



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.

The screenshot shows the 'OPEN RECRUITMENT' form in the JEMS system. The 'Core' tab is selected, displaying various fields for recruitment and hiring. The 'Recruitment' section includes fields for PVL Type (New Position), Position Available (07/01/2024), Assured Consideration (06/01/2024), Job End, and Job Code (IT107) with Job Name (DevOps Engineer III). The 'Hiring Department(s)' section shows a table with columns for Dept ID, Name, Major Dept, Division Approved Date, and Division Approved. The 'Funding' section shows a table with columns for Fund and Prog, with Fund 101 and Prog 1 highlighted by a red circle.

Dept ID	Name	Major Dept	Division Approved Date	Division Approved
A062070	Doit/Adi/Stu Apps	Yes	11/14/2022	Yes

Fund	Prog
101	1



- 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.

OPEN RECRUITMENT

Core Salary/Title Contact Recruitment Info Position Description REP Comment Status History RAR Person Hired

Recruitment Information

To Activate Spell Check: Right click on mouse after placing cursor in appropriate field, select SPELL CHECK from the popup menu.

How to Apply

how to apply details will go here

Additional Information

Position Cap Definition

- Research position funded at 75% or more by gift/grant/contract.
- Outreach position funded at 75% or more by gift/grant/contract.
- 75% of the time working directly with students and or patients.
- Other positions funded 100% by gift/grant/contract.
- Position necessary to address subsequently enacted or expanded state and/or federal compliance mandates.
- Position falls within the position cap.

- 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.

OPEN RECRUITMENT

Core Salary/Title Contact Recruitment Info Position Description REP Comment Status History RAR Person Hired

Comment

Entered Comment

Created

12/16/2021

05/28/2024

Log an Event Dean/Director/VC Approved

PVL approved by the Dean/Director/Vice Chancellor on 5/16/2024

Spell Check



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.

