

Career Roadmap

Position Mapping Tool Job Aid

August, 2019

Revised October, 2019



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES



HR.OSU.EDU

1590 N. High Street, Suite 300 | Columbus, OH 43201 | 614-292-1050

Table of Contents

Introduction.....	3
Instructions for Human Resources.....	4
Instructions for Supervisors.....	11

Introduction

The Position Mapping tool is a web-based application that HR and managers will use to validate the initial mapping to Career Roadmap job titles for the positions in your respective units. The preferred web browser is Chrome as other browsers. The tool is accessed at <https://apps.hr.osu.edu/CareerRoadmap/>. Login with your university credentials (lastname.#, employee ID or Medical Center ID). Duo is not required for this application.

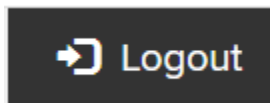
The preferred web browsers are Chrome or Firefox.

Security roles – there are two security roles available.

- The Manager role is automatically granted when an individual has one or more positions directly reporting to their own position. Managers have view only access.
- The Human Resources Professional role is automatically granted to individuals who have been recognized as performing in an HR function.

Requests to add a security role for an individual may be submitted to hrcompensation@osu.edu.

Be sure to click on the Logout button



in the menu bar when you have

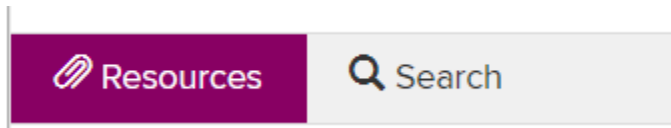
Instructions for Human Resources

Step 1 - Search

There are two options available to search for the positions.

Option 1 – Use the Search Parameter

1. Click on Search in the menu bar



2. There are a variety of parameters you may choose and you may use a combination of search parameters.

Position – options include position number, job code, job title and working title

Employee – options include OSU ID/employee ID, first name, last name and email (lastname.#)

Org Chart – options include VP/College description, college 1 description, college 2 description, department description, organization description and organization number

Manager – options include employee ID, first name, last name, email (lastname.#) and position number

Mapping – options include function, sub-function, career band and career level.

Position Search

Position

Employee ...

Org Chart ...

Manager ...

Mapping ...

3. Click on the word associated with the desired search section

Position Search

Position

Employee ...

Org Chart ...

Manager ← ...

Mapping ...

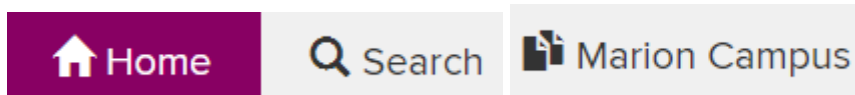
Manager

Emplid:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Position:	<input type="text"/>

4. Enter the desired search parameters and click on the search button.



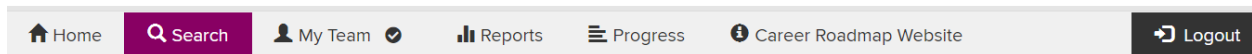
Option 2 – Use the Unit Name



The number next to Unit Name indicates the number of positions remain to be validated.

Search Results


A list of positions will be displayed that matches the parameters entered into the search parameters. Review the list to ensure that the list represents the desired results.



Search Results

Excel	PDF	Search:	<input type="text"/>						
Actions	New Job Profile	Position #	Current Title	Working Title	Name	Emplid	Org Id	Org Name	Reports To



Actions: click the  button to access the validation page. The function, sub-function, career band and career level may be changed on the validation page.

New Job Profile: will display the new job profile after the function, sub-function, career band and career level has been selected on the validation page.

Position #: the current value currently assigned to this position in PeopleSoft

Current Title: the job classification currently assigned to this position in PeopleSoft

Working Title: the working title currently assigned to this position in PeopleSoft

Name: the name of the employee assigned into this position in PeopleSoft. If the position is vacant, the name will be blank. Vacant positions must be mapped.

Emplid: the employee ID of the employee assigned into this position in PeopleSoft. If the position is vacant, the employee ID field will be blank.

Org ID: the five-digit value assigned to this position in PeopleSoft.

Org Name: the description of the Organization ID


You may download your Search Results into Excel or PDF by clicking the desired button, which is located above the Search Results list. These options are only available when using Option 1 – Search Parameters.

Excel

PDF

Step 2 – Confirm/Edit

1. Click on the Actions  button.

2. Click on the Edit Profile  button to access the validation page

3. Compensation will have provided an initial function, sub-function, career band and career level for each position. This initial information will be visible on this mapping page. Once these four values are selected, the new job title will be displayed.

Function :	Finance ▼
Sub-Function :	Accounting ▼
Career Band :	Individual Contributor - Technical ▼
Career Level :	T1 : Entry ▼
New Job Title:	Accounting Assistant

[add comments](#) 

- You may enter comments by clicking on the [add comments](#) link. This will open up a text box to enter your notes. Remember that these are public and can be seen by other users.
- Compensation may have entered an initial mapping. If so, review for appropriateness. If it needs to be changed or there is no initial mapping entered, select the appropriate function, sub-function, band and level from the drop-down list. Then click on the



button.

Click on the browser back button to return to the Search results list.

- If you are not able to identify a more appropriate mapping, click on the

Can't find appropriate Job Profile and





button.



- Repeat these steps until all positions have been validated.

Click on the browser back button to return to the Search results list.

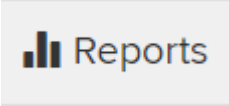
View New Job Profile Summary

- Click on the job profile summary button  located in the New Job Profile Title column on the Search Results page. This will display the description for the selected function and sub-function.
- Click on the Close button  to return to the search results page.

View Position Description

- Click on the position description button  located in the current title column on the search results page. This will display the position description as entered in PeopleSoft for the selected position.
- Position description updates made in PeopleSoft throughout the work week will be reflected in the Position Mapping tool on the following Monday.
- Click on the Close button  to return to the search results page.

Reports

- Click on Reports  located in the menu bar.
- A list of the reports that are available to run will be displayed.

Index

 Unit Validation

 Unmapped Positions

 Position Mapping Changes

 Not Validated Positions (HRP)

 Vacant Positions

 Multiple Appointments

 Function Has Changed


- Click on the desired Report Name button. The search parameters page will appear. Enter the desired parameters and click on the search button. Refer to the search parameters in this job aid for details.

Excel

PDF

- The search results page will be displayed. Click on the button, if desired.

Progress

 Progress

- Click on Progress located in the menu bar.
- This shows the total number of positions that need to be mapped by VP/College along with the percentage of completed mappings by security role.

Progress

VP/College

Total

Compensation

(S)HRPs

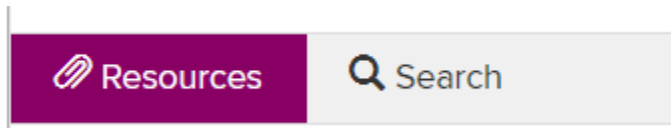
Instructions for Supervisors

Step 1 - Search

There are two options available to search for the positions.

Option 1 – Use the Search Parameter

1. Click on Search in the menu bar



There are a variety of parameters you may choose and you may use a combination of search parameters.

Position – options include position number, job code, job title and working title

Employee – options include OSU ID/employee ID, first name, last name and email (lastname.#)

Org Chart – options include VP/College description, college 1 description, college 2 description, department description, organization description and organization number

Manager – options include employee ID, first name, last name, email (lastname.#) and position number

Mapping – options include function, sub-function, career band and career level.

Position Search

Position

Employee

Org Chart

Manager

Mapping

- Click on the word associated with the desired search section

Position Search

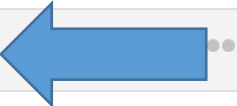
Position

Employee

Org Chart

Manager

Mapping



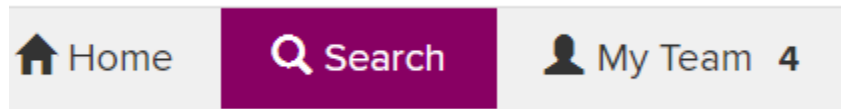
Manager

EmplId:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Position:	<input type="text"/>

6. Enter the desired search parameters and click on the search button.



Option 2 – Use the My Team




The number next to My Team indicates the number of positions remain to be validated.

Search Results

A list of positions will be displayed that matches the parameters entered into the search parameters. Review the list to ensure that the list represents the desired results.

Actions	New Job Profile	Position #	Current Title	Working Title	Name	EmplId	Org Id	Org Name	Reports To
---------	-----------------	------------	---------------	---------------	------	--------	--------	----------	------------



Actions: click the  button to access the validation page. The function, sub-function, career band and career level may be changed on the validation page.

New Job Profile: will display the new job profile after the function, sub-function, career band and career level has been selected on the validation page.

Position #: the current value currently assigned to this position in PeopleSoft

Current Title: the job classification currently assigned to this position in PeopleSoft

Working Title: the working title currently assigned to this position in PeopleSoft

Name: the name of the employee assigned into this position in PeopleSoft. If the position is vacant, the name will be blank. Vacant positions must be mapped.

Emplid: the employee ID of the employee assigned into this position in PeopleSoft. If the position is vacant, the employee ID field will be blank.

Org ID: the five-digit value assigned to this position in PeopleSoft.

Org Name: the description of the Organization ID

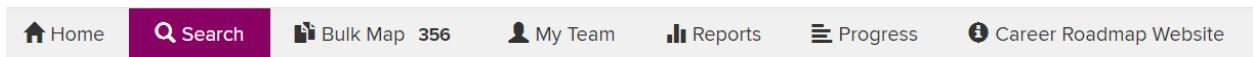
You may download your Search Results into Excel or PDF by clicking the desired button, which is located above the Search Results list. These options are only available when using Option 1 – Search Parameters.

Excel

PDF

Step 2 – View Mapping

1. Click on My Team



2. View the New Job Profile

Search Results

Excel PDF

Actions	New Job Profile	Position #	Current Title	Working Title
	Project Management Senior Analyst	00099212	Project Manager	Project Manager

View Position Mapping Details

- Click on the Actions button.

00099212 : Project Manager

Edit Profile

Employee:
Function: Business Planning and Operations
Sub-Function: Project Management
Career Band: Individual Contributor - Specialized
Career Level: Senior
Job Profile: **Project Management Senior Analyst**
Last Edited by: 10/22/2019 by Maryjo Munday
Comments

- Remember that supervisors have view only access in the tool. Even though the Edit Profile button is visible, it has been disabled for supervisors. You will need to work with your local HR partner to make any necessary updates to the mapping.
- Click the Job Profile to view the Job Profile Summary

Project Management Senior Analyst



Business Planning and Operations

Business Planning and Operations is responsible for the strategic planning, analysis and ongoing operations of colleges and units. Reporting and analytics support is provided to inform strategic planning and business operations; project management support is provided as a means of executing on the strategic plan. Additionally, administrative assistance and office services provides administrative support to executives, managers, and departments such as clerical support, office, mail and copy center services.

Project Management

Project Management is responsible for facilitating internal projects from proposal and inception through post go live activities. Coordinates project planning, governance, resourcing, budgeting, progress reporting, issues management, and change management. Ensures project results meet quality, schedule, and cost requirements. At higher levels accountability for project budget and people leadership becomes more pronounced. Monitors project status and recommends course corrections to schedule, resources, or cost. Supports projects from multiple disciplines.

Individual Contributor - Specialized



Individual Contributor - Specialized - Work is primarily achieved through individual efforts or by participation on functional or project teams. May coordinate, influence, or review the work of others. May be the primary owner/authority on a given program or process. Requires the application of specialized expertise within a profession to achieve results. Emphasizes in-depth knowledge, project management, and influencing skills. At more seasoned levels may manage one or two direct reports or cultivate relationships to produce optimal results. Typically requires a university degree or equivalent work experience that provides knowledge of fundamental theories, principles, and concepts.

S3 : Senior



Fully experienced professional. Typically the most prevalent job level within Career Band. May serve as informal resource for less experienced colleagues. Applies industry knowledge and a thorough understanding of concepts, principals, and technical capabilities to perform tasks and projects. Works on complex projects of large scope; may refer to precedents and defined parameters. Completes routine work independently; receives general guidance on new projects. Work reviewed for purpose of meeting objectives. Exchanges information on sensitive matters. Works to build consensus. Required : Bachelor's Degree or equivalent experience. Requires 4 years of relevant experience.

- Click the  to close the Job Profile Summary and return to the Search results lists.

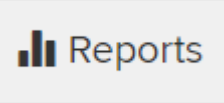
View New Job Profile Summary (from the Search Results page)

- Click on the job profile summary button  located in the New Job Profile Title column on the Search Results page. This will display the description for the selected function and sub-function.
- Click on the Close button  to return to the search results page.








View Position Description (from the Search Results page)

- Click on the position description button  located in the current title column on the search results page. This will display the position description as entered in PeopleSoft for the selected position.
- Position description updates made in PeopleSoft throughout the work week will be reflected in the Position Mapping tool on the following Monday.
- Click on the Close button  to return to the search results page.

Reports

- Click on Reports  located in the menu bar.
- A list of the reports that are available to run will be displayed.

Index

-  Unit Validation
-  Unmapped Positions
-  Position Mapping Changes
-  Not Validated Positions (HRP)
-  Vacant Positions
-  Multiple Appointments
-  Function Has Changed

- Click on the desired Report Name button. The search parameters page will appear. Enter the desired parameters and click on the search button. Refer to the search parameters in this job aid for details.

Excel

PDF

- The search results page will be displayed. Click on the button, if desired.

Progress

 Progress

- Click on Progress located in the menu bar.
- This shows the total number of positions that need to be mapped by VP/College along with the percentage of completed mappings by security role.

Progress

VP/College	Total	Compensation	(S)HRPs
------------	-------	--------------	---------