

Overview:

This job aid provides step-by-step guidance on how to create and maintain positions in Workday.

This job aid covers the following:

- <u>Create Position</u>
- <u>View Position</u>
- Edit Position Restrictions
- Edit Position
- <u>Freeze/Unfreeze Position</u>
- <u>Close Position</u>

Create Position

1. From the Workday homepage, type **Create Position** in the Search bar and select the Task.



2. Select the Supervisory Organization. Click OK.

| Create Position | |
|----------------------------|---|
| Supervisory Organization * | ≔ |
| | |
| OK Cancel | |

- 3. Enter the required information:
 - Positions Request Reason (choose from the drop-down list)
 - Job Posting Title (position title)
 - **Number of Positions** you are creating (if more than one, then all positions must have the same position attributes)



| Create Positio | n th | |
|-------------------------|----------------------------|----|
| Supervisory Organizatio | n Alight Test Organization | |
| Position Request Reaso | n | := |
| Job Posting Title | * | |
| Number of Positions | * 1 | |

4. Under the Hiring Restrictions tab, enter the Availability Date and Earliest Hire Date.

| Hiring Restrictions | Qualifications |
|---------------------|----------------|
| Availability Date | * MM/DD/YYYY |
| Earliest Hire Date | * MM/DD/YYYY |

- 5. Select the **Job Family** and **Job Profile** by clicking in the respective fields. The job description will default in, based on the Job Profile selected.
 - Select the position Location
 - Select the Time Type
 - Select the Worker Type
 - Select the Worker Sub Type, if applicable.

| No Job Restrictions | |
|-----------------------------|--|
| Job Family | := |
| Job Profiles for Job Family | (empty) |
| Job Profile | |
| Job Description Summary | |
| Job Description | Format \vee B I U A \vee : \otimes u^{*} |
| | |
| Location | |
| Time Type | |
| Worker Type | := |
| Worker Sub-Type | (empty) |



6. The weekly and scheduled hours will default based on the role profile.

| Worker Sub-Type | (empty) |
|------------------------|---------|
| Default Weekly Hours | 0 |
| Scheduled Weekly Hours | 0 |
| FTE | 0% |

7. Click Submit.

| Submit Save for Later Cancel |
|------------------------------|
|------------------------------|

View Position

1. From the Workday homepage, type in Search bar View All Positions and select the

Report.

| (| Q | view all positions |
|---|---|------------------------------|
| | | View All Positions Report |

2. Select Organization, Position, Date and click OK.

| View All I | Positions |
|----------------|---|
| Instructions | The View All Positions report provides information for position management Supervisory Organizations only. User may include open, frozen, and filled Positions as well as specify an effective date to include Positions available in the future. Closed Positions are not available. |
| Organization | * |
| Include Subo | rdinate Organizations |
| Position State | us * 📰 |
| Include Open | Positions Available On or Before * 04/11/2023 |
| ок | Cancel |



3. The Report can be sorted by clicking in the **Header** section. Click in the header to sort, select the value, and click **Filter**. See Position Status filter example below.

| rganization | Alight Test Organizatio | n 2 (Molli Manager) Po | osition Status | | Closed Filled | | | |
|---|-------------------------|--|-------------------------|--------------------|------------------|--------------------|---------------------|----------|
| nclude Subordinate Organization | ıs Yes | | | | Frozen Open | | | |
| | | In | clude Open Positions Av | vailable On or Bef | ore 04/11/2023 | | | |
| 2 items | | | | | | | × 🗉 🗐 📼 | 00 ⊡ ∟ I |
| Supervisory Organization | Manager(s) | Position | First Available | Position Status | Job Requisition | Earliest Hire Date | Target Hire Date | Availabl |
| Alight Test Organization 2 (Molli Manager) | Molli Manager | Diversity Partner - Douge Diversi Partner | ity 01/01/2015 | Filled | | 01/01/2015 | | |
| Alight Test Organization 2 (Molli Manager) | Molli Manager | Employee Relations - Ele Employ Relations | yee 01/01/2015 | Filled | | 01/01/2015 | | |
| Alight Test Organization 2 (Molli Manager) | Molli Manager | Finance Partner - Freddy Financ Partner | e 01/01/2015 | Filled | | 01/01/2015 | | |
| Alight Test Organization 2 (Molli Manager) | Molli Manager | Global Mobility - Gar Global Mob | oility 01/01/2015 | Filled | | 01/01/2015 | | |
| Alight Test Organization 2 (Molli Manager) | Molli Manager | POLICE OFFICER - Ginaa Recruit Lead | ting 01/01/2015 | Filled | | 01/01/2015 | | |
| | | | | | | | | |
| osition Status Job Requisition | Earliest Hire D | | | | | | | |
| ↑ Sort Ascending | | | | | | | | |

Edit Position Restrictions

:=

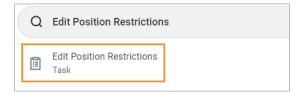
 <Blanks: Filled Open

Search

Filter

1. From the Workday homepage, type **Edit Position Restrictions** in the Search bar and select the Task. This task allows editing of the restrictions for a newly created position.





2. Select **Position** and click **OK**.

| Edit Position Restrictions | |
|----------------------------|---|
| Position * | ≔ |
| | |
| OK Cancel | |

3. The Edit Position Restrictions page displays. Edit the details, as applicable.

Create and Maintain Position Audience: Dept. HR Partners



| PositionWorkforce Partner (Unfilled)OrganizationAlight Test Organization 1 (Marthay Manager's Manager)Position Change ReasonImage: State | Edit Position Restr | ictions 🖏 |
|---|-------------------------------|--|
| Last Updated 03/06/2023 Job Posting Title * Workforce Partner Available For Hire ? Hiring Freeze Hiring Restrictions Qualifications Availability Date * 01/01/2015 : Earliest Hire Date * 01/27/2023 : No Job Restrictions Job Profiles * 01/27/2023 : No Job Restrictions Job Profiles for Job Family (empty) Job Profiles for Job Family (empty) Job Description Summary Location × Format BILA< Vorker Type Worker Type Worker Sub-Type Urker Sub-Type Urker Sub-Type Time Type 40 Scheduled Weekly Hours 40 FTE 100% Critical Job | Organization Alig | ht Test Organization 1 (Marthay Manager's Manager) |
| Job Posting Title * Workforce Partner Available For Hire Hiring Freeze Hiring Restrictions Qualifications History Availability Date * @1/01/2015 Earliest Hire Date * @1/27/2023 No Job Restrictions Job Family Job Profiles for Job Family (empty) Job Profiles for Job Family (empty) Job Profiles for Job Family (empty) Job Description Summary Location Location Format BIUA SILES Korker Type Format BIUA SILES Korker Type Format Hiaza Korker Type Hire Poloce Korker Sub-Type History Cutical Job FTE 100% Critical Job History History Control Control Control History | Position Details | |
| Available For Hire Hiring Freeze Hiring Restrictions Qualifications Availability Date | Last Updated 03/06/202 | 3 |
| Hiring Restrictions Qualifications History Availability Date Availability Date (I) (27/2023) Controls (I) (27/2023) No Job Restrictions (I) (27/2023) No Job Restrictions (I) (27/2023) No Job Restrictions (I) (27/2023) No Job Restrictions (I) (27/2023) No Job Restrictions (I) (27/2023) No Job Restrictions (I) (27/2023) Job Parolile (I) (27/2023) (I) (I) (27/2023 (I) (I) (I) (I) (I) (I) (I) (I) (I) (I) | Job Posting Title * Workforce | e Partner |
| Hiring Restrictions Qualifications History Availability Date < | Available For Hire | |
| Availability Date • 101/01/2015 E E are inset Hire Date • 01/27/2023 E T No Job Restrictions Job Profiles for Job Family (empty) Job Profiles for Job Family (empty) Job Profile × POLICE CORPORAL ··· ::= × POLICE OFFICER ··· Job Description Summary Job Description Location × Government Plaza ··· ::= × Full time ::= Vorker Type × Full time ::= Vorker Sub-Type × Employee ::= Vorker Sub-Type // Default Weekly Hours 40 Scheduled Weekly Hours 40 FTE 100% Crttical Job | Hiring Freeze | |
| Earliest Hire Date | Hiring Restrictions Qua | alifications History |
| No Job Restrictions | Availability Date | 01/01/2015 🖬 |
| Job Family | Earliest Hire Date | 01/27/2023 |
| Job Profiles for Job Family (empty) Job Profile × POLICE CORPORAL ··· · · · · · · · · · · · · · · · · · | No Job Restrictions | |
| Job Profile × POLICE CORPORAL ··· · ·· X POLICE OFFICER ··· Job Description Summary Job Description Format × B I U A × ··· Location X Government Plaza ··· Time Type × Full time Worker Sub-Type Default Weekly Hours 40 FTE 100% Critical Job | Job Family | := |
| × POLICE OFFICER ··· Job Description Summary Job Description Job Description Format ∨ B I U A ∨ IE % Location × Government Plaza ··· III Time Type × Full time Worker Type × Employee Worker Sub-Type Default Weekly Hours 40 FTE 100% Critical Job | Job Profiles for Job Family | (empty) |
| Job Description Summary Job Description $Format \lor B I \sqcup A \lor := \%$ Location $x \text{ Government Plaza ··· :=}$ Time Type $x \text{ Full time :=}$ Worker Type $x \text{ Employee :=}$ Worker Sub-Type $\vdots=$ Default Weekly Hours 40 Scheduled Weekly Hours 40 FTE 100% Critical Job | Job Profile | |
| Job Description Format ∨ B I U A ∨ IE ♥ Location × Government Plaza ··· IE Time Type × Full time IE Worker Type IE Worker Sub-Type IE Default Weekly Hours 40 Scheduled Weekly Hours 40 FTE 100% Critical Job I | | × POLICE OFFICER ··· |
| Location × Government Plaza ··· := Time Type × Full time := Worker Type := := Worker Sub-Type := := Default Weekly Hours 40 := Scheduled Weekly Hours 40 := FTE 100% := Critical Job | Job Description Summary | |
| Time Type × Full time ∷≡ Worker Type ∷≡ Worker Sub-Type ∷≡ Default Weekly Hours 40 Scheduled Weekly Hours 40 FTE 100% Critical Job □ | Job Description | Format ∨ B I <u>U</u> <u>A</u> ∨ :≣ ⊗ |
| Time Type × Full time ::= Worker Type ::= Worker Sub-Type ::= Default Weekly Hours 40 Scheduled Weekly Hours 40 FTE 100% Critical Job | | |
| Time Type × Full time ∷≡ Worker Type ∷≡ Worker Sub-Type ∷≡ Default Weekly Hours 40 Scheduled Weekly Hours 40 FTE 100% Critical Job □ | Location | |
| Worker Type ::= Worker Sub-Type ::= Default Weekly Hours 40 Scheduled Weekly Hours 40 FTE 100% Critical Job | | |
| Worker Sub-Type Image: Control of the second seco | | |
| Default Weekly Hours 40 Scheduled Weekly Hours 40 FTE 100% Critical Job | | |
| Scheduled Weekly Hours 40 FTE 100% Critical Job | Worker Sub-Type | |
| FTE 100% Critical Job | Default Weekly Hours | 40 |
| Critical Job | Scheduled Weekly Hours | 40 |
| | FTE | 100% |
| Difficulty to Fill | | |
| | Difficulty to Fill | |

4. Click Submit.





Edit Position

1. From the Workday homepage, type **Edit Position** in the Search bar and select the Task. This task will allow editing of a position's details for an employee.

| Q |
|---|
| 1 |

2. Select **Position** and click **OK**.

| Edit Pos | tion | | | |
|------------|------|-------|----|--|
| Position * | | | := | |
| | | | | |
| | | | | |
| | | | | |
| ок | C | ancel | | |

The Edit Position page displays. Enter the Effective Date and Reason.
 Edit the details, as applicable.
 Click Submit.

Create and Maintain Position Audience: Dept. HR Partners



| Effective Date * MM/DD/YYYY 🛱 | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| Reason := | | | | | | | | | |
| Job Details | | | | | | | | | |
| Employee Type * 🛛 × Perm Full Time 🖸 📰 | | | | | | | | | |
| Job Profile * X FISCAL OFFICER I 🗄 | | | | | | | | | |
| Job Title FISCAL OFFICER I | | | | | | | | | |
| Business Title FISCAL OFFICER I | | | | | | | | | |
| Time Type * X Full time | | | | | | | | | |
| Location * 🗙 Government Plaza … | | | | | | | | | |
| Pay Rate Type | | | | | | | | | |
| Vorking Time | | | | | | | | | |
| Location Weekly Hours 40 | | | | | | | | | |
| Default Weekly Hours 40 | | | | | | | | | |
| Scheduled Weekly Hours 40 | | | | | | | | | |
| FTE 100% | | | | | | | | | |
| Work Shift := | | | | | | | | | |
| Submit Save for Later Cancel | | | | | | | | | |

Freeze/Unfreeze Position



A position should be frozen when there is no longer an immediate need/budget to fill the position, however, the intent is to fill the position in the future, at which point it can be unfrozen.

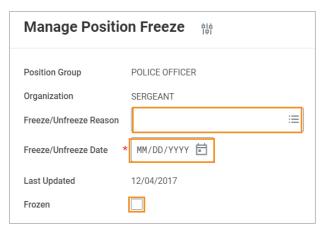
1. From the Workday homepage, type **Manage Position Freeze** in the Search bar and select the Task.



2. Select **Position** and click **OK**.

| Position * | | | |
|------------|--|--|---|
| Position ^ | | | = |
| | | | |
| | | | |

3. Select the Freeze/Unfreeze Reason and the Freeze/Unfreeze Date. <u>Select</u> the Frozen checkbox to freeze position or <u>Unselect</u> the Frozen checkbox to unfreeze position.



4. Click Submit.





Close Position

A position should be closed when the role is eliminated or no longer needs to be filled. Once a position is closed, the position <u>cannot</u> be reopened. A new position will need to be created from scratch.

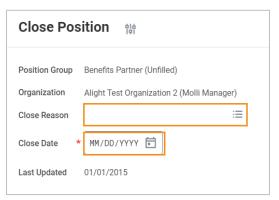
1. From the Workday homepage, type **Close Position** in the Search bar and select the Task.



2. Select **Position** and click **OK**.

| Close Position | |
|----------------|---|
| Position * | ≔ |
| | |
| OK Cancel | |

3. Select Close Reason and Close Date.



4. Click Submit.

