Career Roadmap
Employee Review Period
Manager Training January 2022
Today’s Objective
Equip managers with Career Roadmap information related to employee review period to ensure managers are ready to guide employees through the employee review phase

1. Career Roadmap Recap and Timeline
2. Employee Review Phase
3. Manager Role in Employee Review
4. Tools and Wrap Up

Agenda and Presentation Team

Kalkidan Tefera
Compensation Consultant

Lisa Kennedy
Human Resources Project Manager

Joyce Wagner
Compensation Project Manager

Rob Prisbrey
Compensation Senior Director

Christine O’Malley
Sr. Communications Consultant

Laura Keves
Sr. Compensation Consultant
Career Roadmap Recap and Timeline
During the October and November manager training we shared with you:

- Career Roadmap basics such as the framework, Career Band and Level Guide, and the Job Catalog
- Impacts of regulatory compliance such as FLSA and CCS
- Introduction to the employee review process
- Market pricing and salary structure, including geographic differences
- Position mapping and available tools to help complete the mapping
- Managers’ position mapping review period, which concluded December 17

Outstanding items we are working on:

- Grant funded positions and timeframe to bring up to minimum
- Question related to vacation for employees transitioning
The Ohio State University

Career Roadmap Recap and Timeline

Ohio State is creating a compensation and talent framework that is consistent, transparent, and sustainable to attract, develop, and retain employees.

**Market and Internal Alignment**
- Structure that aligns Ohio State jobs to market
- Foundation for compensation decision-making
- A common way to describe jobs and career levels across the Campus and the Medical Center

**Talent Development**
- Visible career path opportunities
- Better staff development discussions
- Foundation for succession planning

**Risk Mitigation**
- Improved FLSA and Classified Civil Service compliance
- Meaningful, proactive pay equity analysis

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Career Framework
Job Catalog
Salary Structure
Compensation Policy
Annual Review Process
Participants in this training manage at least one in-scope staff

In Scope for Career Roadmap

~26,000

Unclassified Staff

Civil Service Staff

Out of Scope for Career Roadmap

Physician
Student employee
Faculty member
Athletic coach
Executive
Bargaining unit
Research Scientists
Visiting Scholars
Postdoctoral Scholar
Assistant Vice Provost
**Career Framework**

More information about the Career Framework can be found on the Career Roadmap website [https://hr.osu.edu/career-roadmap/career-framework/](https://hr.osu.edu/career-roadmap/career-framework/)

**Reminder**

To be in the Managerial Career Band, total reports must equal 2 FTE (4:1 ratio for student employees) and majority of work is accomplished through other people
<table>
<thead>
<tr>
<th>Share and Review CR Classification</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
<th>Fall 2022</th>
<th>Future</th>
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<tbody>
<tr>
<td>Managers and employees learn about CR and the Employee Review phase</td>
<td>•</td>
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<td>Employee reviews CR classification and any employee inquiries are resolved</td>
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<td>Position mapping has reached maturity and all in scope positions are mapped accurately to the CR framework</td>
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<tr>
<th>Merit Processing</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
<th>Fall 2022</th>
<th>Future</th>
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<tr>
<td>Colleges/units incorporate raise to pay range minimum decisions in merit processing cycle</td>
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<tr>
<th>Implement CR in Workday</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
<th>Fall 2022</th>
<th>Future</th>
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<tbody>
<tr>
<td>Activate CR job profiles for use in Workday</td>
<td>•</td>
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<td>Job profile provides pay range and FLSA and informs business decisions</td>
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<tr>
<th>Adopt CR practices for visible career paths and pay</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
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<tr>
<td>Continue training and education</td>
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<td>Units begin to articulate talent goals, objectives, and development within context of CR framework</td>
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<tr>
<th>Ongoing Updates</th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
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<th>Future</th>
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<tr>
<td>Evaluate employee’s position in pay range and incrementally align pay with performance in the context of quartiles</td>
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<td>Fully adopt CR framework as common business language</td>
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<td>Annual review of benchmarking, salary structure, and pay grades</td>
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<td>Fall 2021</td>
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<td><strong>Training</strong></td>
<td><strong>Employee Review Phase</strong></td>
<td><strong>Live in Workday (tentative)</strong></td>
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<tr>
<td>9/14, 9/21 HRBP/C Training I &amp; II</td>
<td>12/16 HRBP/C Training III</td>
<td>TBD HRBP/C Training III</td>
<td>TBD Manager Training III</td>
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<tr>
<td>10/12, 10/14 Manager Training I</td>
<td>11/16, 11/18 Manager Training II</td>
<td>1/25, 1/27 Manager Training III</td>
<td>TBD Manager Training III</td>
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<td>4/27 Manager Position Review</td>
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<td>7/26 Employee Position Review Results</td>
<td>7/29 Employee Job Profile Assignment Letter</td>
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<td>September Merit Complete</td>
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<td>TBD Career Roadmap Live In Workday</td>
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</table>
Q&A
Employee Review
Employee Review Process

- Is the opportunity for all in-scope staff to:
  - See where their position is in the Career Roadmap framework
  - Decide to agree or suggest a change to the function, subfunction, career band, and/or career level by providing additional information
- Will require employees, managers, and HR to have a role at certain points
- Will take place **February 8th – August 12th**
  - Employee training kicks off February 8th
  - Manager & employee conversations start around February 14th
  - First letters sent March 8th
  - Job profile assignment letter sent July 29th
- Will utilize a web-based tool (DocuSign) to manage the workflow
- Occurs before the classification goes live in Workday
**Employee Review - Process**

**Notify HRBP and Manager**
- 2 Weeks
- Feb 14 – Mar 4

**Manager**
- Conduct notification meetings by Mar 7

**Compensation**
- Send Acknowledgement letter via DocuSign on Mar 8 (not all employees will receive at exact time)

**Employee**
- Review their Career Roadmap Classification Acknowledgement letter via DocuSign
- Review Career Roadmap tools by Mar 22
- Decide if OK with the Classification or if a further review of the classification is needed.
- Click agree or disagree and submit the Acknowledgement letter via DocuSign by Mar 22

**HRBP**
- Receive a list of employees that decide to enter position review on Mar 25

**Compensation**
- Send Position Review document via DocuSign to employee by Mar 25

**Manager**
- Complete the Position Review document and submit via DocuSign by April 13

**Employee**
- Read the employee’s submission of Position Review form and complete the Manager section via DocuSign. Estimate 1-2 hours to complete by April 27

**HRBP**
- Review position submission, complete section via DocuSign by May 11

**Compensation**
- Review position submission and previous notes, assign result, and prepare results spreadsheet by Jun 30

**Compensation**
- Send results letter via DocuSign on Jul 26

**Manager**
- Schedule and conduct result conversation with employee by Jul 22

**Employee**
- Review Result Letter via DocuSign on Jul 26

**Compensation**
- Share results (TBD how) by Jul 8

**Manager**
- Notify Employee of Position Review Result by Jul 8 – Jul 26

**Assign Employee**
- 2 Weeks
- Jul 29 – Aug 12

**Compensation**
- Receive and sign Job Profile Assignment letter via DocuSign on July 29

**Employee**
- Receive and sign Pay Advance letter (if applicable) date TBD

**Manager**
- Receive HRBP’s list of employees that decide to enter position review on Mar 25

**Compensation**
- Send Job Profile Assignment letter via DocuSign on Mar 29

**Employee**
- Complete the Position Review document and submit via DocuSign by April 13

**Manager**
- Conduct notification meetings by Mar 7

**Compensation**
- Send Acknowledgement letter via DocuSign on Mar 8 (not all employees will receive at exact time)

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- Review their Career Roadmap Classification Acknowledgement letter via DocuSign
- Review Career Roadmap tools by Mar 22
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- Review position submission and previous notes, assign result, and prepare results spreadsheet by Jun 30

**Compensation**
- Send results letter via DocuSign on Jul 26

**Manager**
- Schedule and conduct result conversation with employee by Jul 22

**Employee**
- Review Result Letter via DocuSign on Jul 26
The employee will receive these letters in order during the employee review process via DocuSign:

- **Acknowledgement Letter**
  - Send on March 8
  - ALL in scope employees
  - 3 pages
  - Current information: job profile, working title, FLSA, job family (CCS, AP, SAP), pay frequency
  - CR information: same as above + function, subfunction, band, level, job code, pay grade, pay range (min, mid, max)
  - Next steps e.g., review your classification, review tools, agree/disagree.
  - If no response, classification will automatically be updated at CR launch

- **Position Review Form**
  - Send by March 25
  - Only employees that want a review of CR classification
  - 8 pages
  - Instructions
  - Employee section: summary statement, discipline, responsibilities, autonomy, interaction, requested position mapping
  - Manager section: select a statement for knowledge, complexity, problem solving, decision making, independence, interaction, people management, education, licensure, work/management experience, and agree/disagree with mapping
  - HRBP section agree/disagree with mapping

- **Results Letter**
  - Send by July 26
  - Only employees that want a review of the assigned CR classification
  - 2 pages
  - Results have been thoughtfully reviewed
  - Lists classification at CR launch: function, subfunction, band, level, job code, pay grade, pay range, job profile, working title, FLSA, job family, pay frequency
  - EE signature not required

- **Job Profile Assignment Letter**
  - Send on July 29
  - ALL in scope employees
  - 4 pages
  - CR information: function, subfunction, band, level, job code, pay grade, pay range, job title, working title, FLSA, job family, effective date, pay frequency, salary (hourly or annual), full time equivalency, employee type (regular, term, temp)
  - Addendum e.g., benefits, job family, pay advance, etc.
  - EE signature required

- **Pay Advance Letter**
  - Sent TBD
  - Only eligible employees
  - 3 pages
  - Overview
  - Disbursement
  - EE signature required
Employee Review – Special Calls Outs

• If a filled position was not mapped on January 21, the employee will not receive an acknowledgment letter in the initial send but will receive in catch-up process (described in the next few slides).

• Employee Review letters and forms will be sent:
  • To last name.# email address including Wexner Medical Center employees.
  • From HR-CareerRoadmap@osu.edu. Watch junk mail folders or rules that move DocuSign emails to another folder.

• Employees (managers and HR) will receive automatic DocuSign reminders via email when actions have not been completed – reminders generated every 3 days when action has not been taken up until the deadline.
  • Ensure you do your part if the employee submits a position review form, otherwise the form becomes void for the employee
Employee Review – Special Calls Outs

• If you or your team will be unavailable for an extended period of time during the employee review process, please work with your HR partner to ensure the right communication occurs.

• Keep in mind employees who work alternate shifts (e.g., evenings, weekends, etc.) when scheduling to communicate Career Roadmap.

• Remember that working titles will not be changed with Career Roadmap implementation. That means the current working title will display in the “current” and “future” working title field in the letters. Units may choose to update working titles using the Workday business process after Career Roadmap go live.
Catch-Up: Round 1 early April; Round 2 early June

- Ensures employees participate in the review process in these circumstances:
  - Those who are on a leave of absence.
  - Those who have had a job change such as a promotion, demotion or lateral that impacts position mapping (mapping update required in the position mapping tool).

- Hires/rehires after January 21 through Career Roadmap go live in Fall 2022:
  - Will be excluded from the catch-up employee review process.
  - Colleges/units should have a conversation with new employees on the position mapping at time of hire.
  - Position mapping will need to be maintained as these employees will receive a Job Profile Assignment letter.
Q&A
Manager Role
Manager’s Role in Employee Review Period:

• The employee review period is the opportunity for employees to have a voice in their position mapping. Managers will play an important role supporting employees through this process.

• Managers whose own position is in-scope for Career Roadmap will also complete their own employee review process.

• The purpose of this training is to provide guidance on how to best support your team.
Manager Role

1. Receive and share the employee’s Career Roadmap classification, provide clarity on the process, answer questions prior to receiving the Acknowledgement Letter via DocuSign.

   Remember some employees will receive their Acknowledgement letter with the catch-up processes.

2. Understand why the employee may be considering requesting a position review and provide guidance.

3. Complete the manager section of the Position Review form, if the employee submits via DocuSign.

4. Receive and share the employee’s position review result, provide clarity, and answer questions prior to the employee receiving the Results letter via DocuSign.

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1. Receive Acknowledgement Letter

2. Accept your mapping?

3. Select “Disagree” in First Review Letter

4. Submit Position Review Form

5. Select “Agree” in First Review Letter

6. Receive Results Letter

7. Receive Job Profile Assignment Letter
The following are questions that your employee may ask during employee review:

<table>
<thead>
<tr>
<th>If My Employee Asks</th>
<th>Response</th>
<th>Tools &amp; Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 How was my career level assigned? Can it be changed?</td>
<td>Your current position description was reviewed by manager and HR partner. The career level was assigned using certain criteria. This included minimum requirements, such as years of experience and education as well as work dimensions needed to be successful in the position. During the employee review process, you will have an opportunity to provide more information that may result in a change in the career level assigned.</td>
<td>Career Level and Band Guide Career Roadmap Job Catalog</td>
</tr>
<tr>
<td>2 How was my career band assigned? Can it be changed?</td>
<td>Your current position description was reviewed by manager and HR partner. The career band was assigned based on the nature of the job. There are four career bands – Technical, Clinical, Specialized and Managerial. During the employee review process, you will have an opportunity to provide more information that may result in a change in the career band assigned.</td>
<td>Career Level and Band Guide Career Roadmap Job Catalog FAQ</td>
</tr>
<tr>
<td>3 How was my function and subfunction assigned?</td>
<td>Your current position description was reviewed. Based on it, the function and subfunction that met approximately 70% of your position description was assigned. During the employee review process, you will have an opportunity to provide more information that may result in a change in the subfunction assigned.</td>
<td>Career Roadmap Job Catalog</td>
</tr>
<tr>
<td>4 As an example, the career level I am assigned indicates six years of relevant experience and/or education. I have been here for eight years and should be mapped to a higher career level.</td>
<td>The career level was assigned using certain criteria. This included minimum requirements, such as years of experience and education as well as work dimensions needed to be successful in the position. The career level was not assigned based on the individual currently holding the position. We used the position description as the primary guide. I want you to be successful, and this mapping should reflect your current position responsibilities. Let’s look at the responsibilities for this classification and together develop a plan for your career progression.</td>
<td>Career Level and Band Guide</td>
</tr>
<tr>
<td>5 The career level I am assigned indicates that a Bachelor's degree is required. I have a Master's degree and should be mapped to a higher career level.</td>
<td>The career level was assigned using certain criteria. This included minimum requirements, such as years of experience and education as well as work dimensions needed to be successful in the position. The career level was not assigned based on the individual currently holding the position. We used the position description as the primary guide. I want you to be successful, and this mapping should reflect your current position responsibilities. Let’s look at the responsibilities for this classification and together develop a plan for your career progression.</td>
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# The following are questions that your employee may ask during employee review…

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| 6 How can my position description be updated as it does not represent my current work? | Position descriptions can be updated at any time. It is appropriate to make updates when there are substantial and permanent changes to what is required for the position. There are several considerations as to when a position description should be updated:  
  • Does the position require higher level of knowledge, complexity, autonomy/impact and/or interaction?  
  • Is there a need in our unit to have a higher level?  
  • Would I (the manager) backfill this position at the current career level or a higher level?  
  We will work with our HR Consultant to review your suggestions and make appropriate updates in Workday. | View/Print Position Description Report (in Workday)  
Career Level and Band Guide                                                                                                                                               |
| 7 How does this impact my job title and working title?         | A job title is the Career Roadmap classification title, and the working title is the title that is common in the industry.  
Your job title will change as part of the Career Roadmap implementation.  
Your working title will remain the same as part of the Career Roadmap implementation. As positions are vacated and backfilled, the working titles will change to the one recommended by Career Roadmap. | Career Roadmap Job Catalog                                                                                                                                 |
| 8 How do I know what my next career move should be?           | Using the Career Band and Level Guide, you can easily see the dimensions, experience and/or education that is required for each band and level. Between that and the Career Roadmap Job Catalog, you can determine if your next career opportunity will remain in the same function/subfunction but a different band or level. You may also decide to move to a different function/subfunction. | Career Band and Level Guide  
Career Roadmap Job Catalog                                                                                                                                              |
| 9 What is the impact of this on my pay?                       | Employee pay will not decrease as a result of Career Roadmap.  
If the employee is changing to non-exempt, the annual rate will be converted to an hourly rate. If the employee is changing to exempt, their hourly rate will be converted to an annual rate. |                                                                                                                                                                    |
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<tbody>
<tr>
<td>10 How was it determined that my job profile should have this FLSA status?</td>
<td>Fair Labor Standards Act (FLSA) is a federal regulation that the university must comply with. There are two tests that must be met in order to have the FLSA status of exempt – duties and salary threshold. Since it is a federal regulation, this attribute is not one that will be included in the employee review process.</td>
<td>Go.osu.edu/FLSA Regulatory compliance video</td>
</tr>
<tr>
<td>11 How was it determined that my job profile should have the classification status (of Unclassified, Sr A&amp;P or Classified)?</td>
<td>The classification status is an attribute that is assigned to a job profile. All employees in that job profile will inherit this attribute. Some of these attributes, specifically the FLSA status and Classified Civil Service job family are assigned in order to comply with federal and state regulations.</td>
<td>Regulatory compliance video</td>
</tr>
<tr>
<td>12 Will I need to start tracking hours?</td>
<td>Yes, if your job title has been assigned to a non-exempt FLSA status.</td>
<td></td>
</tr>
<tr>
<td>13 Why am I not able to request a review/change to my pay range/grade, FLSA status or job family?</td>
<td>These are attributes that are assigned to a job profile. All employees in that job profile will inherit those attributes. Some of these attributes, specifically the FLSA status and Classified Civil Service job family are assigned in order to comply with federal and state regulations.</td>
<td>Go.osu.edu/FLSA Regulatory compliance video</td>
</tr>
<tr>
<td>14 Will Career Roadmap still apply to me if I leave the university (resign or retire) prior to the implementation in Fall 2022?</td>
<td>No, Career Roadmap will not apply to you personally. However, the position mapping changes will apply to the position that you vacate.</td>
<td></td>
</tr>
<tr>
<td>15 I know that I am below the Career Roadmap pay range minimum. When can I anticipate that I will receive an increase to bring me up to the Career Roadmap pay range minimum?</td>
<td>The timing of when each employee’s pay can be increased to the Career Roadmap pay range minimum will vary based on several factors such as the dollar amount required to reach the minimum, source(s) of funding, number of employees in our unit who are below pay range minimum, etc. Merit increases this coming year may be able to cover the amount needed to get to pay range for some employees. In other situations, it may take a bit longer to bring an employee to the pay range minimum. Our unit is involved in planning this out.</td>
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</tr>
<tr>
<td>16 I know that I am above the Career Roadmap pay range maximum. Will I be eligible for a merit increase?</td>
<td>Employees who are above the Career Roadmap pay range maximum will be eligible to receive a lump-sum increase in lieu of a base salary increase. Each year, the pay ranges will be reviewed and may be adjusted. When the pay ranges are adjusted and employees are then below the pay range maximum, they will become eligible for a base salary increase.</td>
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**Manager Readiness**

- **Managers** understand the Career Roadmap framework/position mapping and communicate the results to employees. In addition, complete manager section of the position review form, if applicable.

- **Know** the basics of Career Roadmap & review the tools and materials provided
- **Understand** Ohio State’s regulatory compliance with federal and state regulations specifically FLSA and the CCS rules
- **Understand** the employee review process
- **Ask** questions and identify any missing gaps regarding the process
- **Encourage** your employees to attend training
  - Basics on Feb 8 & 10; Employee Review Feb 22 & 24

- **Communicate** Career Roadmap classification, provide clarity on the process and answer questions prior to receiving the Acknowledgement letter via DocuSign: **Feb 14 to March 7**
  - Be aware that some employees work alternate shifts
  - Remember catch-up processes will have later dates.
  - Communicate Career Roadmap to new hires/rehires effective after March 8th as they will not be included in the employee review process.

- **Complete** the Manager section of the Position Review Form, if an employee submits one: **April 13 to April 27**
  Uncompleted forms will become void and will stop the employee's position review form.

- **Receive** and share the employee’s position review result, provide clarity, and answer questions prior to the employee receiving the Results letter via DocuSign: **July 8 to July 22**
Q&A
Tools and Wrap Up
Career Band and Level Guide w/ Research Subfunction Dimensions
Employee Review Website
Position Review Form Example
Fair Labor Standards Act and Job Families learning video
Conversation Guide for Managers
Employee Review Master Calendar
Career Roadmap
Employee Training I
CR Basics Agenda
February 8 & 10*

1. Career Roadmap why, scope, outcomes, CR framework, band and level guide, job catalog, mapping journey, titles + Q&A
2. Regulatory items + Q&A
3. Employee role, checklist, tools and resources to help with checklist + Q&A
4. Summarize discussion, reiterate employee checklist, where to direct questions

Career Roadmap
Employee Training II
Employee Review Agenda
February 22 & 24*

1. Career Roadmap recap + Q&A
2. Employee Review process, letters/forms, key dates, notable items for employees + Q&A
3. Employee role, checklist, tools to help with checklist + Q&A
4. Summarize discussion, reiterate employee checklist, where to direct questions

*Note: Currently two sessions are planned for Employees, a decision will be made closer if a third session needs added
For questions, reach out to...

Compensation Team HRCompensation@osu.edu

Unit HR Partner https://hr.osu.edu/directory/

Career Roadmap Website https://hr.osu.edu/career-roadmap/

THANK YOU FOR YOUR PARTICIPATION!
Q&A
Appendix
The following are DocuSign scenarios within the employee review process...

<table>
<thead>
<tr>
<th>If Employee…</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Selects the &quot;I agree&quot; radio button in the Acknowledgement letter prior to</td>
<td>There will be no further DocuSign communication to the employee until the Job Profile Assignment letter is issued.</td>
</tr>
<tr>
<td>the deadline</td>
<td></td>
</tr>
<tr>
<td>2 Selects the &quot;I disagree&quot; radio button in the Acknowledgement letter prior</td>
<td>Compensation is notified and will send the employee a Position Review form.</td>
</tr>
<tr>
<td>to the deadline</td>
<td></td>
</tr>
<tr>
<td>3 Does not select either the &quot;I agree&quot; or &quot;I disagree&quot; radio button in the</td>
<td>The Acknowledgement letter becomes void (in DocuSign) and will no longer be available. It will be assumed that the employee agrees with the mapping indicated in the Acknowledgement letter, and there will be no further DocuSign communication until the Job Profile Assignment letter is issued.</td>
</tr>
<tr>
<td>Acknowledgement letter by the deadline</td>
<td></td>
</tr>
<tr>
<td>4 Selected the &quot;I disagree&quot; radio button in the Acknowledgement letter,</td>
<td>The Position Review form will go to the manager, HR Business Partner and Compensation for their respective feedback. After Compensation has completed the final review, a Results letter will be issued to the employee.</td>
</tr>
<tr>
<td>received the Position Review form, completes and submits the Position</td>
<td></td>
</tr>
<tr>
<td>Review form by the deadline</td>
<td></td>
</tr>
<tr>
<td>5 Selected the &quot;I disagree&quot; radio button in the Acknowledgement letter,</td>
<td>The Position Review form becomes void (in DocuSign) and will no longer be available. It will be assumed that the employee agrees with the mapping indicated in the Acknowledgement letter, and there will be no further DocuSign communication until the Job Profile Assignment letter is issued. A Results letter will not be issued as the Position Review form was not submitted.</td>
</tr>
<tr>
<td>received the Position Review form but does not fully complete the Position</td>
<td></td>
</tr>
<tr>
<td>Review form by the deadline</td>
<td></td>
</tr>
<tr>
<td>6 Selected the &quot;I disagree&quot; radio button in the Acknowledgement letter,</td>
<td>The Position Review form becomes void (in DocuSign) and will no longer be available. It will be assumed that the employee agrees with the mapping indicated the Acknowledgement letter, and there will be no further DocuSign communication until the Job Profile Assignment letter is issued. A Results letter will not be issued as the Position Review form was not submitted.</td>
</tr>
<tr>
<td>received the Position Review form, begins to complete form but does not</td>
<td></td>
</tr>
<tr>
<td>submit it by the deadline</td>
<td></td>
</tr>
<tr>
<td>7 Selected the &quot;I disagree&quot; radio button in the Acknowledgement letter,</td>
<td>The Position Review form will go to the manager, HR Business Partner and Compensation for their respective feedback. After Compensation has completed the final review, a Results letter will be issued to the employee. The Results letter will indicate the same mapping as the Acknowledgement letter due to the incomplete Position Review form.</td>
</tr>
<tr>
<td>received the position review form, completes and submits the Position</td>
<td></td>
</tr>
<tr>
<td>Review form by the deadline</td>
<td></td>
</tr>
<tr>
<td>the information in the form is partially complete</td>
<td></td>
</tr>
</tbody>
</table>
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<tr>
<td>8 Selects the &quot;I agree&quot; radio button in the Acknowledgement letter prior to the deadline and then transfers to a new/different position</td>
<td>The college/unit should inform the employee of the mapping associated with the new/different position. The employee will receive a second Acknowledgement letter with the catch-up process and should then select the &quot;I agree&quot; radio button. The second Acknowledgement letter will supersede the original one. Upon notification, Compensation can manually void the original Acknowledgement letter.</td>
</tr>
<tr>
<td>9 Selects the &quot;I disagree&quot; radio button in the Acknowledgement letter prior to the deadline and then transfers to a new/different position</td>
<td>The college/unit should inform the employee of the mapping associated with the new/different position. The employee will receive a second Acknowledgement letter with the catch-up process and should then select the &quot;I agree&quot; radio button. The second Acknowledgement letter will supersede the original one. Upon notification, Compensation can manually void the original Acknowledgement letter. No Results letter will be issued to the employee.</td>
</tr>
<tr>
<td>10 Selected the &quot;I disagree&quot; radio button in the Acknowledgement letter, received the Position Review form, completes and submits the Position Review form by the deadline and then transfers to a new/different position</td>
<td>The college/unit should inform the employee of the mapping associated with the new/different position. The employee will receive a second Acknowledgement letter with the catch-up process and should then select the &quot;I agree&quot; radio button. The second Acknowledgement letter will supersede the original one. While the Position Review form will continue to route to the manager, HR Business Partner and Compensation for their respective feedback. Upon notification, Compensation can manually void the original Acknowledgement letter and the Position Review form. No Results letter will be issued to the employee.</td>
</tr>
<tr>
<td>11 Selected the &quot;I disagree&quot; radio button in the Acknowledgement letter, received the Position Review form but does not complete the Position Review form by the deadline and then transfers to a new/different position</td>
<td>The college/unit should inform the employee of the mapping associated with the new/different position. The employee will receive a second Acknowledgement letter with the catch-up process and should then select the &quot;I agree&quot; radio button. The second Acknowledgement letter will supersede the original one. Upon notification, Compensation can manually void the original Acknowledgement letter. The Position Review form will become void (in DocuSign) after the deadline and will no longer be available. No Results letter will be issued to the employee.</td>
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<th>If Employee...</th>
<th>Outcome</th>
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</thead>
<tbody>
<tr>
<td>12 Completes and submits the Position Review form by the employee deadline</td>
<td>The Position Review form will become void (in DocuSign) if either the manager or HR Business Partner does not complete their section by their respective deadline. Compensation will monitor; however, it is critical that each individual complete the step by the deadline in order to ensure the employee has an opportunity to provide input into their mapping.</td>
</tr>
<tr>
<td>13 Signs the Job Profile Assignment letter by the deadline</td>
<td>The Job Profile Assignment letter is signed. Mapping change become effective and will be applied in the system.</td>
</tr>
<tr>
<td>14 Does not sign the Job Profile Assignment letter by the deadline</td>
<td>The Job Profile Assignment letter will remain unsigned; however, this will not prevent the mapping changes from becoming effective or being applied in the system.</td>
</tr>
<tr>
<td>15 Selects the &quot;I opt in&quot; radio button in the Pay Advance* letter by the</td>
<td>Compensation will ensure that the employee is included in the list of eligible employees to receive the pay advance as long as the employee remains active and has not changed to another position.</td>
</tr>
<tr>
<td>deadline.</td>
<td></td>
</tr>
<tr>
<td>16 Selects the &quot;I opt out&quot; radio button in the Pay Advance* letter by the</td>
<td>Compensation will exclude the employee from the list of eligible employees to receive the pay advance.</td>
</tr>
<tr>
<td>deadline.</td>
<td></td>
</tr>
<tr>
<td>17 Does not select either the &quot;I opt in&quot; or &quot;I opt out&quot; radio button in the</td>
<td>The Pay Advance letter becomes void (in DocuSign) and will no longer be available. It will be assumed that the employee chose to opt out, and Compensation will exclude the employee from the list of eligible employees to receive the pay advance.</td>
</tr>
<tr>
<td>Pay Advance* letter by the deadline.</td>
<td></td>
</tr>
</tbody>
</table>

*Available to employees switching from exempt to non-exempt. More detail to come closer to implementation.