



HCM Position Description Frequently Asked Questions

- Can HCM PD be accessed on pay processing Fridays?
 - Yes.
- When processing a reassignment or a class plan change a position where the incumbent is remaining in the position/PN, should I update the PD first?
 - You may update the PD duties and save, but do not approve the PD. This will allow you to have a draft of the new PD and the old approved PD. Once position is updated or the ePAR has been processed, the PD will need to be approved.
- Can I update PD without updating position?
 - Yes. Changes can be made to the position description tabs and changes will not affect the position (e.g., reclassifying a position description will not reclassify a position in HCM).
- Can I update position without updating PD?
 - Yes. Please ensure necessary updates are made to the other tab when making changes (e.g., reclassifying a position will not update duties on a PD. Some changes in positions automatically populate on PD's without the requirement of a new PD approval (e.g., supervisor, direct reports, work location, job title changes) and will not change approval date.
- Are effective dates in HCM Position the same as effective dates in HCM PD.
 - No. Effective dates for the HCM Position tab are not the same as effective dates on the HCM Position Description Status tab.
- What is the difference between approval date and effective date in HCM PD?
 - Effective date is based off when the date is added to the row in HCM PD and drives when employees and managers can view the PD. Approval date is when the HCM PD appointing authority approves the PD and is the date that is displayed after the signature on the PD. Effective date will appear on the PD for PDs that are tied to boilerplates since no approval is required.
- Is HR notified every time changes are made on PDs awaiting approval?
 - No. PDs submitted for approval will be in Worklist in the HCM Module. Anyone having approval access will be able to view &/or approve/deny items in the Worklist.

- Who can see Position Descriptions?
 - Employees will be able to access their most recent, approved PD via Self-Service once this feature is turned on for your agency. Managers will be able to view their team's PD through Manager Tasks. However, HR will be able to see previous PDs and PDs that have not yet been approved in the HCM module.
- Are employees and supervisors notified every time changes are made to their PD or their subordinate's PD?
 - Yes, but this feature can be turned off if desired. Notification are system generated with the link to view position descriptions.
- What is cloning a PD?
 - Cloning a PD is taking information from a similar PD to another PN. Changes made to either PD will not affect the other. Approved PDs can be cloned by typing the PN of the PD you wish to be copied in the Clone Another Position Description box on the Position Description Status tab.
- What does boilerplate mean?
 - A PD can be associated with a boilerplate once one has been created. After a PN is associated with a boilerplate PD by checking the boilerplate box on the Position Description Status Tab. Updates made to the boilerplate will be made to all associated PNs..
- Can we upload or import current PDs to HCM PD?
 - No. All PDs will need to be manually entered and approved. However, features in the system allow agencies to copy PDs.
- What is the difference between PSMQ, Additional Statements, and Job Duty Note under the PD Additional Information tab?
 - PSMQs should be used anytime there is a change to the stated minimum qualifications or an additional minimum qualification that is listed on the PD.
 - Additional Statements should be used when additional information is desired to be below the KSAs on the bottom right side of the PD.
 - Job Duty Notes should be used when additional information is to be displayed below the duties on the PD. The comments box in the PD Additional Information tab are for internal HR only and comments can be inserted to explain changes when the PD is being submitted for approval, if needed.
- What reporting features exist in HCM PD?
 - Agencies can run the following queries in HCM query viewer:
 - PD_REPORT_FILLED This is an output of the (approved, draft, pending, submitted to recruiting) PDs where someone is in the position. Additional columns provide incumbent information.

- PD_REPORT_VACANT This is an output of the (approved, draft, pending, submitted to recruiting) PDs for vacant positions only, there are no employees in these positions.
- PD_FILLEDPN_MISSING_PD This is an output that shows PNs that are filled, but do not have an associate PD in any status.
- PD_VACANTPN_MISSING_PD This is an output that shows PNs that are approved-vacant, but do not have an associate PD in any status.
- PD_WITH_RECLASS_NO_PD This query prompts the user for their 3 character agency designation, as well as, reclasses greater than a specific date. It returns instances where a reclassification occurred on the system but no corresponding position description has followed.
- What training is available for agencies?
 - There are interactive trainings in ELM and OhioLearn that provides a step by step guide. You can access the UPK by searching 'position'.
 - The Office of Talent Management will provide ongoing assistance to agencies and can be reached at compensation@das.gov
 - If you would like a demonstration of would like additional training, please email compensation@das.ohio.gov