# Request Tracking System (RTS) Preview



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#### Overview

- What is the Request Tracking System (RTS)?
  - The RTS is a tool for departments and agencies to submit requests to CalHR for consideration.
  - This tool replaces the old email methods of submission.
  - RTS gives CalHR management metrics and status reporting.
  - Creates new efficiency and effectiveness in our processes.



#### Benefits

- Tracking and Status Updates
- Efficiency/Effectiveness
  - Automation of Certain Processes
- Workload Distribution/Metrics
- Transparency

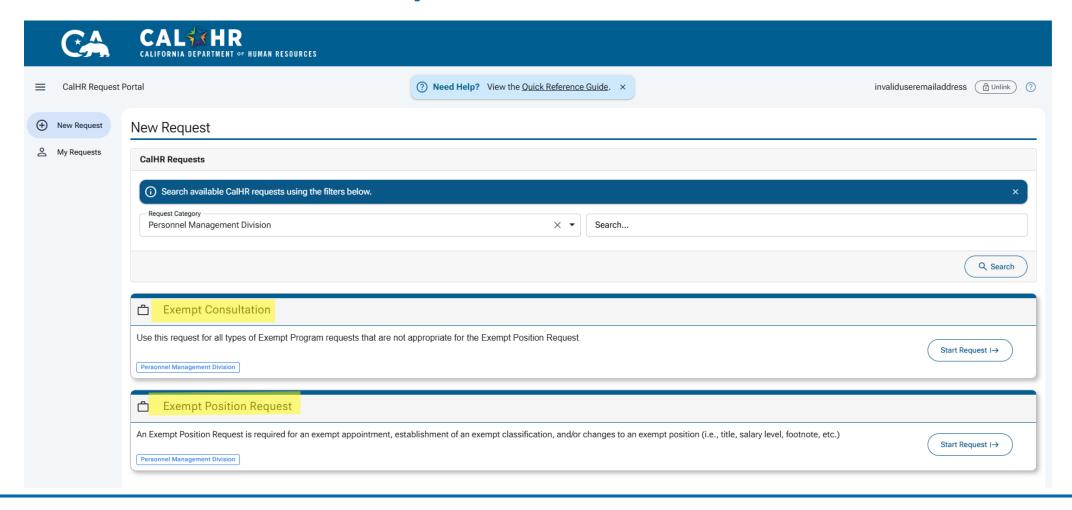


### Types of Portals

- Exempt Program Portals In Production
  - Exempt Position Request (EPR)
  - Exempt Consultation
- Board Item Request (under construction)
- CalHR anticipates introducing more portals for other common items submitted to PMD (such as CEAs, 625s, RA 180-day requests, etc.)

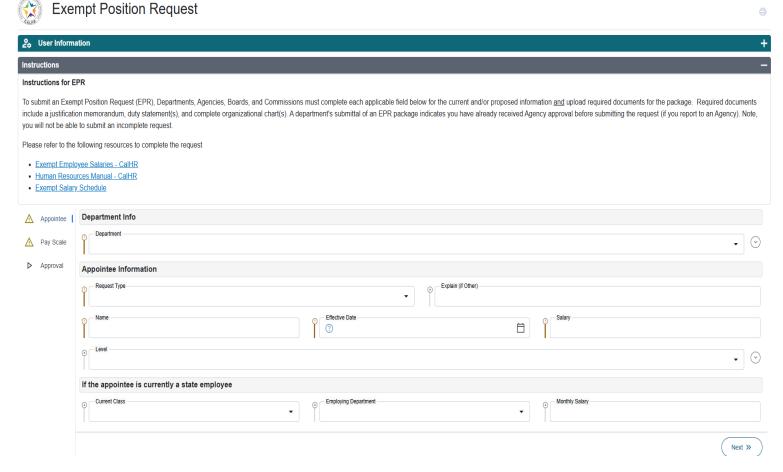


#### **EPR & Exempt Consultation Portal**





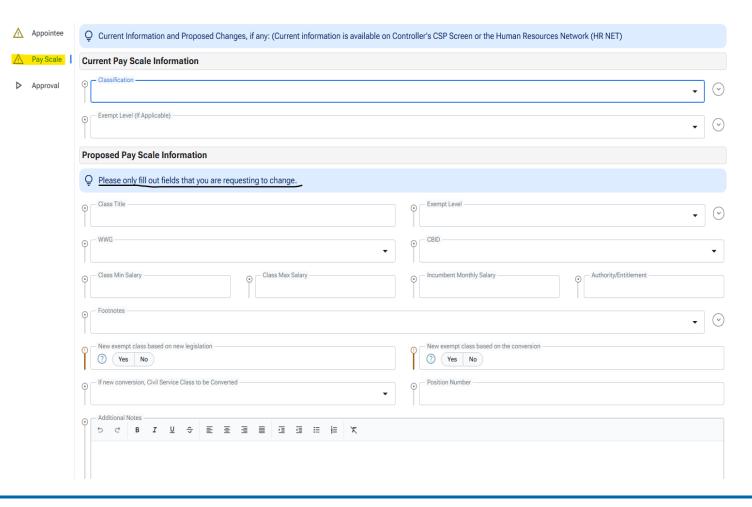
### **EPR: Appointee Information**



- Department
  - Tied to the Appointing Class
- Request Type
  - New to EPR form
- Level
  - Exempt Salary Chart
- Required Fields |



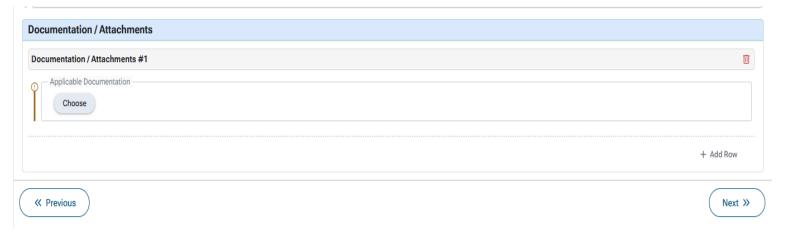
#### EPR: Current & Proposed Pay Scale Info (1/2)



- Current Class Info
  - Appointing Class
- Proposed Info
  - Changes to Class
- Additional Notes
  - Brief Summary



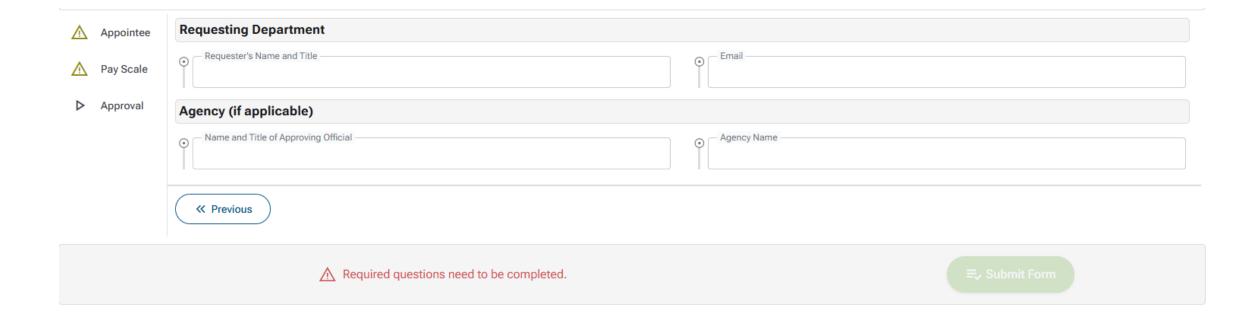
#### EPR: Current & Proposed Pay Scale (2/2)



Attach Applicable
EPR Documents

Allows Multiple
Attachments

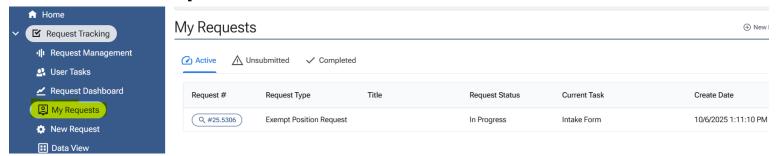
# **EPR:** Approval





## **EPR:** My Requests

Check request status

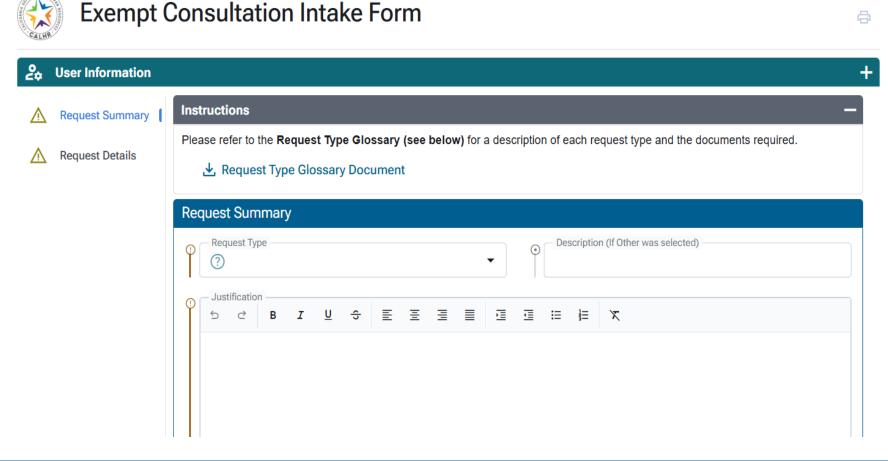


Communicate with CalHR





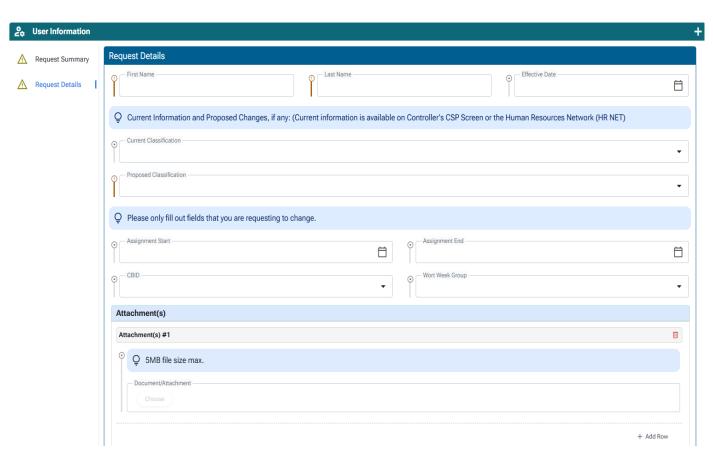
# Exempt Consultation: Request Summary



- Request Types
  - Exempt OOC
  - New/Revised Pay Diff
  - Special Consultant
  - RA 180-Day Exception
  - Lump Sum
- Justification Field
  - ReplacesJustificationMemo



### Exempt Consultation: Request Details



- Request Details used for all Request Types
- Attach Required Documents for Request

#### **Upcoming Activities**

- Exempt Program is currently piloting the system with a few departments.
- After the pilots are complete, we have a communication and implementation plan to go-live next year with the two portals for all Exempt Program requests.
- The Board Item Request portal is currently under development.
- Other portals will be designed as well to provide our customers with the best user experience.



#### **Portal Links**

Exempt Request Portal





# **Questions?**Thank you for joining us today!

