

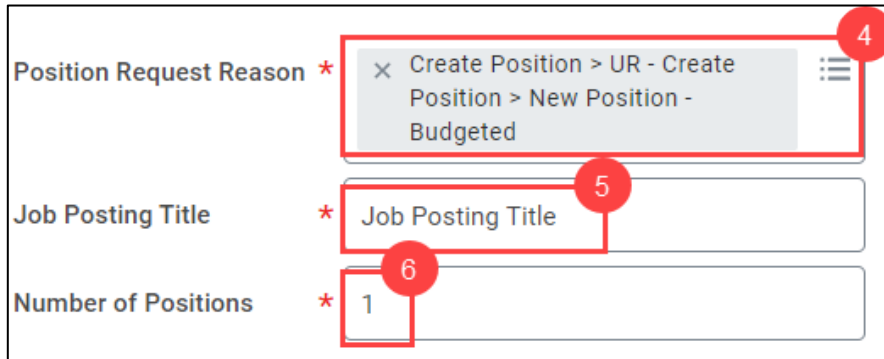
Create Position

A position can be created to recruit to fill immediately or to use later. Positions are created only in a Position Management (PM) Supervisory Organization. To create a position, complete the following steps:

Initiate Create Position

1. From the Workday Home Page, type **Create Position** in search bar and select task.
2. Select **Supervisory Organization**.
3. Select **OK**.

4. Select **Position Request Reason**.
The selected reason must be a reason in the “UR – Create Position” category.
5. Enter **Job Posting Title**. Use Job Profile Description if position not posted.
6. Enter **Number of Positions**.

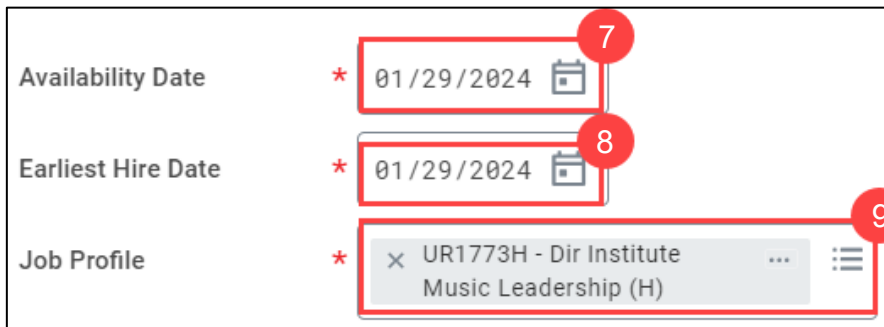


Position Request Reason *

Job Posting Title *

Number of Positions *

- On the Hiring Restrictions tab.
7. Select the **Availability Date**. This is the earliest the position will be available to open a job requisition.
 8. Select the **Earliest Hire Date**. This is the earliest date that the position can be filled.



Availability Date *

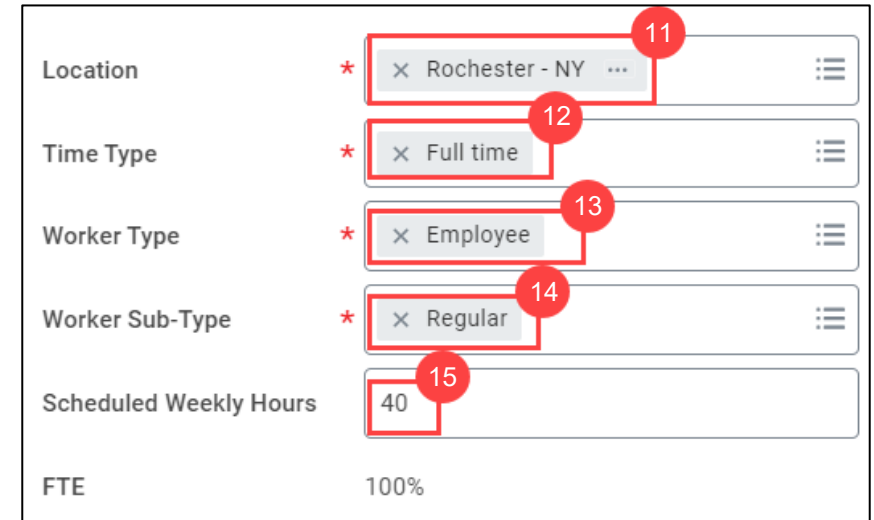
Earliest Hire Date *

Note that the Availability Date and Earliest Hire Date must be the same.

9. Select **Job Profile**. All job profiles start with 'UR' then the job code.
If the selected job profile belongs to the UR Faculty, then Job Category, Job Description, and Job Description Summary cannot be empty. (H) – denotes Hourly jobs, (C) – denotes Contingent Job Codes.

10. Optional: Enter **Job Description**.

11. Select **Location**, note the location must be a “Business Site.” Choose the building, not the specific room as location.
12. Select **Time Type**. The Scheduled Weekly Hours and FTE % fields auto populate. Scheduled Weekly Hours may require adjustment.
Time Type for Staff cannot be “Time as Reported / Per Diem” if Scheduled Weekly Hours is greater than or equal to 17.5 hours.
13. Select **Worker Type**, and the selected type Employee. The Worker Sub-type becomes selectable.
14. Select **Worker Sub-Type**. Choose Regular or Temporary



Location *

Time Type *

Worker Type *

Worker Sub-Type *

Scheduled Weekly Hours

FTE 100%

15. Update **Scheduled Weekly Hours**. FTE % auto populates. FTE % equals the Scheduled Weekly Hours divided by 40 hours.
For Student Worker positions, scheduled Weekly Hours cannot be greater than 20 hours.
16. Select **Submit**.

Create Position

Edit Additional Data

The initiator may complete Edit Additional Data tasks based on the job profile selected for the Create Position task. This requirement varies depending on the associated job profile. Additional Data may include Expected End Date, Add-on Budget Pay Amount, Faculty Search, and Third-Party IDs for student Job Postings. For more information, refer to the **Edit Additional Data QRC**. If this data is not applicable, this step can be skipped by clicking Skip or the Gear icon and choosing Skip.

Assign Organization

After completing Edit Additional Data tasks as applicable, the initiator will receive the **Assign Organization** task. The initiator should review the displayed organizations; no edits or actions are needed unless there is an error. For more information, refer to the **Change Organizational Assignments QRC**.

Default Compensation Change

After completing the Assign Organization task, the initiator must complete the Default Compensation Change task. Complete the Hourly, Unit Salary, and Allowance (if applicable) sections before selecting **Approve**. For more information, refer to the **Request Compensation Change QRC**.

Costing Allocations Questionnaire – FAO Information

After completing the Default Compensation Change task, the initiator must complete the FAO questionnaire for finance to approve the funding sources and the salary.

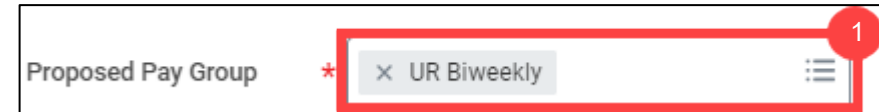
1. Enter each FAO and its associated percent in the following format: "OP123456-100%".
2. Enter salary amount in USD (US Dollars).
3. Optional: Attach relevant documentation for this new position request.
4. Select **Submit**.

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Assign Pay Group for Position Restriction

After completing the Costing Allocations Questionnaire – FAO Information task, the initiator must complete the **Assign Pay Group for Position Restriction** task.

1. Select **Proposed Pay Group**.



The screenshot shows a dropdown menu titled "Proposed Pay Group" with a red asterisk to its right. The selected option is "UR Biweekly", which is highlighted in a red box. To the right of the dropdown is a red circle containing the number "1".

2. Select **Submit**.

Assign Costing Allocation

After the Create Position request has been reviewed and approved, the initiator must assign costing allocations for the position. For more information, refer to the **Assign Costing Allocation QRC**.