- Bowie State
- Coppin State
- Frostburg State
- Salisbury University
- University of Baltimore

Maryland CONNECT

Positions & Job Requisitions

Tuesday, May 03, 2022

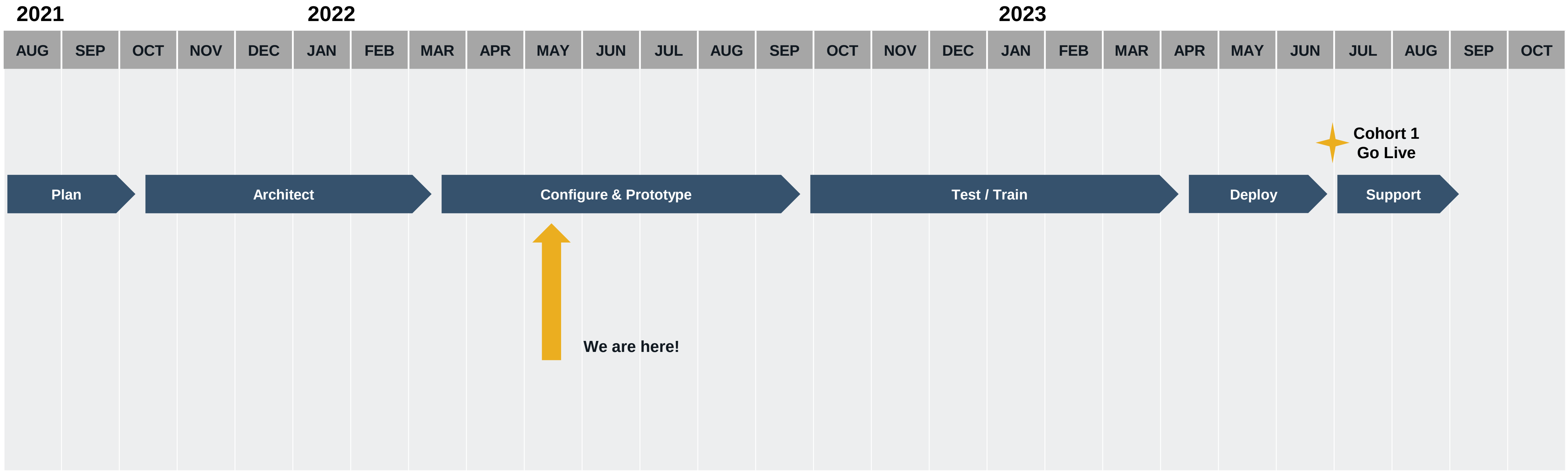
University System of Maryland

Maryland Connect Program Goals

Provide	Provide easy and consistent access to information for managing resources
Modernize	Modernize business processes and systems to take advantage of emerging technologies
Ensure	Ensure the system meets business and compliance requirements
Minimize	Minimize administrative overhead for staff, faculty and end-users
Increase	Increase effectiveness in business process areas
Facilitate	Facilitate rapid adoption to business and system updates
Improve	Improve faculty and employee user experience

Maryland CONNECT

Workday will Go-Live July 2023 for Cohort 1



Customer Confirmation Session Overview

Customer Confirmation Sessions are:

- High Level demonstration of the Maryland Connect Workday system configuration and future-state process designs.
  - Sessions will cover functions and processes across HCM and Financials.
- First opportunity for program team to highlight transformational benefits of the future-state for the USM institutions.
- Opportunity for campus stakeholders to share feedback about the Workday system and process designs.

Customer Confirmation Sessions are <u>not</u>:

- A training activity
- A testing activity
- A full-scale demonstration of the Workday solution
- An opportunity for redesign

Maryland CONNECT

Safe Harbor Statement

- This presentation may contain forward-looking statements for which there are risks, uncertainties, and assumptions.

- Forward-looking statements include any comments regarding USM design considerations or plans for future processes; any comments concerning new features and configurations.

- Forward-looking statements are subject to change, and therefore, what is seen today could differ materially from results implied by the forward-looking statements.

Maryland CONNECT

Introductions

Reisa Baynes
Recruiting Co-Lead and
Core HR SME (USM)

Bryce Beeghley
HCM Lead (Huron)

Agenda

- Managing Positions
  - Position Management Concepts
  - Key Terms
  - Process Overview
  - Demonstration
- Job Requisitions
  - Job Requisition Concepts
  - Key Terms
  - Process Overview
  - Demonstration
- Efficiencies & Change Impacts
- Reporting, data conversion, integrations
- Questions/Next Steps

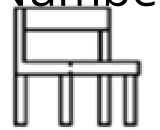
Maryland CONNECT

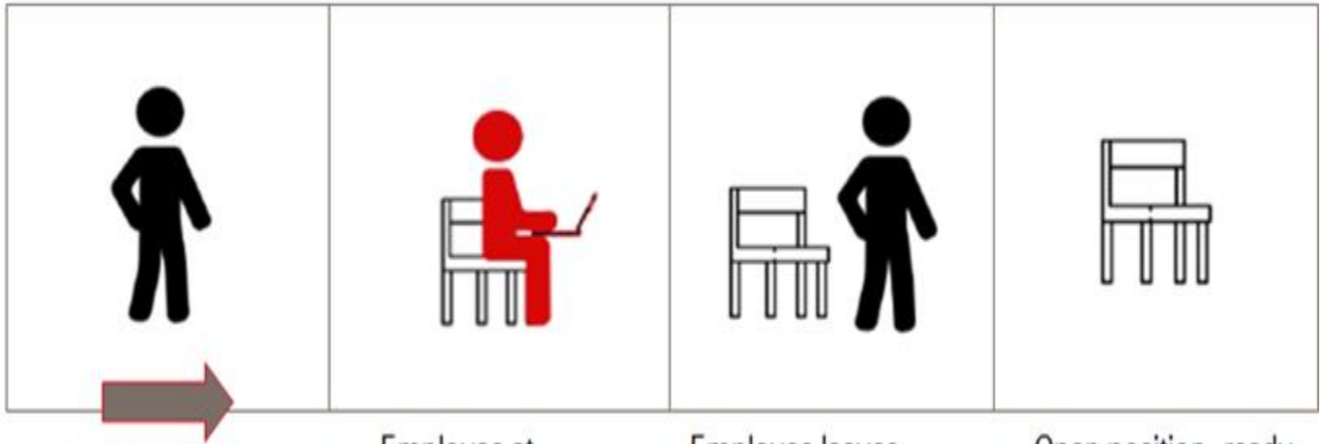
Managing Positions

Staffing Models

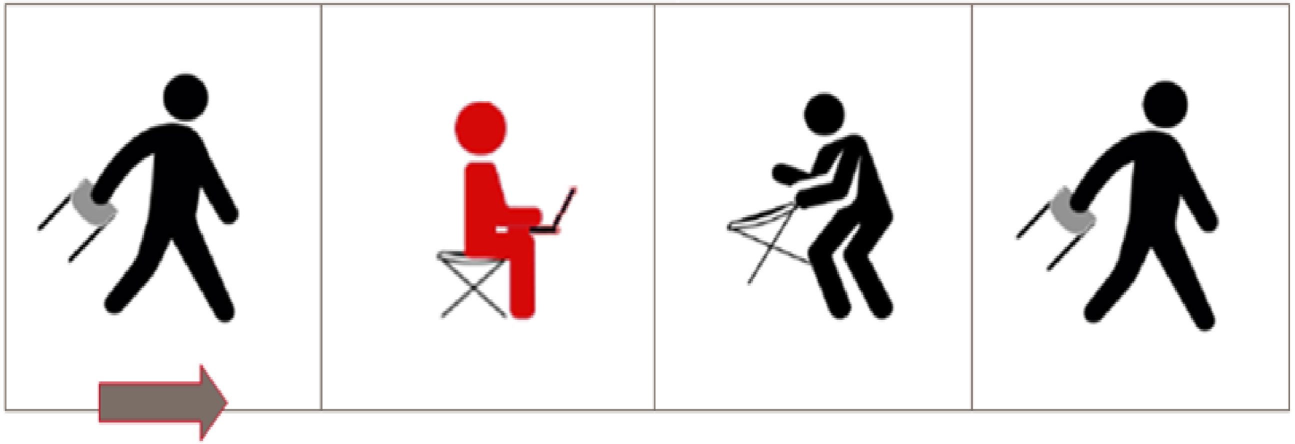
Key Concepts for Managing Positions

PM - Position Management
Current State = *Individual* Position Numbers





JM - Job Management
Current State = *Pooled* Position Numbers

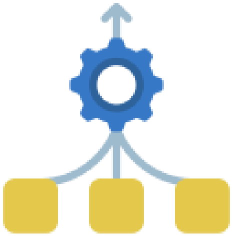


Manage Positions

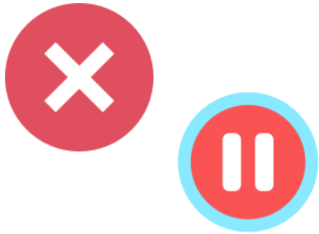
Manage Position includes the processes of creating a new position, editing position restrictions, freezing a position, or closing a position. In Position Management Supervisory Organizations, Positions can be created and remain vacant before someone is hired, and Positions can remain vacant after someone is terminated.

Future State:

Most positions will be initiated by creating a job requisition, but positions can also be created ad hoc.



Consolidated approvals will happen in the job requisition process, unless the position is being created ad hoc.



Close Position permanently closes a position, while **freeze position** makes a position temporarily unfillable.

Maryland CONNECT

Key Terms

Manage Positions

Workday Term	Description
Position Management	A structure that defines different staffing rules and restrictions for each position in an organization. In the Position Management (PM) model, Workers must be hired into defined Positions, which persist if a Worker leaves the University.
Edit Position Restrictions	Updating an unfilled Position to reflect the needs when the Position is recruited for, so that the changes made for the Position "stick" when the Position is later vacated.
Close Position	Process of permanently closing a position, once it has been vacated or if it has never been filled.
Freeze Position	The process of putting the option of hiring into a position on hold for a set period of time. This position can be removed from headcount reporting at the time of freeze.

Process Overview

Manage Positions

Initiate Create Position

Subtasks

Organization Assignments

Default Compensation

Approvals

- HR
- Compensation
- Area VP/Provost (for faculty)
- Central Budget

Costing Allocation for Budgeting

Create Job Requisition when ready to post or fill

- Freeze and Close Position tasks follow a similar approval path
- Positions can also be created as a subprocess of the job requisition
- Union Assignment and State PIN can be tracked on the position

Demo: Scenarios and Roles

Manage Positions

Demo Scenario(s)	Notes
Create Position	Administrative Assistant

Role in Scenario
Process Initiator
HR Department
Central Budget Office

Demonstration: Create Position

Job Requisitions

Job Requisitions

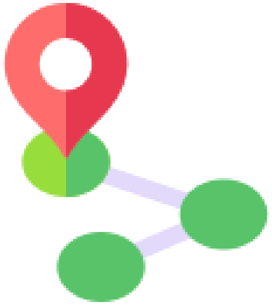
<u>Job Requisition</u> will be **used to create most new positions**. Additionally, these requisitions are utilized to **formulate the details of a position, access to posting to career sites, and the management of candidates**.

<u>Future State:</u>

Each institution will post their own jobs

For confidential job requisitions, a private hyperlink will be provided to candidates

Recruiters will assign search committee members in a separate Workday task



If changes need to be made to a live posting, then Recruiters will review and approve changes before updating the posting

Maryland CONNECT

Key Terms

Job Requisitions

Workday Term	Description
Job Profile	A collection of the features and attributes of a title, such as pay rate type, compensation, and other qualifications.
Job Description	This section explains the purpose of the position, minimum qualifications, essential duties/ responsibilities, physical demands with rich-text formatting options.
Target Hire Date	The date the department intends for a new hire to start.
Primary Vs. Secondary Questionnaires	**Primary**: Standard institution application questions **Secondary**: Job-specific application questions

Process Overview

Job Requisitions

Create Position or Use Existing Position

→

Initiate Create Job Requisition
- Job Description
- Location
- Questionnaires

→

Subtasks

Organization assignments

Requisition compensation

→

Approvals

Recruiter

Central HR

Central Budget

Leadership Approvals

→

Post Job based on recruiting instructions

- The Job Requisition process uses a consolidated template to allow the user to enter several tasks all at once before submitting for approval.
- Editing, Freezing, and Closing Job Requisitions follow a similar approval workflow.

Demo: Scenarios and Roles

Job Requisitions

Demo Scenario(s)	Notes
Create Job Requisition	Administrative Assistant

Role in Scenario
Process Initiator
HR Department
Central Budget Office
Leadership Approvals

Demonstration:
Create Job Requisition

Efficiencies & Change Impacts

Position Management & Job Requisitions

- Self-service visibility for hiring managers
- Managers can directly access detailed position information
- Automated Workflows
  - Elimination of paper forms and chasing down emails
  - Recruiting messages and notifications are system-generated
- Connected HCM to Recruiting in one system

Maryland CONNECT

Conversions, Integrations, and Reports

Legacy System Data Conversion(s)

- Current position information to be loaded from legacy systems
- Open searches will be finished in legacy systems

Reports (campus-facing)

- Position history and headcount reports
- Job Requisition Workspace for departments to see and support filling openings

Maryland CONNECT

Next Steps

Participants

- Participate in other sessions
- Submit feedback via survey

Maryland Connect Project Team

- Review feedback, parking lot items & other comments made during sessions