Pay and Position Control

Guidelines

The pay and position control committee (PPCC) has been charged by the Vice Dean of the Biological Sciences Division (BSD) to review and monitor pay and the number of positions within the BSD. The committee is made up of members from divisional HR and Finance. The committee will consult with Divisional and University content experts when necessary.

Departments are required to obtain approval from the PPCC to fill positions (new and replacement) or make pay changes. This means that no promises may be made about positions or pay until it has been reviewed, approved (if acceptable), and all required subsequent processes followed.

The following actions must be approved by the committee:
- Recruitment/hiring of a permanent staff employee;
- Recruitment/hiring of a temporary employee;
- Job code corrections;
- One-time payment arrangements (e.g., additional duties, interim replacement, sign-on bonuses);
- Salary adjustments (e.g., equity, retention);
- Increase in effort (temporary or permanent); and,
- Incentive plans.

Exceptions to obtaining committee approval include:
- Recruitment/hiring of a permanent staff employee paid in full by grants;
- Recruitment/hiring of a temporary employee paid in full by grants;
- Repost of an approved position that has not been filled;
- Repost of an approved position that was vacated prior to the completion of the probationary period; and,
- Grievance-related adjustments.

Process for Requests that Do Not Require Committee Approval:

1. The position is created (new) or edited (replacement) in Workday.
2. The following must be included as a note in Workday:
   a. A justification that indicates:
      i. Why the position is critical to the goals of the unit;
      ii. Why an existing employee cannot take on this work;
      iii. Confirmation that there is enough balance through the project period; and,
      iv. The expected base compensation range and supplemental pay (e.g., sign-on bonus, moving allowance) requested and detail support.
   b. All of the FAS Accounts(s) funding the position, the type of account and percentage of effort; and,
   c. Language about how/if this position would be funded once grant money was exhausted.
3. Repost of an approved position that has not been filled requirements
   a. Previous requisition must be cancelled; and,
   b. The following must be included as a note in Workday:
      i. Requisition number of the previously approved position;
      ii. Information that indicates why a repost is being requested; and,
      iii. Documentation of any revisions that have been made to the position, if any.
4. Repost of an approved position that was vacated prior to the incumbent completing his/her probationary period
requirements:
  a. Previous requisition must be filled; and,
  b. The following must be included as a note in Workday:
     i. Requisition number of the previously approved position; and,
     ii. Documentation of any revisions that have been made to the position, if any.

**Process for Requests that Require Committee Approval:**

1. Submit the signed PPCC request in pdf format to cstoi@bsd.uchicago.edu. *(See Addendum 1 – Completing the PPCC Request Form)*
2. All explanation for the request should be contained on the form itself. *(See Addendum 2 – Common Request for Additional Information)*
3. Additional supporting documentation (e.g., job description, organizational chart, proforma) must be sent in pdf format.
4. Only one request should be submitted per email.
Addendum 1 – Completing the PPCC Request

Section 1 – Position Attributes
1. All requests must contain the correct Supervisory Organization, position title, job code, position number (if applicable) and FTE. Be sure to indicate the full position number (e.g., P1234567). The only exception is for temporary requests.
2. Temporary requests:
   a. The position title must contain the regular position title for the role, reflected as “Temporary...” (e.g., Temporary Research Support Assistant).
   b. Unless the request is for a replacement, position number is not required.
   c. FTE and duration of need must be indicated in the departmental justification section.
   d. Discuss temporary needs and job duties with your HR Business Partner.
3. Do not use acronyms for the position title (e.g., use “Clinical Research Coordinator 1” not “CRC1”).
4. For New Position requests:
   a. Indicate the proposed position title and job code.
   b. If the request is for an occupied position, indicate the current staff member’s name.
   c. If the request is for a vacant position, indicate the date the position was vacated within the past 12 months. Otherwise, indicate that the position has been vacant for over 12 months.

Section 2 – Departmental Financial Review
1. All requests must include FAS account(s), account/funding type(s), and effort on account(s).
2. The acceptable account/funding types are:

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<thead>
<tr>
<th>FAS Account/Funding Type Code</th>
<th>FAS Account/Funding Type</th>
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<tbody>
<tr>
<td>1</td>
<td>Bridge, Retention, Startup</td>
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<tr>
<td>2</td>
<td>Unrestricted Operating</td>
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<td>3</td>
<td>UCMC (via clearing account)</td>
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<td>4</td>
<td>Clinical Trial</td>
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<td>5</td>
<td>Federal Grants &amp; Contracts</td>
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<td>6</td>
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<td>10</td>
<td>Recharge</td>
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3. For bridge, retention or startup account/funding type, you must indicate the name of the faculty member to which the funds are designated and whether the support is Divisional, Departmental or Both in the departmental justification section.
4. Confirmation that there is enough balance to cover the position through the project period.
5. Funding time period must be included in the departmental justification section.
6. Funding from other operating units:
   a. This section must be completed (“yes”, “no”, “not applicable”).
   b. If funding is from UCMC, the departmental justification section must indicate the name of the UCMC leader who has approved this support and the date of his/her approval.
   c. Please attach documentation of approval of funding.

Section 3 – Departmental Justification
1. Provide a clear and concise summary of your assessment of the need for the position or other
arrangement/request (e.g., additional duties, incentive plan, one-time payment, retention, salary adjustment). Include a summary of any work efficiency reviews, pressing needs, impact of not filling the position, etc.

The departmental justification must also address the following (if applicable):

a. If the request involves joint-recruiting, resource-sharing, shared services, and/or strategic recruiting, please explain.

b. If a clinical role, should this position be hired by UCMC versus BSD? If so, why is it being requested as a BSD position/hire?

2. For new positions that are operationally funded, you must indicate whether or not the position is in your current year budget (and if the next year’s budget has been submitted, then also indicates whether the position is included there). If it is not, then explain how this new cost will be managed within your budget in this and future years. If you are using carryforward dollars that you have not budgeted, then provide details on the amount of carryforward, ability to support the position in future years, etc.

3. Provide expected base compensation range and total supplemental pay (e.g., sign-on bonus, moving allowance) requested and detail support.

4. Do not use acronyms that are specific to your department, grant title, etc., without first spelling them out for clarity.

5. In addition, you must include the following as an attachment:

For ALL New/Replacement Requests:

a. Organizational chart with names, position titles/job profiles, FTE, reporting line and new/replacement position highlighted.

   i. The organizational chart should include the supervisory level (i.e., the person the requested position reports to) and any subordinate levels (i.e., positions that report to the requested position) (if applicable).

   ii. The Workday organizational chart should not be used for PPCC requests.

b. Job description and division of workloads (if applicable).

c. FTE trend compared to prior year.

For APP and Other Billing Providers:

a. Proforma

Section 4 – Approvals

1. The HR Business Partner’s (HRBP) signature indicates that s/he has reviewed the job description and organizational structure of the unit and is supportive of the request from a business need, organizational structure and departmental equity perspective.

2. The Budget/Financial Administrator’s signature indicates that s/he has verified the FAS account(s), account type(s), effort on account(s) and has determined that funds are available to support the request.

3. The Executive Administrator’s signature indicates that s/he has verified that the request cannot be accomplished utilizing existing resources, has ascertained that all required information and supporting documentation is included with the request, that all information is correct and that the request is appropriate, allowable and allocable. If the position is paid from start-up funds, the Executive Administrator has confirmed that the request is covered by start-up dollars committed in the CLO.
### Administrative Positions

| $Revenue or $Expenses per administrative staff, prior year versus this year |
|-----------------|--------------------------------|

### Clinical Positions

If RN, MA, Tech, PSR, other non-billing patient care staff positions:

- Visits or encounters per RN or clinical staff

If APP other billing provider:

- Clinical template, cFTE%, and ‘rainbow’ productivity report for MD and all APP(s) (if applicable)

### Research Positions

(Industry-sponsored or PI-initiated)

If FAS account number is 6-XXXXX:

- What is the balance on the account?

If FAS account numbers are other than 6-XXXXX:

- Explain the circumstance why 100% effort is not on clinical trial account.
- Does the account(s) have enough balance to cover the project period?
- What is the length of the project?

If clinical trial enterprise-wide (Section or Department level):

- Monthly $burning rate (salary & non-salary).
- Confirmation that there is enough balance in the account to cover the burn rate.
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<tr>
<th>Paperwork Deadline (5:00 p.m.)</th>
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