



Overview:

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

This job aid covers the following:

- [Create Position](#)
- [View Position](#)
- [Edit Position Restrictions](#)
- [Edit Position](#)
- [Freeze/Unfreeze Position](#)
- [Close Position](#)

Create Position

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

A screenshot of the Workday search interface. The search bar contains the text "create position". Below the search bar, a list of results is displayed. The first result, "Create Position Task", is highlighted with an orange border.


2. Select the **Supervisory Organization**. Click **OK**.

A screenshot of the "Create Position" dialog box in Workday. The dialog box has a title bar that says "Create Position". Below the title bar, there is a field labeled "Supervisory Organization" with a dropdown arrow and a list icon. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with an orange border.

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)

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Create Position 

Supervisory Organization Alight Test Organization


Position Request Reason


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 

Location

Time Type

Worker Type

Worker Sub-Type (empty)

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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 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 * [dropdown menu]

Include Subordinate Organizations

Position Status * [dropdown menu]

Include Open Positions Available On or Before * 04/11/2023 [calendar icon]

OK Cancel

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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.

View All Positions [More] [Filter]

Organization: [Alight Test Organization 2 \(Molli Manager\)](#) Position Status: Closed, Filled, Frozen, Open

Include Subordinate Organizations: Yes

Include Open Positions Available On or Before: 04/11/2023

52 Items [Grid] [List] [Filter] [Refresh] [Print] [Export]

Supervisory Organization	Manager(s)	Position	First Available	Position Status	Job Requisition	Earliest Hire Date	Target Hire Date	Available
Alight Test Organization 2 (Molli Manager)	Molli Manager	Diversity Partner - Douge Diversity Partner	01/01/2015	Filled		01/01/2015		
Alight Test Organization 2 (Molli Manager)	Molli Manager	Employee Relations - Ele Employee Relations	01/01/2015	Filled		01/01/2015		
Alight Test Organization 2 (Molli Manager)	Molli Manager	Finance Partner - Freddy Finance Partner	01/01/2015	Filled		01/01/2015		
Alight Test Organization 2 (Molli Manager)	Molli Manager	Global Mobility - Gar Global Mobility	01/01/2015	Filled		01/01/2015		
Alight Test Organization 2 (Molli Manager)	Molli Manager [More]	POLICE OFFICER - Ginaa Recruiting Lead	01/01/2015	Filled		01/01/2015		

Position Status | Job Requisition | Earliest Hire D

↑ Sort Ascending
↓ Sort Descending

Filter Condition *

<Blanks>
 Filled
 Open

Search [Filter]

Edit Position Restrictions

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.

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A search bar with a magnifying glass icon and the text "Edit Position Restrictions". Below the search bar, a list item "Edit Position Restrictions Task" is highlighted with an orange border.

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

A form titled "Edit Position Restrictions". It contains a field labeled "Position *" with a dropdown menu icon. At the bottom, there are two buttons: "OK" (highlighted with an orange border) and "Cancel".

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

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Edit Position Restrictions

Position: Workforce Partner (Unfilled)

Organization: Alight Test Organization 1 (Marthay Manager's Manager)

Position Change Reason: [Dropdown]

Position Details

Last Updated: 03/06/2023

Job Posting Title * Workforce Partner

Available For Hire

Hiring Freeze

Hiring Restrictions | Qualifications | History

Availability Date * 01/01/2015 [Calendar]

Earliest Hire Date * 01/27/2023 [Calendar]

No Job Restrictions

Job Family: [Dropdown]

Job Profiles for Job Family (empty)

Job Profile: POLICE CORPORAL ... POLICE OFFICER ...

Job Description Summary: [Text Area]

Job Description: [Rich Text Editor]

Location: Government Plaza ...

Time Type: Full time

Worker Type: Employee

Worker Sub-Type: [Dropdown]

Default Weekly Hours: 40

Scheduled Weekly Hours: 40

FTE: 100%

Critical Job

Difficulty to Fill: [Dropdown]

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.

A screenshot of a search bar with the text "edit position" entered. Below the search bar, a dropdown menu is open, showing a single result: "Edit Position Task" with a document icon to its left. The result is highlighted with an orange border.

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

A screenshot of the "Edit Position" dialog box. The title "Edit Position" is at the top. Below it, there is a label "Position *" followed by a dropdown menu. The dropdown menu is open, showing a list of options. At the bottom of the dialog box, there are two buttons: "OK" (highlighted with an orange border) and "Cancel".

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

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Effective Date * MM/DD/YYYY

Reason

Job Details

Employee Type *

Job Profile *

Job Title

Business Title

Time Type *

Location *

Pay Rate Type

Working Time

Location Weekly Hours 40

Default Weekly Hours

Scheduled Weekly Hours

FTE 100%

Work Shift

Freeze/Unfreeze Position

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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.

A search bar with the text "freeze position" entered. Below the search bar, a dropdown menu is open, showing a single result: "Manage Position Freeze Task". The result is highlighted with an orange border.

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

A form titled "Manage Position Freeze". It has a field labeled "Position *" with a dropdown menu. Below the field are two buttons: "OK" and "Cancel". The "OK" button is highlighted with an orange border.

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

A form titled "Manage Position Freeze". It displays the following fields:

- Position Group: POLICE OFFICER
- Organization: SERGEANT
- Freeze/Unfreeze Reason: [Dropdown menu]
- Freeze/Unfreeze Date: * MM/DD/YYYY [Calendar icon]
- Last Updated: 12/04/2017
- Frozen:

The "Freeze/Unfreeze Reason" dropdown and the "Frozen" checkbox are highlighted with orange borders.

4. Click **Submit**.

A row of three buttons: "Submit", "Save for Later", and "Cancel". The "Submit" button is highlighted with an orange border.



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 cannot 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.

A search bar with the text "close position" entered. Below the search bar, a dropdown menu is open, showing a single option: "Close Position Task". The option is highlighted with an orange border.

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

A dialog box titled "Close Position". It contains a dropdown menu labeled "Position *" which is currently empty. Below the dropdown, there are two buttons: "OK" (highlighted with an orange border) and "Cancel".

3. Select **Close Reason** and **Close Date**.

A dialog box titled "Close Position" with a close icon in the top right corner. It contains several fields: "Position Group" (Benefits Partner (Unfilled)), "Organization" (Alight Test Organization 2 (Molli Manager)), "Close Reason" (empty dropdown, highlighted with an orange border), "Close Date" (MM/DD/YYYY with a calendar icon, highlighted with an orange border), and "Last Updated" (01/01/2015).

4. Click **Submit**.

Two buttons: "Submit" (highlighted with an orange border) and "Cancel".