



Requisition Oversight Committee frequently asked questions

What is the Requisition Oversight Committee?

The Requisition Oversight Committee (ROC) is comprised of team members from multiple disciplines, regions, and service location types, and has met weekly since August 2018. The goal of ROC is to improve the financial standing of Prisma Health–Upstate by evaluating all requisitions to ensure labor expenses are appropriate for the organization. ROC also contributes to the financial success of the affiliate by identifying and addressing hiring or labor issues that impact the organization on a global level.

How can I view of the status of my requisition?

SuccessFactors allows any user in the approver chain to view the audit/approval history of each requisition. This is the best place to start when wondering about the status. [See the following page for screenshots and instructions.](#)

When will my requisition be reviewed by ROC?

ROC meets every Tuesday afternoon. Requisitions submitted into SuccessFactors must be approved by appropriate leadership, as required by the department/region/AWCC, **by Sunday evening in order to be reviewed in ROC** the following Tuesday.

How long will it take my requisition to be approved?

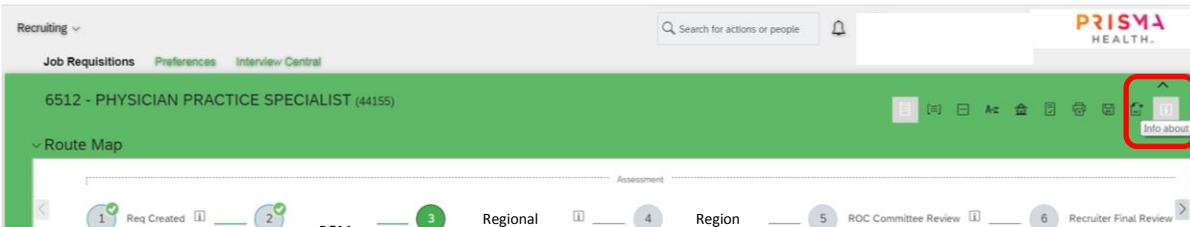
Requisitions approved on Tuesday are released to their recruiter by end-of-day Wednesday. If a requisition is not approved, the hiring manager will receive an email from ROC before the end of the week with further explanation and instructions for submitting corrections, additional information, or scheduling time to appeal the ROC decision. Many corrections or requests for information can be resolved via email.

What can I proactively do to help my requisition get approved the first time?

- Confirm your Cost Center is correct when completing the SuccessFactors employee requisition.
- Ensure that the Kronos Analytics target is up-to-date and check for FTE movement between your cost center and another area. If the target is not up-to-date, reach out to LaborAnalyticsSupport@PrismaHealth.org to obtain more information on quick help videos, training opportunities, and additional information on next steps.
- Provide justification/explanation when completing the SuccessFactors employee requisition if your department meets any of the following criteria:
 - 6 Pay Period and YTD Productivity Index numbers below 100%
 - 6 Pay Period and YTD Productivity Index numbers significantly above 100%
 - High percentages of education/orientation and/or overtime
 - Volume increase warranting additional staff (additions)
 - Substitutions and additions: provide information on how increases in FTE and salary expense will be supported

Review approval history of a requisition in SuccessFactors

After opening the requisition, select the  button in the upper right hand corner:



The form includes information on the properties of the requisition as well as an audit trail. The audit trail shows where the requisition is in the approval process, any actions taken along with the date and notes:

6512 - PHYSICIAN PRACTICE SPECIALIST(44155)

Properties

The following information was entered when the document was created, and is updated automatically.

Originator:

Subject:

Type: **Job Req**

Req Id: **44155**

Title: **6512 - PHYSICIAN PRACTICE SPECIALIST**

Template: **Standard Job Requisition**

Due Date: **05/28/2019**

Status: **Modify Stage**

Document Id: **136911**

Close

Approval Chain

The following checklist illustrates the approval chain for this document. The current owner of the process in the approval chain is highlighted.

Type	Stage	Employee	Step	Status
I O G	Modify Stage		Req Creation	Completed
U	Modify Stage			Completed
U	Modify Stage			In Progress
U	Modify Stage			Not Started
U	Modify Stage	Requisition Oversight Committee	ROC Committee Review	Not Started
R	Modify Stage		Recruiter Final Review	Not Started

Currently With	Employee	Action	Comments	Status	Act By
		Create		Completed	04/10/2019
		Modify		Completed	04/10/2019
		Modify	PPS positions for Palmetto MA.	Completed	04/12/2019
>>				In Progress	
				Not Started	
	Requisition Oversight Committee			Not Started	
				Not Started	
	Final Form				05/28/2019

Change History

The following table displays all changes made to this job requisition. Show edits Show job postings

Field Label	Old Value	New Value	User	Date/Time ↓
Prior YTD FTE	6.7	7.9		04/12/2019 10:47 AM
Prior YTD - Current YTD FTE Variance	(1.1)	(.8)		04/12/2019 10:47 AM