Expanded use of this form due to changes in PeopleAdmin
 - Completion of a [SHRA & EHRA Non-Faculty Position Description Form](#)
 - This form will provide all relevant information required to update or create a permanent staff position
 - Information will feed from the ePAR to PeopleAdmin and can't be update or changed in PeopleAdmin.
 - Any changes to the position will require a second ePAR

Reminders



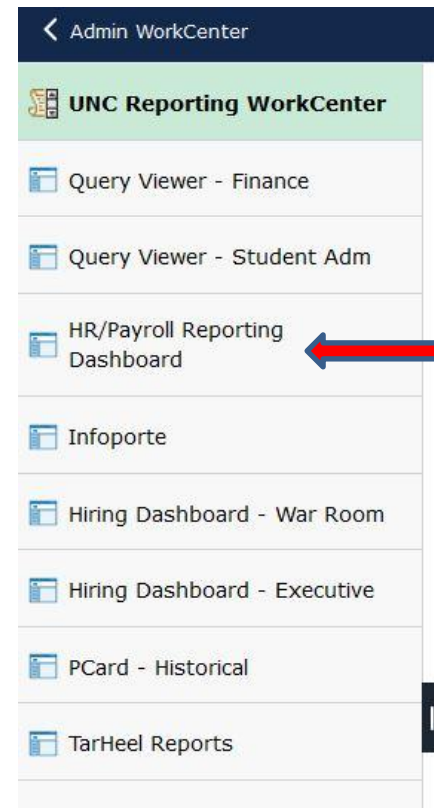
- Position Update/Create
 - Be mindful of character limits
 - Once position is created and/or updated, changes can't be made in PeopleAdmin
 - Any changes will require an additional ePAR and will result in a delay in posting
- Hire ePAR
 - Remember to add the *position number* to the Hire ePAR. The system will let you leave it blank, **BUT DON'T**.
- “Primary Purpose of the Organizational Unit” is a required field on the ePAR. Developing this description of your organization now will save time when creating or updating future positions to be used for every position.

Reports and Queries

New Queries on the HR Dashboard



- Reports and Queries can be found under the Reporting tile on your [ConnectCarolina](#) Admin WorkCenter page.
- Access to certain reports and queries are based on your position.



New Queries on the HR Dashboard



- ✓ EPARS: Fund Swap by Position - Enter position number to get fund swap ePAR # and other info.
 - Access Position ePAR approval Routing info
 - Find position budget amount including incumbent salary
 - Available to all HR Reps, Basic Originators, Student Originators

- ✓ POSITIONS: Vacant Position report includes vacant positions with budget amount, prior incumbent information, in progress ePAR numbers and offers different filter options.

Resources

Resources (continued)



Find QRC's, recordings and more information under
[Full Position Management](#) on
ConnectCarolina User Information Website
ccinfo.unc.edu

Connect CAROLINA User Information

Get Access ▾ Training ▾ HR & Payroll ▾ Finance ▾ Student Administration ▾

- Search ConnectCarolina Help
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Need help

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HR User Group

Learn More

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[HR Representatives](#)

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Questions?