# Create Position (Faculty)

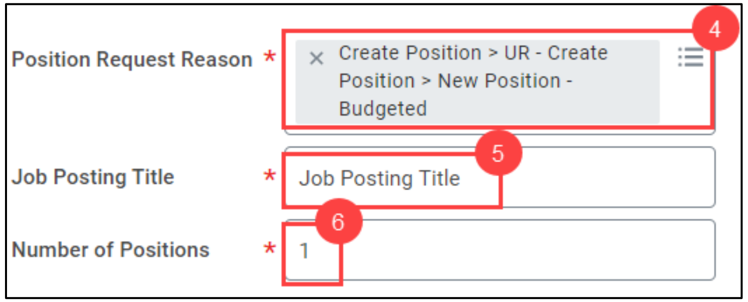
A position can be created to recruit to fill immediately or to use later. Positions are created only in a Position Management (PM) Supervisory Organization. To create a position, complete the following steps:

## 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.

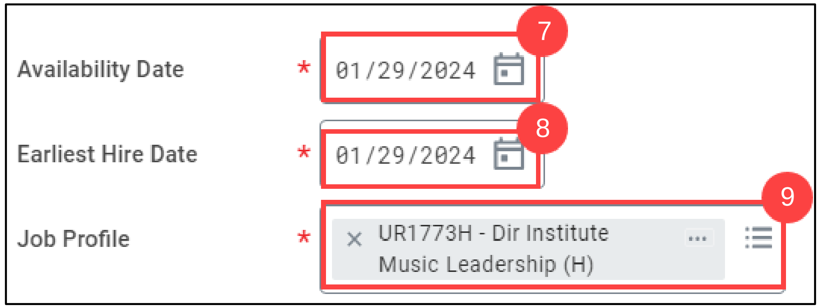
5. Enter **Job Posting Title**. Use Job Profile Description if position not posted.
6. Enter **Number of Positions.**




On the Hiring Restrictions tab:

7. Select the **Availability Date**. This is the earliest the position will be available to open. **(Do not use a future date for potential hires)**
8. Select the **Earliest Hire Date**. This is the earliest date that the position can be filled and cannot be before the Availability Date. **(Do not use a future date for potential hires)**

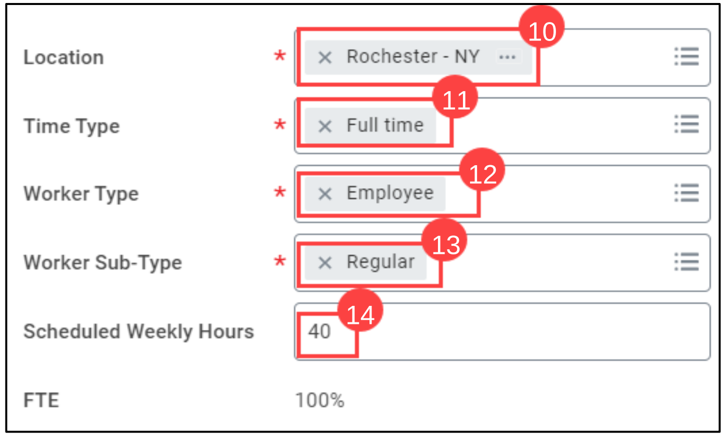
Note that the Availability Date and Earliest Hire Date may be different for faculty. The actual hire date cannot be initiated before these dates.




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.**

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# Create Position (Faculty)

## 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 format: “OP123456-100%”.
2. Enter the minimum 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. For employees with multiple positions, all positions must have the same pay group.

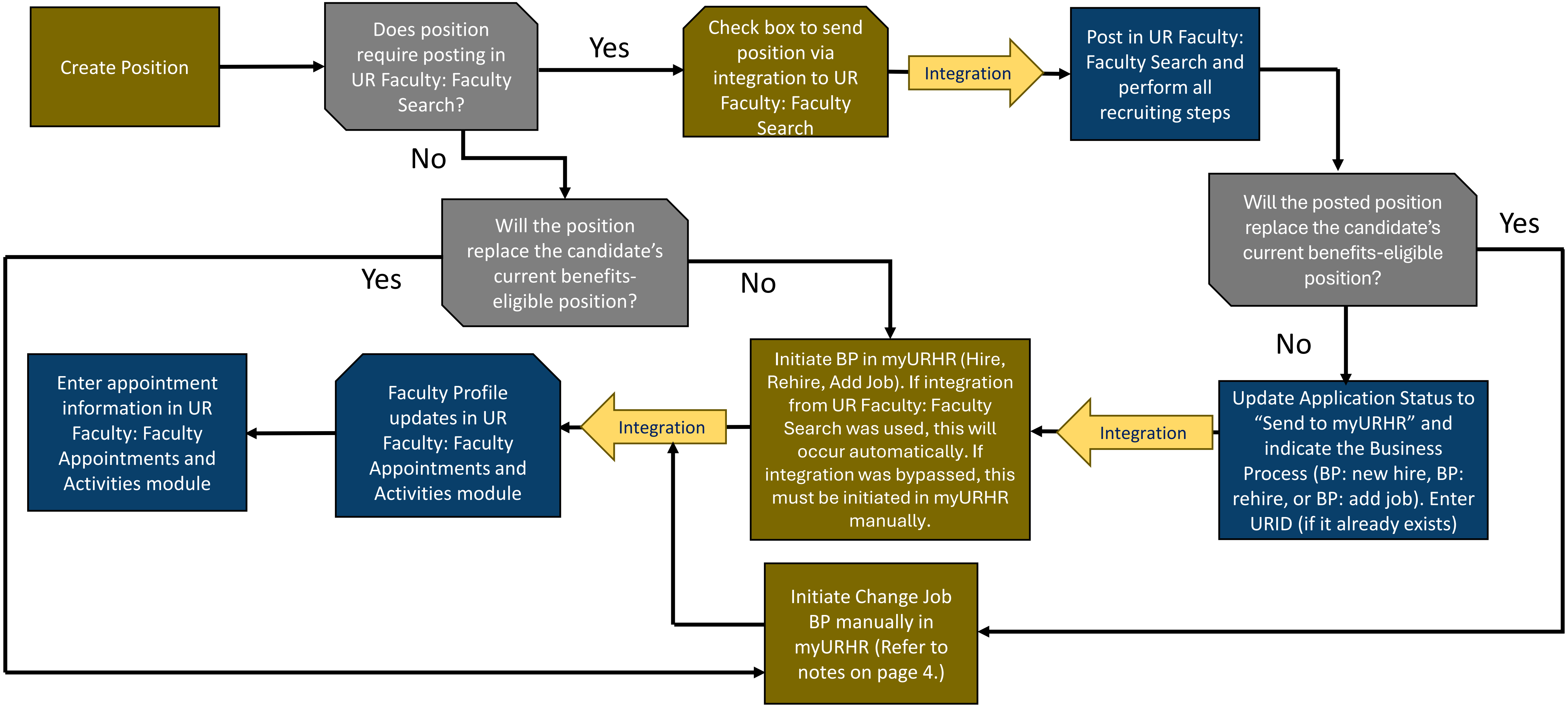
1. Select **Proposed Pay Group.**


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.

# Faculty Position and Hiring Process




Workday | UR Faculty | Branch Question | Integration

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# Faculty Hiring Notes & Considerations

**Check for duplicates**:

- 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.

**Notes on Recruitment in UR Faculty**:

- 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 requires a position description.

- **Change Job Note**: When a current benefits-eligible employee in your department is selected as the candidate to be hired for a faculty position, the selected candidate should not be sent to myURHR via integration. Instead, you must manually initiate the change job business process in myURHR to transfer the existing worker to the faculty position. Ex: a current benefits-eligible post-doc, resident, or assistant professor of instruction is selected for a full-time, tenure-eligible, assistant professor position. If the person is outside your department, the HR Data Service team will need to assess the transfer process.

**Notes on Types of Appointments**:

- **No-Pay or Secondary appointments:** defined as an appointment that confers affiliation but not responsibilities to the faculty member, do not need to be sent to UR Faculty: Faculty Search. When setting up the position, select the "N" option of the job profile. This should eliminate the need to enter costing allocations for the position.
- **Additional appointments:** defined as a subsequent [non-primary] appointment that confers affiliation and responsibilities to the faculty member, need to be sent to UR Faculty: Faculty Search.
- **Joint appointments:** defined as a scenario in which multiple positions combine to create a single appointment that confers both affiliation and responsibilities to the faculty member, should be sent to UR Faculty: Faculty Search by only one academic unit.
- **Administrative appointments:** with an underlying faculty position should be sent to UR Faculty: Faculty Search.

**Personnel Actions**: Some positions require personnel actions, such as **Provost or Board of Trustees (BOT) approval.** If you are uncertain if a position requires an action, consult with your unit's Faculty Affairs Officer or the Provost's Office for guidance.

**Check for existing URID**: upon selecting a candidate to hire into a position, you must check for an existing URID and, if one is found, enter it into the UR Faculty: Faculty Search hiring note to ensure that the proper BP is launched in myURHR.

## Business Process Definitions:

**New Hire** - A candidate who does not have any employee/worker record in HRMS or myURHR.

**Rehire** - A candidate with an employee/worker record in HRMS or myURHR. 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.

**Change Job** - Change job is used to initiate changes to an employee's existing position and job details. The change job process is used to promote, transfer, or move a worker within their supervisory organization or to a different supervisory organization.

## Support Contact Information:

For guidance on personnel actions: FacultyAffairs@rochester.edu

For guidance on UR Faculty: URFacultyHelp@rochester.edu

For guidance on myURHR: ask-urhr@rochester.edu

HR Data Services: URHR_Data_Team@UR.Rochester.edu



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