



*Turnaround Time Standards  
Position Creation and Position Hierarchy Changes  
Guidelines for EBOs  
November 2011*

*Supervisor Changes:*

- ✓ For up to five changes for a department complete and submit the “Supervisor Change Form”. A copy is located on the Classification and Compensation Unit web site at <http://classcomp.hr.wvu.edu/forms>
- ✓ For multiple supervisor changes an excel spreadsheet should be prepared. The spreadsheet should contain the following information:
  - ✓ Employee Position Title and Number (as they appear in MAP)
  - ✓ Position Organization
  - ✓ Current Supervisor Position Title and Number (MAP)
  - ✓ New Supervisor Name
  - ✓ New Supervisor Position Title and Number (MAP)
  - ✓ Effective Date of Change\*
  - ✓ Comments (any additional information)
    - \* This field cannot be date tracked in MAP. The effective date must be the current system date or a future date. The future date should be no more than one pay cycle in the future. *Do not send requests with effective dates that are several weeks (or months) into the future.*
  - ✓ We will not process requests that are incomplete.
- ✓ Every attempt will be made to process the change within one business day of receipt, but, due to the volume of requests this may not be possible. Please plan for the change *to take up to four business days.*
- ✓ *Timelines to process large volume requests will vary. Please notify Rebecca Meyer, Assistant Director, Compensation Administration, of any large volume requests.*



*Turnaround Time Standards  
Position Creation and Position Hierarchy Changes  
Guidelines for EBOs  
November 2011*

*Student/Faculty Position Requests*

- ✓ EBO's are expected to run a vacant position report to identify any existing positions that may be reused. To run the report, please following the instructions found at [http://map.wvu.edu/mapv2/content/vacant\\_positions\\_disco\\_report\\_for\\_ebos/wi/html/index.htm](http://map.wvu.edu/mapv2/content/vacant_positions_disco_report_for_ebos/wi/html/index.htm)
- ✓ Work Study Students – Please *do not reuse* any vacant Work Study student positions with the job type WS.Workstudy (work study). All work study student positions have the job type ST.Student Worker. Using the WS job type may result in system issues. All WS job types are scheduled to be end dated.
- ✓ Casual Workers - Do not reuse any vacant positions with the job type of CA.Casual/Spec Titles. As you know these types of positions may be coded differently (e.g., ZX) depending on FLSA rules. All vacant CA.Casual/Spec Title vacant positions are scheduled to be end dated.
- ✓ Use the Position Request Form to request new student or faculty positions. The form can be found at <http://classcomp.hr.wvu.edu/forms>
- ✓ Please complete the form accurately and completely. Position Requests Forms that contain incomplete information will be returned to you.
- ✓ Graduate Assistant and Student Worker position requests need to include a brief paragraph describing the main job duties. Please include if the duties require any special requirements, such as a valid driving license. This is required in order to code the position properly for workers compensation purposes. Position Requests Forms that do not contain this information will be returned to you.



*Turnaround Time Standards  
Position Creation and Position Hierarchy Changes  
Guidelines for EBOs  
November 2011*

- ✓ Every attempt will be made to process the position request within one business day of receipt, but, due to the volume of requests this may not be possible. Please plan for the position request *to take up to four business days*.
  
- ✓ *Timelines to process large volume requests will vary. Please notify Rebecca Meyer, Assistant Director, Compensation Administration of any large volume requests.*

Please *plan* ahead and be sure that the request you send is accurate and complete. Due to the volume of requests, any requests for new positions and supervisor changes that are submitted and then, within a short period of time, resubmitted with changes *may be delayed*. For example, requesting several positions to be created with one supervisor and then, within a week, asking that the supervisor be changed.

If you have any additional questions, please feel free to call 304-293-5700, x. 6, or email: [ccmap@mail.wvu.edu](mailto:ccmap@mail.wvu.edu)