

FACT SHEET: POSITION TRACKING AND REPORTING



HARVARD
Faculty of Arts and Sciences

OBJECTIVE

Harvard University is implementing Position Tracking and Reporting, a business framework which adopts the concept of a position, *a specific role within an organization that exists independently of a particular employee and their job*, across University HR and Finance systems. FAS previously adopted the concept of a position as part of the Aurora implementation, and currently tracks all FAS positions in Aurora.

OVERVIEW

Why

Today, Harvard University tracks employees, but not positions. By moving to a model which tracks positions, this initiative will create consistency between University HR and Finance systems, and improve University-wide reporting.

What

The Position Tracking and Reporting framework was designed to be integrated with Aurora, the existing position tracking within FAS. A PeopleSoft position number will now serve as a unique identifier across University HR and Finance systems. Aurora will map the newly created PeopleSoft positions to existing Aurora positions to retain historic FAS position data.

Changes to posting an open position on Harvard Careers or modifying an existing position will go into effect as a result of adopting Position Tracking and Reporting:

- A position will need to be created and fully approved in Aurora prior to creating a requisition in Harvard Careers.
- Position number is now a required field in Harvard Careers (in addition to job code).
- Some data about a newly created position will automatically filter to the job posting in Harvard Careers and will not be editable.

Position Tracking and Reporting is not an application, but a framework that enables changes in HR and Financial business processes. Applications which now contain Position Tracking and Reporting include: Peoplesoft, Aurora, Harvard Careers, HUBS, HART, PI Dashboard, the data warehouse, and QlikView.

To learn more about these changes, consult with your department's HR recruiting consultant, or attend one of the upcoming [Position Tracking and Reporting Overview](#) sessions. Register [here](#) on Harvard Training Portal.

When

The FAS conversion to the Position Tracking and Reporting framework for Staff positions will take place over the weekend of **October 5 – 6, 2019**. New PeopleSoft positions will automatically be created for all active Staff during this conversion. FAS HR will create PeopleSoft positions for approved vacant positions and Exempt Temps. Academic appointments are scheduled to be converted to the Position Tracking and Reporting framework by April/ May 2020.

Who

FAS hiring managers, HR consultants/ recruiters, and financial and departmental administrators should be aware of the business process changes around posting an open position, or making changes to an existing position.

BENEFITS

- Allows the FAS to keep local workflows in place for creating and approving an appointment in Aurora.
- Creates a common and consistent position management framework, reporting structure, and best practices.
- Expands functionality in our existing HR and Finance systems report against position data.