Position Cap Process in JEMS PVL



BACKGROUND

In December 2023, the UW System Board of Regents approved an agreement between the Universities of Wisconsin and state legislative leadership to move forward critical priorities of UW campuses across Wisconsin, including the University of Wisconsin–Madison. The agreement includes a provision that required the Universities of Wisconsin to institute a system-wide cap on hiring a range of positions for three years beginning Jan. 1, 2024, with a number of important exclusions. More information on the position cap can be found here: https://hr.wisc.edu/hr-professionals/position-cap/.

This document addresses the process to track and document approvals in JEMS to ensure compliance with the agreement.

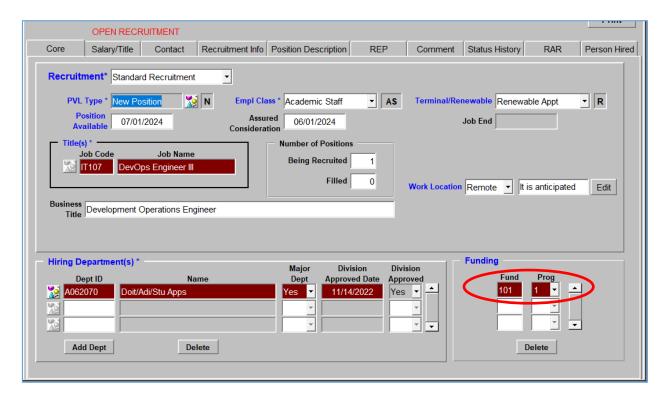
PROCESS OVERVIEW

The process will require those with JEMS Department and/or Division permissions to enter the funding, select a position cap definition, document Dean/Director/Vice Chancellor approval date, and upload a justification form in Box when needed. OHR (Talent Acquisition and Compensation Center of Excellence) will confirm all requirements are in JEMS and Box prior to releasing a PVL to the Jobs website. If information is missing or unclear, PVLs will not be approved and posted until all requirements are met.

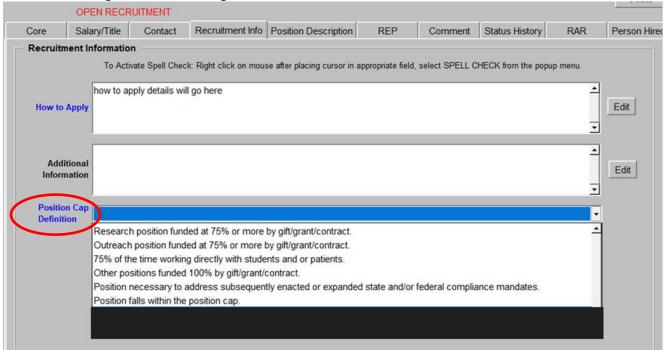
The same process applies for PVL waivers submitted by JEMS users with waiver delegation. OHR Talent Acquisition will audit delegated waivers in JEMS to confirm the justification form is in Box when required.

HOW TO COMPLETE POSITION CAP REQUIREMENTS

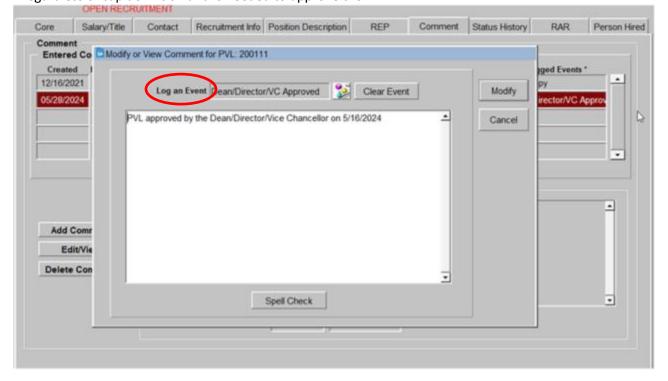
1. On the 'Core' tab, enter the Fund and Prog Number. Ensure the funding entered here is accurate. This information is required to department-approve the PVL.



2. On the 'Recruitment Info' tab, select the appropriate 'Position Cap Definition' from the drop-down. A selection must be made to department-approve the PVL. Positions can be exempted from the cap based on the SJD/responsibilities and/or funding. If attesting the position is exempt based on funding (grant/gift/contract), ensure this aligns with the funding listed on the 'Core' tab.



3. On the 'Comments' tab, click 'Add Comment' and 'Log an Event' of 'PVL approved by the Dean/Director/Vice Chancellor on X date' and enter the correct date approval was received. This is required for all positions, regardless of cap definition and is needed to approve the PVL.





- 4. If the PVL is within the cap (the drop-down option of 'Position falls within the position cap' was selected on the 'Recruitment Info' tab), a corresponding Justification to Advance Position form must be completed and uploaded to Box. The form is not needed if the position is exempt from the cap.
 - a. Save completed form as: AXX_PVL#XXXXXX_DATE (00/00/00)
 - b. Upload the completed form to the S/C/D Box folder.
- 5. OHR will review PVLs prior to releasing to the Jobs website to ensure all required information is completed in JEMS and if needed, a Justification to Advance Position form is uploaded into Box. OHR will contact S/C/D with questions or clarifications as needed.