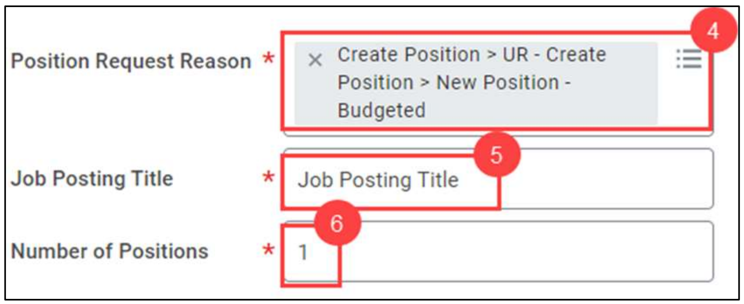
Create Position (Faculty)

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

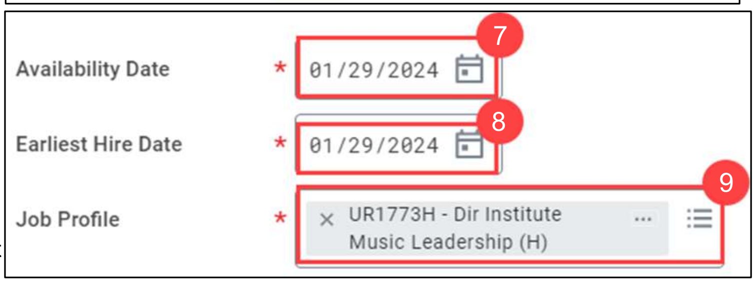
1. From the Workday Home Page, type **Create Position** in search bar and select task.
2. Select **Supervisory Organization.**
3. Select **OK.**
4. Select **Position Request Reason**. The selected reason must be a reason in the "UR – Create Position" category.
5. Enter **Job Posting Title**. Use Job Profile Description if position not posted.
6. Enter **Number of Positions**.



On the Hiring Restrictions tab.

7. Select the **Availability Date**. This is the earliest the position will be available to open.
8. Select the **Earliest Hire Date**. This is the earliest date that the position can be filled and cannot be before the Availability Date.

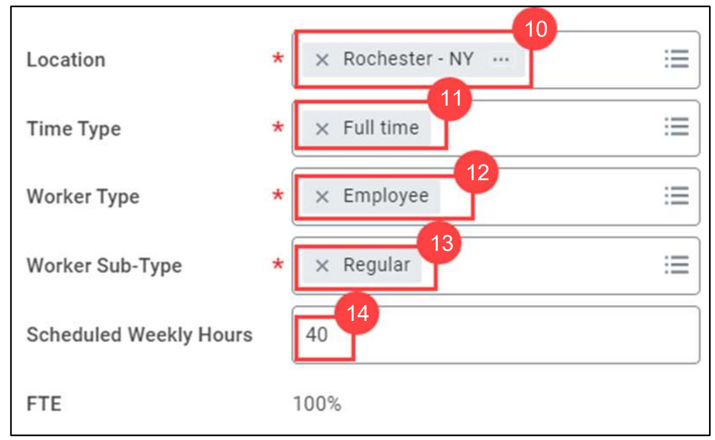
Note that the Availability Date and Earliest Hire Date may be different for faculty. The actual hire date cannot be before these dates.



9. Select **Job Profile**. All job profiles start with 'UR' then the job code.

For Faculty positions the Job Description and Job Description Summary fields cannot be edited. The position description must be provided as an attachment.

10. Select **Location,** note the location must be a "Business Site." Choose the building, not the specific room as location.
11. Select **Time Type.** The Scheduled Weekly Hours and FTE % fields auto populate. Scheduled Weekly Hours may require adjustment.
12. Select **Worker Type,** and the selected type Employee**.** The Worker Sub-type becomes selectable.
13. Select **Worker Sub-Type.** Choose Regular or Temporary



14. Update **Scheduled Weekly Hours**. FTE % auto-populates. FTE % equals the Scheduled Weekly Hours divided by 40 hours.
15. Select **Submit.**

myURHR

Create Position

Edit Additional Data

The initiator completes 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 includes Expected End Date, Add-on Budget Pay Amount, and the decision to send a position to **UR Faculty: Faculty Search**. Refer to Special Considerations on page 4 for further details about which positions require **UR Faculty: Faculty Search.**

Assign Organization

After completing Edit Additional Data tasks as applicable, the initiator will receive the **Assign Organization** task. For Faculty, the Employee Group must be entered. 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 finance documentation for this new position request.
4. Select **Submit.**

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.

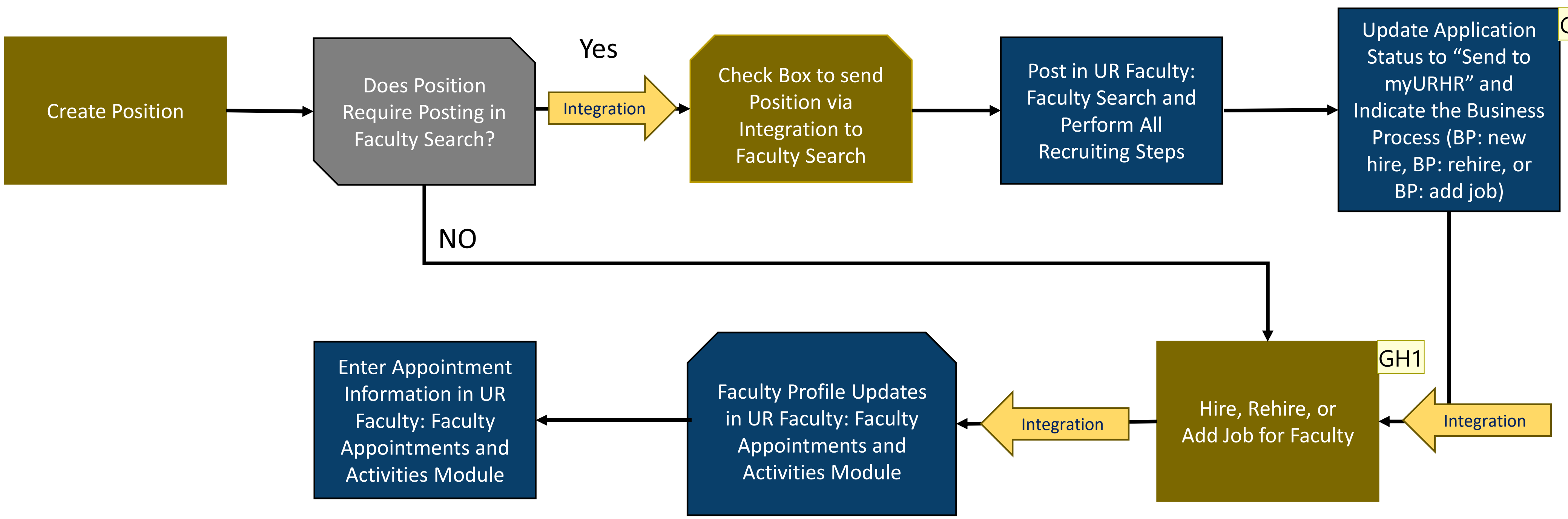
1. Select **Proposed Pay Group.**

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. You may need to utilize an Allowance Plan if this is an additional/secondary position (QRC coming soon).

Faculty Position and Hiring Process



Workday | UR Faculty | Branch Question | Integration

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myURHR

Slide 3

GH0 For this box: they need to select which BP
-New Hire
-Change Job
-Re-Hire
Grace Henderson, 2024-11-18T21:06:26.105

GH1 Check with Kathy or Kris E on what the integration kicks off
Grace Henderson, 2024-11-18T21:09:25.498

JQ2 Should we rename this slide to Hiring Faculty Process Flow?
Quadery, Jessy, 2024-11-22T22:25:29.911

Faculty Hiring Notes & Considerations

- Before creating a new position, check for unfilled positions to prevent duplications. All unfilled positions will be available under a Supervisory Organization's staffing tab – Positions Without Job Requisition.
- In general, positions in myURHR should be sent to UR Faculty: Faculty Search for recruitment. Exceptions include: promotions and no-pay appointments. All positions sent to UR Faculty: Faculty Search require a position description.
- Reminder: select the "N" option of the job profile for no pay appointments. This should eliminate the need to enter costing allocations for the position.
- Secondary appointments (defined as a subsequent [non-primary] appointment that confers affiliation but not responsibilities to the faculty member) and additional appointments (defined as a subsequent [non-primary] appointment that confers affiliation and responsibilities to the faculty member) do not need to be sent to UR Faculty: Faculty Search.
- Joint appointments (defined as a scenario in which multiple academic units combine to create a single appointment which confers both affiliation and responsibilities to the faculty member) should be sent to UR Faculty: Faculty Search by only one of the academic units.
- Administrative appointments with an underlying faculty position should be sent to UR Faculty: Faculty Search.
- Reminder: some positions require personnel actions: Provost or Board of Trustees (BOT) approval.
- Business process definitions:
  - **New Hire**: A candidate who does not have an employee/worker record in HRMS or Workday
  - **Rehire**: A candidate with an employee/worker record in HRMS or Workday. If prior work history is not disclosed, the HR Data team will conduct a comparison to identify individuals who may have a previous record.
  - **Add Job** - The add job process is used to hire an internal candidate into a new position without terminating their current position.

Support contact info:

- For guidance on personnel actions: FacultyAffairs@rochester.edu
- For guidance on how to use UR Faculty: URFacultyHelp@rochester.edu
- For guidance on which business process to use: ask-urhr@rochester.edu