Human Capital Management
Department Manager (HCM DM) Guidebook

Version 2.0
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Contents

1. Request a New Position

As an HCM DM, you can request new positions in BlueSky. Once submitted, new position requests are routed to various approvers in the university. To request a new position in BlueSky, click on:

- ➢ My Team
- ➢ Under Quick Actions, click on "Show More"
- ➢ Click "Request a New Position" (under Workforce Structures)

Once you request a new position, select the start date for the position. It is important to select an accurate date as that is the date the Talent Acquisition team will be able to begin the recruiting process, should recruiting be needed. The reason for the request is always "New Position."

Once you click "Continue," you will be taken to the Position Details tab. Note the following key fields:

- **Parent position:** Is the reports-to position ("parent") of the new position you are requesting. The parent position defaults to the submitter's position upon request, so this field likely needs to be changed to the actual parent position. *If you are requesting a new student position, always leave this field blank.* If you need help with a parent position title or code, contact one of the Compensation Analysts in Human Resources.
- **Business Unit:** Always set to "DePaul University."
- **Name:** The official position name or title of the position.
- **Department:** Select the department where the position will reside. Note: Whichever department you select will be linked to the Cost Center on the position in the next tab (Budget Details tab).
- **Job:** The jobcode associated with the position. You may type in the actual jobcode or the jobcode title. In many cases you will not know this code so it's best to contact a Compensation Analyst for clarity. You can also select "New Position" and the Compensation Analyst will assign it for you.
- **Location:** Select "Lincoln Park" or "Loop."
- **Grade:** Salary grade for the position. It will automatically populate based on the job you select.
- **Assignment Category:** Options are full-time or part-time regular, temporary or grant funded. Select grant funded even if the new position is only partially funded by a grant.
- **Full-time or Part-time.** Select either full-time or part-time.
- **Standard Working Hours:** Always select 35 hours/week unless it's a position in Public Safety, where employees work 40 hours/week.
- **Working Hours:** 35 or 40 if a full-time position, 17.5 or 20 if a part-time position. Only select 40 or 20 hours for Public Safety positions.
- **Other fields:**
  - **Regular or temporary:** Select appropriate choice as-needed.
  - **Union:** Only select for trade positions; otherwise leave blank.
  - **Overlap:** Virtually all staff positions and full-time faculty positions should be set to "No." Only select "Yes" for positions that will be shared by other employees, student positions and part-time faculty positions.
  - **Financial Background:** Only select "Yes" for certain positions that reside in Finance.

- **Seasonal flag:** Only select "Yes" if the position only requires someone to work on a seasonal basis or from time-to-time (e.g., Basketball Game Scorekeeper, Theatre Production employee); otherwise set to "No."
- **Search Waiver:** Only select "Yes" if you wish to waive the recruiting process for this new position and you already have someone you wish to hire. In this case you need to attach documentation and comments as to why you are requesting to waive the normal recruiting process.
- **Recruit for Position:** Select "Yes" to recruit for the position; "No" if you do not wish to recruit. Always set this to "Yes" if you are requesting a waiver.

After you fill in the details of the position, click "Continue" and you will be taken to the Budget Details tab. In the budgeted amount field enter the maximum budget allocated for the position. If the position is an hourly, nonexempt position, enter the budgeted hourly rate (e.g., 22.15). If the position is a salaried, exempt position, enter the annual budgeted amount (e.g., 45,000). Do not use any special characters (i.e., $) in this field. Enter USD in the next field and then indicate whether the position is budgeted (Y/N).

Next enter the Cost Center. You will notice selections appear based on the department you selected in the Position Details tab. Enter whether or not a budget transfer is required (Y/N). Headcount is always "1". FTE is "1" for full-time positions and "0.5" for part-time positions.

The Additional Information tab should always be filled out for the "New Position" requests. For any other "Position Change" requests, update these fields only if you wish to change the costing; otherwise, it can be skipped. If the position is being costed across multiple funds or cost centers, select the percentage as needed (e.g., 25%, 50%). You will need to select "OK" to add a new percentage (e.g., the next 25%, 50%, other). Select the applicable Fund, Cost Center, and/or Activity for the change, as well as the Project, Expenditure Org, and/or Sponsor (for grant-funded positions).

Finally, insert any relevant comments needed for the request as well as any attachments in the Comments and Attachments tab. Note: A job description is required for all new staff positions. Refer to the Office of Student Employment for student positions and Academic Affairs for faculty positions. Click "Submit" to complete the request.
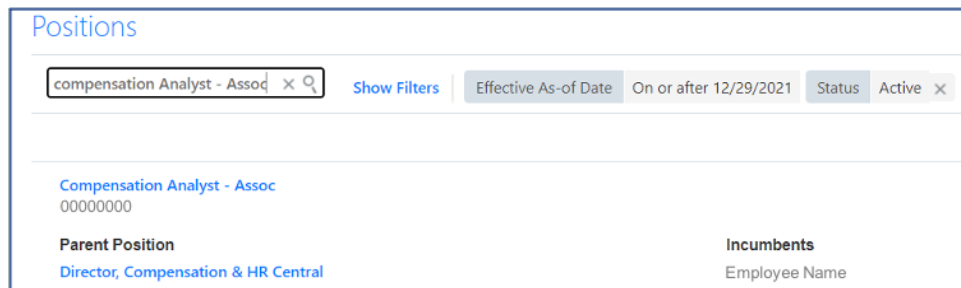
2. Request a Position Change

As an HCM DM you can request changes on existing positions in BlueSky, such as changes in responsibility, department changes, full-time and part-time statuses, job changes, inactivations, reports-to changes, straight replacements, and title changes.

Like new positions, position change requests also route to various approvers in the university, depending on the change selected. To request a position change in BlueSky, click on:

➢ My Team
➢ Under Quick Actions, select "Show More"
➢ Click on "Request a Position Change" (under Workforce Structures)

Next you will need to find the position for which you are requesting the change. One easy way to find the position is by entering the position code (e.g., 01004966). You can also search active positions by typing in the title of the position or a portion of the title. Click on "Show Filters" to use additional search criteria. Note: If there is someone already in the position, they will show up as shown below.

Enter the "Effective As of Date" for the change and select the applicable reason for the change from the drop-down list. Reasons for a position change include:

- **Change in Responsibility:** Select if the position has changed in responsibility or scope. The change should be substantial in nature and an updated job description which describes and supports the changes should be attached. Change any other applicable fields as needed. Inserting comments is helpful.
- **Department Change:** Select if the position is changing departments. If selected, you need to change the department in the Position Details tab and the corresponding Cost Center in the Budget Details tab, if applicable. You should also change any relevant costing information, if applicable, in the Additional Info tab.
- **Full-time to Part-time (and vice versa):** If selected, make sure to change the assignment category, full- or part-time field, and the standard working hours and working hours fields in the Position Details tab. Change any other applicable fields as needed.
- **Job Description Change, Job Downgrade, Job Re-Classification, Job Upgrade, Multiple Changes, Re-Organization:** Similar to a Change in Responsibility, attach an updated job description and comments detailing the type and reason for the change. Change any other applicable fields as needed. Use "Multiple Changes" if there is more than one change (e.g., if a position is changing departments *and* being upgraded).
- **Position Inactivated:** Select to inactivate an active position. Ensure no one is currently using the position prior to submitting this transaction.
- **Reports-To Change.** Select to change the Reports-To, or Parent position. Only use this selection for positions that are used on a one-to-one basis and are not shared. Make sure to select the

new Parent Position in the Position Details tab and any other applicable changes prior to clicking "Submit."

- **Straight Replacement:** Select if you want to request that a position be filled with no changes to the position. You do not need to attach a job description. Make sure to click on "Y" on the "Recruit for Position" field. If you are submitting a straight replacement and someone currently occupies the position but will be leaving, insert more details in the comments section. You can select this option while someone is currently in the position but will be leaving shortly.
- **Title Change:** Select to request a title change on a position. Make sure to update the "Name" field in the Position Details tab as well as update any other applicable fields as needed.

### _Special note if there is a manager change for shared positions:_

Use the **"Change Manager"** option only for student positions or on other shared positions. HCM DMs request to change managers on these positions _not_ by changing Parent Positions but by instituting a separate transaction, as follows:

- ➤ My team
- ➤ Under Quick Actions, select "Show More"
- ➤ Select "Change Manager" under the Employment header

Once you select "Change Manager" you will be asked to find the employee for whom you wish to change the Manager. Find the employee by name or by person number and make sure to select the appropriate position for the employee (especially if the employee has multiple active positions). Then select:

- Date of the change
- Reason for the change
- The field "What's the way to change the Manager?" is always set to "Manager Change"

Click "Continue" and then modify the Line Manager by clicking on the pencil icon. You will then be able to select a new manager. Once selected, click "OK" and then "Submit." Do not attempt to change the HCM DM, as that is already assigned through BlueSky security. If you do submit a HCM DM change, it will revert to the previously assigned HCM DM on the following day.
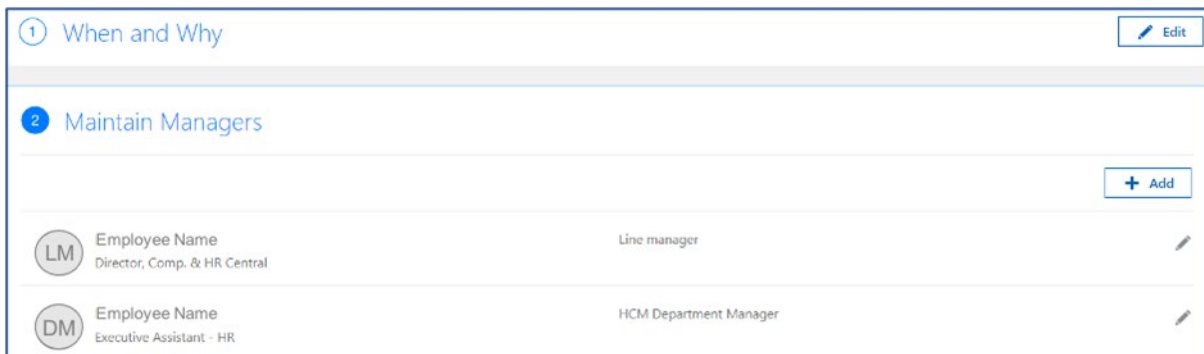
You can also transfer **multiple students/part-time faculty** from one manager to another in one transaction as long as all employees report to the same person. To do so, navigate to the "Change Manager" option and search for the manager you want to add direct reports to. Make sure to check the box for "Add Direct Reports," "Reassign Existing Reports," or both, depending on what you wish to do. Select the effective start date of the change and click on "Continue." Do not make any changes under "Maintain Managers," click on "Continue." Once you are under "Add Direct Reports" or "Reassign Existing Reports," search for student employees who should now report to that manager, click and then add/reassign them by selecting a new Line Manager. Click "Continue" and "Submit."

3. Change Direct Reports

Used to add or remove direct reports to a Manager. This function is completed on the assignment level and should only be used on student positions or other "shared" positions. This is a helpful option because you can add or remove multiple employees in one transaction.

- ➤ My Team
- ➤ Under Quick Actions select "Show More"
- ➤ Select "Direct Reports" under the Employment header

You can either:

a) Find the Manager for whom you want to add or remove employee(s). Select the date and the applicable action and action reasons. Next, you will be prompted to either reassign existing employees or to add direct reports; select whichever is appropriate. Make sure the Reporting Relationship field is set to Line Manager. Enter any applicable comments and attachments and then click "Submit." Your submission will route for approval.

b) Find the employee (student, part-time faculty) you want to reassign to another Manager. Select the date and the applicable action and action reasons.

4. Request a Salary Change

Used to submit a change in hourly or annual rate for an employee.

- ➤ My Team
- ➤ Under Quick Actions, select "Show More"
- ➤ Select "Change Salary" under the Compensation header

Find the employee and the appropriate position for the salary change. Then select the effective date of the change and the appropriate action and reason in the drop-down fields. Enter the adjustment amount ($) or percentage (%) adjustment, then "Continue." Enter any applicable comments or attachments as justification for the increase and click "Submit." Your submission will route for approval.

5. Promotions

Used when an employee is being promoted into a new position. It is a good idea contact the appropriate Compensation Analyst in Human Resources prior to initiating a promotion to ensure the details of the new position has been setup correctly. Initiating a promotion will allow the HCM DM to select a new position for an employee and enter a salary increase.

- ➢ My Team
- ➢ Under Quick Actions, select "Show More"
- ➢ Select "Promote" under the Employment header

If you wish to change the salary of the individual with the promotion, click the "Salary" box. There are other boxes that can be checked, and those can largely be ignored except for the "Comments," which might be useful to include.

Find the employee and the appropriate position for the promotion. Then select the effective date of the change and the appropriate action and reason in the drop-down fields. In the "Position" field select the new position (i.e., the position the employee is being promoted into). Fill any of the other fields as needed. Note: The business title is a user-definable title that can be updated by Managers, if applicable; click here for instructions.

6. Transfers

The transfer function is similar to the promotion function but is only used when a person is moving into a position in the same salary grade as the current position. The transfer function is used frequently for students who transfer between various positions. It is a good idea to contact the appropriate Compensation Analyst in Human Resources prior to initiating a transfer to ensure the details of the new position have been setup correctly. Initiating a transfer will allow the HCM DM to select a new position for an employee and enter a salary increase, if applicable.

> ➢ My Team
> ➢ Under Quick Actions, select "Show More"
> ➢ Select "Transfer" under the Employment header

Find the employee and the appropriate position for the transfer. Then select the effective date of the change and the appropriate action and reason in the drop-down fields. In the "Position" field, select the new position (i.e., the position the employee is being transferred in to). Fill any of the other fields, as needed. Note: The Business title is a user-definable title that can be updated by Managers; click here for instructions.

7. Termination

Line Managers, not HCM DMs, are typically responsible for terminating their employees. To terminate employees, Line Managers should click on:

> ➢ My Team
> ➢ Termination tile (see example below).
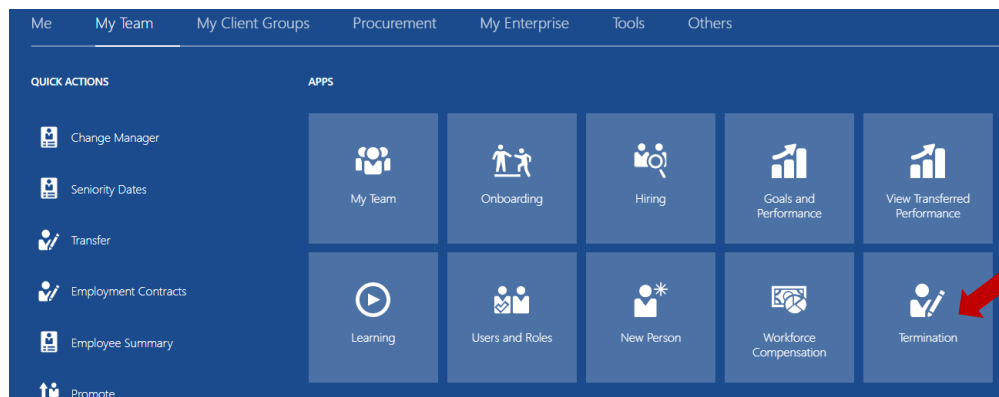
Once the Termination tile is clicked, Line Managers will be taken to a new screen where they can select the appropriate employee assignment(s) to terminate. The appropriate date, actions, and reasons should be selected. Include comments and a resignation letter whenever possible. Inputting a termination date in the future will not impact the current employee in any way. If you have questions about terminations, reach out to the HR Central Team in Human Resources.

8. Additional Information

Delegation
It is possible to delegate the HCM DM role and responsibility to someone else. Before doing so, check with a VP/Dean in your area as the HCM DM role comes with enhanced visibility to employees' data. Any permanent changes to HCM DM status need to be cleared through the Compensation Team in Human Resources.

To delegate the HCM DM role, click on Me > Roles and Delegations > Role Delegations. Next select the HCM DM role name in the drop-down menu, start date and end date of the change, and then the person to whom you wish to delegate. Click "Save" to finalize the transaction.

Titling
Consistent titling is important in DePaul's compensation structure. If you have any questions regarding titling, you should direct them to the Compensation Team in Human Resources. Examples of titles are below:

Title
Vice President, Human Resources
Associate Vice President
Assistant Vice President
Director, Benefits
Associate Director, Student Services
Assistant Director, Information Services
Manager, Help Desk
Benefits Specialist
Facilities Coordinator
Video Specialist

BlueSky Resources
For additional training resources and toolkits about BlueSky, visit bluesky.depaul.edu.

DePaul University Compensation Resources
For details on the university's compensation program, including salary grades, job families, job descriptions, and the staff recognition program, visit the Compensation section of the Human Resources website.