UNIVERSITY of MARYLAND MEDICAL SYSTEM

HR Shared Services

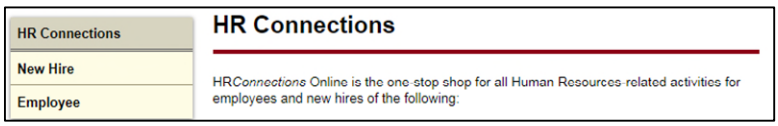
Position Control Job Aid for Hiring Managers

How to Login to Infor / Lawson:

Note: It's recommended to use the Microsoft Edge Browser

- **Navigate to HR*Connections*:**

  (*www.umms.org/hrconnections*)



- Select **User Type**:

  (New Hire or Employee)

- Select **Connection Type**:

  (Home or Work Computer)

(Home = Not Connected to UMMS Network)

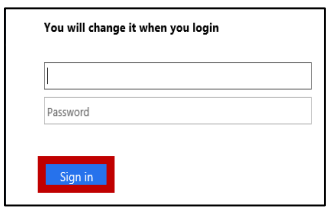
(Work = Connected to UMMS Network)

- **Login using your Employee #**:

  - Type Username: umms\######

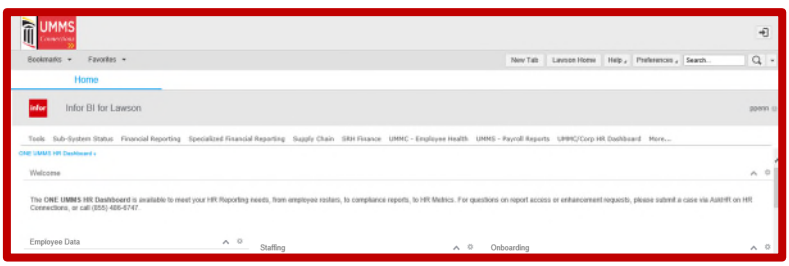
  - Type Password: xxxxxxx

- Click on the "**Sign-In**" Button



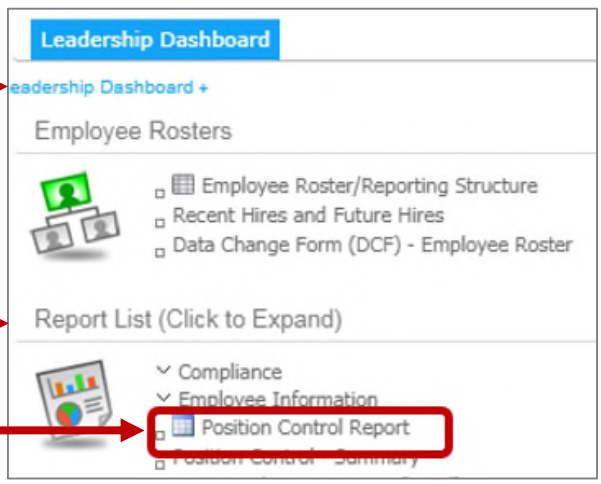
- UMMS **HR Dashboard** displays:

  This is the default screen for all team members accessing Infor / Lawson. This page may appear different for different users and for different departments.

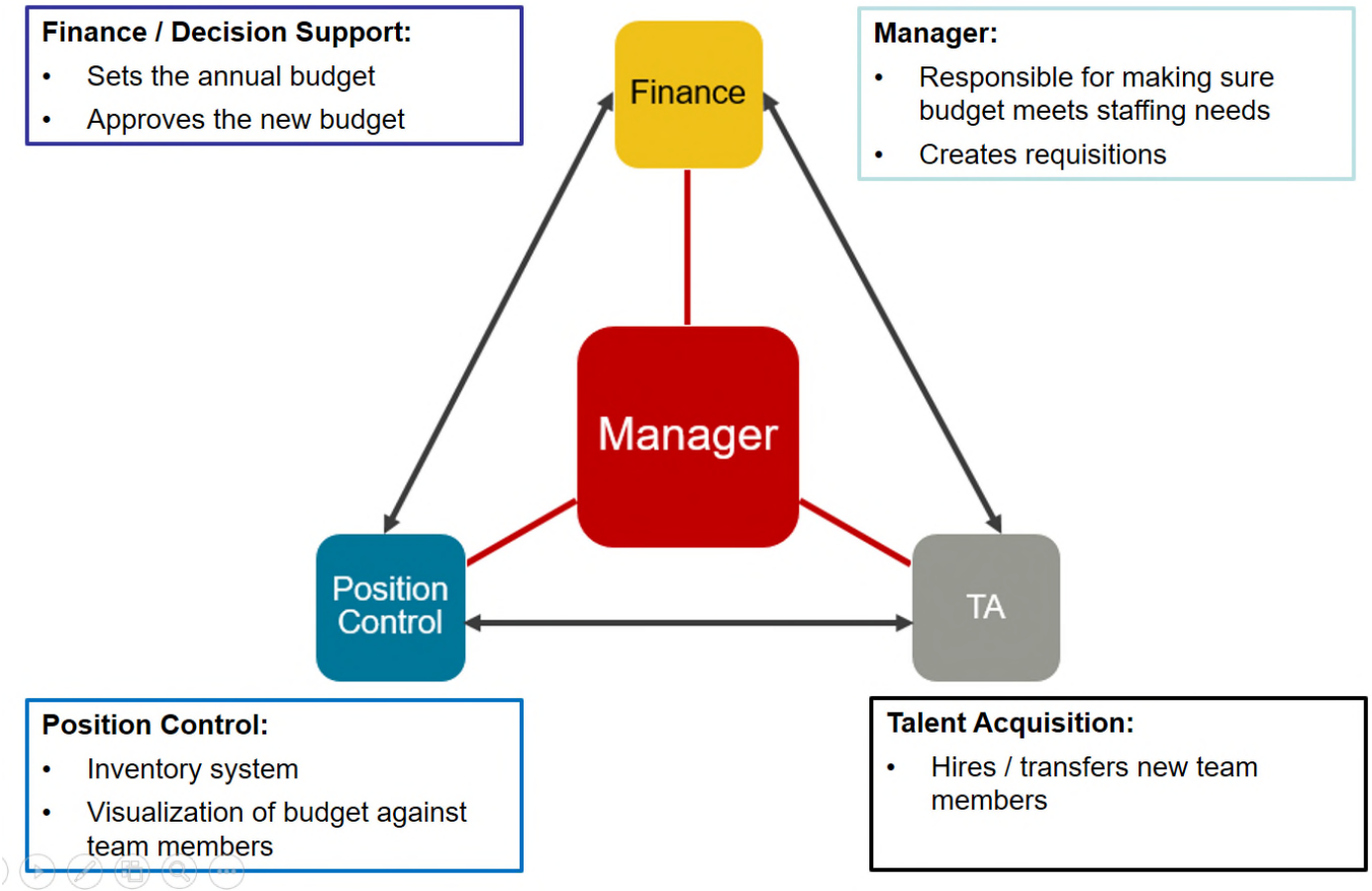


How to Access the Position Control Report:

- From the **UMMS HR Dashboard**:
- Go to "**Leadership Dashboard**"
- Go to "**Report List**"
- Select "**Position Control Report**"



Position Control Roles & Responsibilities:

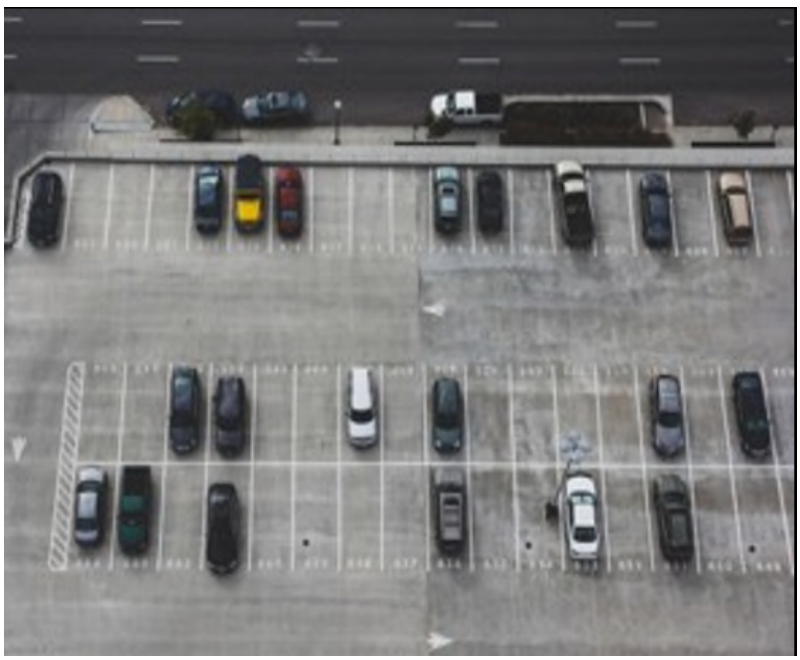


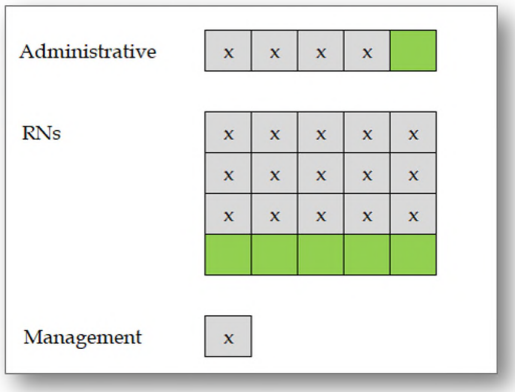
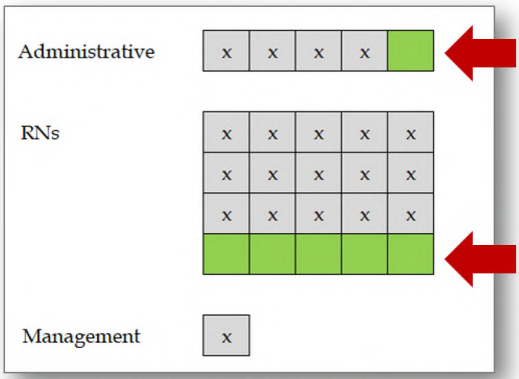
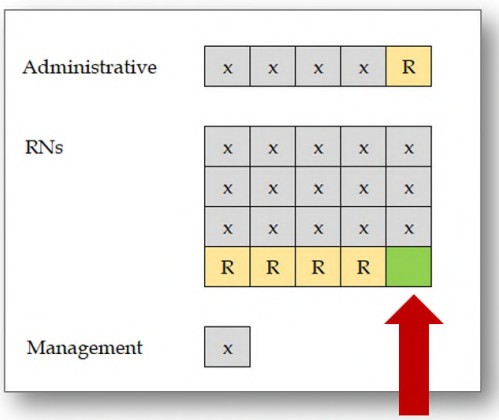
Parking Lot Example:

- "Think of position control as a parking lot, how many parking spots are available?"

This is a great analogy for how position control works:

- Finance / Decision Support designs the parking lot and blue prints (how many spots?)
- Position Control paints the lines (position numbers)
- Talent Acquisition fills the spots
- The manager coordinates activities, removes broken cars and selects new ones



Parking Lot Examples:	
Example # 1:	Let's just focus on headcount, not FTEs for a moment. **Parking spots (Budget)…** ○ Administrative = 5 ○ RNs = 20 ○ Manager = 1 **Cars (Already hired)…** ○ Administrative = 4 ○ RNs = 15 ○ Manager = 1 
Example # 2:	Let's just focus on headcount, not FTEs for a moment. **Parking spots (Budget)…** ○ Administrative = 5 ○ RNs = 20 ○ Manager = 1 **Cars (Already hired)…** ○ Administrative = 4 ○ RNs = 15 ○ Manager = 1  Manager should post these vacancies. They are IN the PeopleFluent list because parking spots are available!
Example # 3:	Let's just focus on headcount, not FTEs for a moment. **Parking spots (Budget)…** ○ Administrative = 5 ○ RNs = 20 ○ Manager = 1 **Cars (Already hired)…** ○ Administrative = 4 ○ RNs = 15 ○ Manager = 1  Recruiters are now out there finding shiny new cars to fill the spots! Still one spot that is going to remain vacant.

Sample Position Control Report:

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail

0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009992	101009	Administrative Assistant	500002	Kim, Hyun Soo	1	0.50	10/01/2016 - Recent New Hire
7009991	105008	Unit Secretary	123444	APPROVED REQUISITION		0.50	
			500001	Jones, Adam	1	1.00	

CLINICAL SUPPORT (CS)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
2.00	4.00	4.00	2.00	1.00	0.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

BEDSIDE NURSE (RN)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

Next: We will take a deeper dive into each section of the Position Control Report.

Reading the Report: Definitions & Calculations:

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009992	101009	Administrative Assistant	500002	Kim, Hyun Soo	1	0.50	10/01/2016 - Recent New Hire
7009991	105008	Unit Secretary	123444	APPROVED REQUISITION		0.50	
			500001	Jones, Adam	1	1.00	

Field	Definition
Accounting Unit Number and Name	Identifying department information where hours and wages will be charged (Example: 281010515 – PATIENT ACCESS SCHEDULING SRH)
Position Designation	Classification of the job code from a finance perspective (Example: Administrative – AD, Clinical Support – CS, Registered Nurse – RN, etc.)
Position	Unique number in that accounting unit that is tied to job code
Job Code	Unique number that is created for a specific role within the member organization
Position Title	Descriptive name given to a job code
Emp / Req	Team member ID or Requisition number
Name	Team member name or requisition type attached to the number in the Emp/Req column
Level	Position level #1 is primary role within the organization. Higher numbers indicate multiple positions held by a team member
FTE (Full Time Equivalent)	Hours worked by team member
Notes	Activity taking place on the team member record, if any

BEDSIDE NURSE (RN)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

Field	Definition
Actual	Total FTE's filled by team members as of the report date – includes LOA
Budgeted	Initial / Current FTE Budget
Authorized	Current FTEs approved to fill
Vacant to Authorized	Authorized FTEs – Actual FTEs (+) includes vacancy (–) indicates overfill)
Pending Items	Total FTEs that will be changing + FTEs Increasing – New hires / transfers in - FTEs Decreasing – Terminations / transfers out
Requisitions	Approved, On Hold and Pending requisitions submitted via PeopleFluent
Available	FTEs available for manager to recruit or assign Formula Authorized FTEs – (Actual FTEs + Pending Items + Requisitions)

Position Availability:

- All positions in the position designation **will** be available in the "**Accounting Unit**" drop-down of PeopleFluent **IF** the Available FTE column on the Position Control Report is 0.01 or higher.
- Requisitions can be created up to a 1.0 FTE in any combination needed for staffing (0.5 PCTI / 0.5 PCTII; 0.8PCTII / 0.2PCTII, 1.0 PCTI)

CLINICAL SUPPORT (CS)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
2.00	4.00	4.00	2.00	1.00	0.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

- All positions in the position designation **will not** be available in the "Accounting Unit" drop-down of PeopleFluent **IF** the Available FTE column is 0.0 or negative.
- Before a requisition can be created, you need to follow your member organization's process to obtain additional FTEs or a new position.

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

FTEs: Actual, Budget, Authorized:

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

All FTEs assigned as of today.

Position	Job Code	Posit		Level	FTE	Notes
7009992	101009	Admi		1	0.50	10/01/2016 - Recent New Hire
7009991	105008	Unit S	ION		0.50	
				1	1.00	

CLINICAL SUPPORT (CS)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
2.00	4.00	4.00	2.00	1.00	0.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

BEDSIDE NURSE (RN)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

FTEs: Actual, Budget, Authorized (Continued)

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

Position	Job Code	Position Title	Notes
7009992	101009	Administrative Assistant	1/2016 - Recent New Hire
7009991	105008	Unit Secretary	

INITIAL budget for accounting unit. Typically set July 1st.

CLINICAL SUPPORT (CS)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
2.00	4.00	4.00	2.00	1.00	0.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

BEDSIDE NURSE (RN)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

Position	Job Code	Position Title	Emp
7009992	101009	Administrative Assistant	500
7009991	105008	Unit Secretary	123
			500

CURRENT budget for accounting unit.

CLINICAL SUPPORT (CS)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
2.00	4.00	4.00	2.00	1.00	0.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

BEDSIDE NURSE (RN)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

Calculation: Vacant to Authorized:

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009992	101009	Administrative Assistant	500002	Kim, Hyun Soo	1	0.50	10/01/2016 - Recent New Hire
7009991	105008	Unit Secretary	123444	APPROVED REQUISITION		0.50	
			500001	Jones, Adam	1	1.00	

CLINICAL SUPPORT (CS)

Vacant = Authorized - Actual

Actual	Available
2.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

BEDSIDE NURSE (RN)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

Pending Items: Future Changes to the Accounting Unit:

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009992	101009	Administrative Assistant	500002	Kim, Hyun Soo	1	0.50	10/01/2016 - Recent New Hire
7009991	105008	Unit Secretary	123444	APPROVED REQUISITION		0.50	
			500001	Jones, Adam	1	1.00	

CLINICAL SUPPORT (CS)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
2.00	4.00	4.00	2.00	1.00	0.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
					1	1.00	
					1	1.00	
					0	1.00	12/01/2016 - Transfer In

+ = FTE Additions **(Team Members Entering Dept.)**
- = FTE Reductions **(Team Members Leaving Dept.)**

ns	Available
	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

Pending Items: Future Changes to the Accounting Unit: (Continued)

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009992	101009	Administrative Assistant	500002	Kim, Hyun Soo	1	0.50	10/01/2016 - Recent New Hire
7009991	105008	Unit Secretary	123444	APPROVED REQUISITION		0.50	
			500001	Jones, Adam	1	1.00	

CLINICAL SUPPORT (CS)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
2.00	4.00	4.00	2.00	1.00	0.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

BEDSIDE NURSE (RN)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1	0.90	01/15/2017 - Leave Exp RTW
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1	0.60	12/15/2016 - Future Hire
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1	0.60	12/18/2016 - Pending Termination
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	

+0.6 FTE Incoming - 0.6 FTE Outgoing = 0.0 Pending Items

What is Available? (What Can I Post?)

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009992	101009	Administrative Assistant	500002	Kim, Hyun Soo	1	0.50	10/01/2016 - Recent New Hire
7009991	105008	Unit Secretary	123444	APPROVED REQUISITION		0.50	
			500001	Jones, Adam	1	1.00	

CLINICAL SUPPORT (CS)

Vacant Authorized - Pending Items - Requisitions = Available

0.5 - 0.0 - 0.5 = 0.0

In this example, there are no FTEs available.

BEDSIDE NUR

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

What is Available? (What Can I Post?)

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
1.50	2.00	2.00	0.50	0.00	0.50	0.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009992	101009	Administrative Assistant	500002	Kim, Hyun Soo	1	0.50	10/01/2016 - Recent New Hire
7009991	105008	Unit Secretary	123444	APPROVED REQUISITION		0.50	
			500001	Jones, Adam	1	1.00	

CLINICAL SUPPORT (CS)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
2.00	4.00	4.00	2.00	1.00	0.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

BEDSIDE NURSE (RN)

Vacant Authorized - Pending Items - Requisitions = Available

2.0 - 1.0 - 0.0 = 1.0

In this example, you can post 1.0 FTEs.

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

ADMINISTRATIVE (AD)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available

Vacant Authorized - Pending Items - Requisitions = Available

1.5 - 0.0 - 0.9 = 0.6

In this example, you can post 0.6 FTEs.

CLINICAL SUP

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

BEDSIDE NURSE (RN)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

Posting in PeopleFluent:

UNIVERSITY of MARYLAND MEDICAL SYSTEM

Position Control Detail
0999999 - UMS: SAMPLE DEPARTMENT

All positions for groupings (ex. CS) will be available in the recruitment system (PeopleFluent) to create a requisition.

For details on creating a requisition please refer to the PeopleFluent course.

2016 - Recent New Hire

CLINICAL SUPPORT (CS)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
2.00	4.00	4.00	2.00	1.00	0.00	1.00

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009993	305061	Patient Care Tech 1	500004	Davis, Chris	1	1.00	
			500003	Machado, Manny	1	1.00	
7009994	305062	Patient Care Tech 2	500005	Trumbo, Mark	0	1.00	12/01/2016 - Transfer In

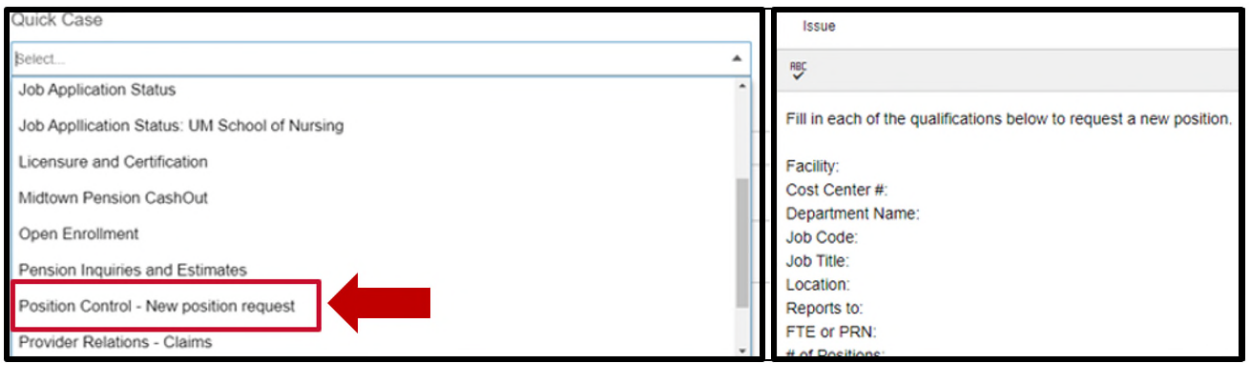
BEDSIDE NURSE (RN)

Actual	Budgeted	Authorized	Vacant to Authorized	Pending Items	Requisitions	Available
3.90	5.40	5.40	1.50	0.00	0.90	0.60

Position	Job Code	Position Title	Emp/Req	Name	Level	FTE	Notes
7009995	104781	Clinical Nurse 1	500007	Hardy, JJ	1	0.90	01/15/2017 - Leave Exp RTW
			500006	Wieters, Matt	1	0.90	
7009996	104782	Clinical Nurse 2	500008	Schoop, Jonathan	1	0.60	12/15/2016 - Future Hire
7009997	104783	Clinical Nurse 3	500010	Britton, Zach	1	0.90	
			500009	Flaherty, Ryan	1	0.60	12/18/2016 - Pending Termination
7009998	104784	Clinical Nurse 4	123456	APPROVED REQUISITION		0.90	

Position Creation & Availability:

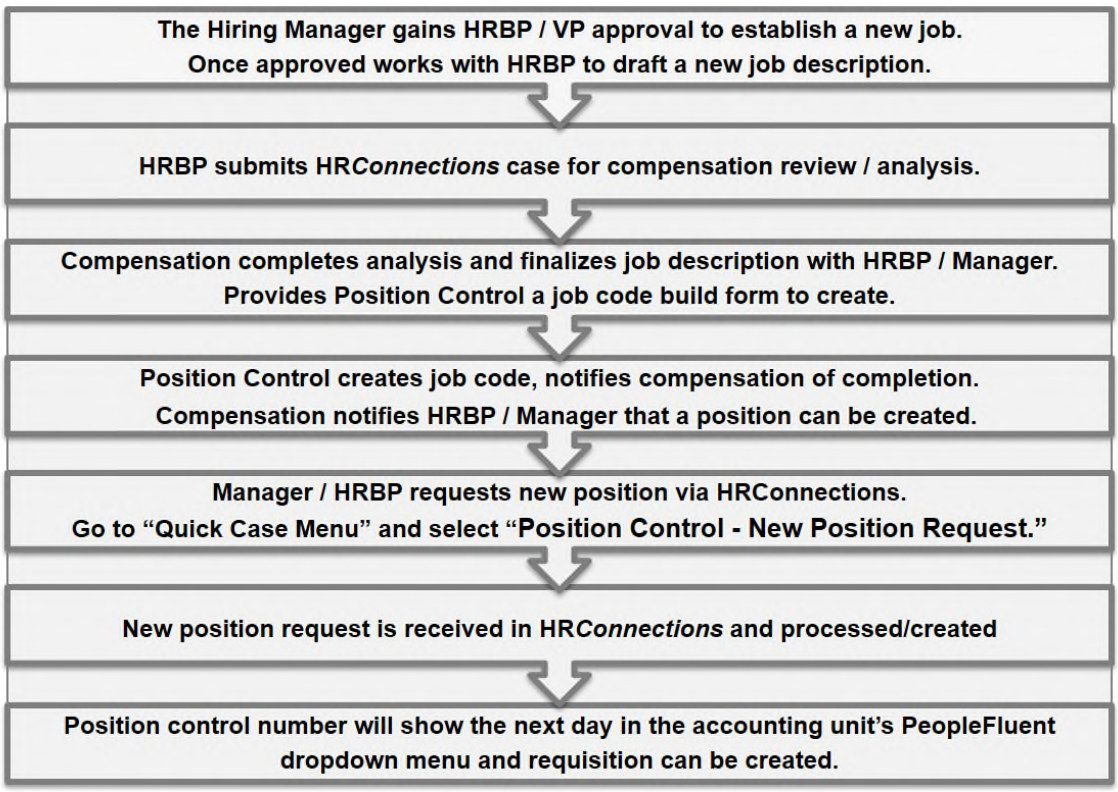
- **How to get a position / FTE added to the report:**
  - Hiring Manager or HR Business Partner submits a case in HR*Connections using* "**Quick Case**"



- **Existing Position:**
  - Create a case in HR*Connections* requesting the release of the position to allow for more hires in the position designation.
- **New Position:**
  - Job code exists – Create a case to request the position(s) be built
  - Job code doesn't exist – Manager and HR Business Partner will need to work with compensation before the position request can be processed.
- **Once the position is created or has been released to Peoplefluent the manager will then be able to create requisition (24hrs)**

Creating a New Position:

- **How to create a new position when the job code DOES NOT EXIST:**



Supervisor Access and Changes:

- Access is granted to supervisor, manager, director and executive level positions only.
- A manager position is backfilled - access to direct reports is automatic as long as no interim changes were made.
- Newly created manager position is filled but the manager has no direct reports:
  - HR BP or hiring manager requests that new manager be attached to team members via HR*Connections* case. Case should include TM name and TM ID **OR** accounting unit name and number if they will oversee the whole department.
- Interim Supervisor Access:
  - HR BP will submit a data change form via HR*Connections* case. Case should include TM name and TM ID# **OR** accounting unit name and number if supervisor will oversee the whole dept.
- Contract Manager:
  - "**Add Contract Manager**" Form must be completed and submitted by HR BP or Hiring Manager via HR*Connections* case.
- Mass Supervisor Changes:
  - Request submitted by highest level in department or HR BP via HR*Connections* case. Case should include TM name and TM ID# **OR** accounting unit name and number if supervisor will oversee the whole dept.
- Individual Supervisor Changes:
  - Process through MSS if the new manager exists and has a supervisor code at the time of transaction.
  - Manager Self Service Supervisor actions are at the **team member level** and do not transfer the person, it gives access to that team member.

More Questions? Submit a case in HRConnections or ask your local HR BP if you have more questions.