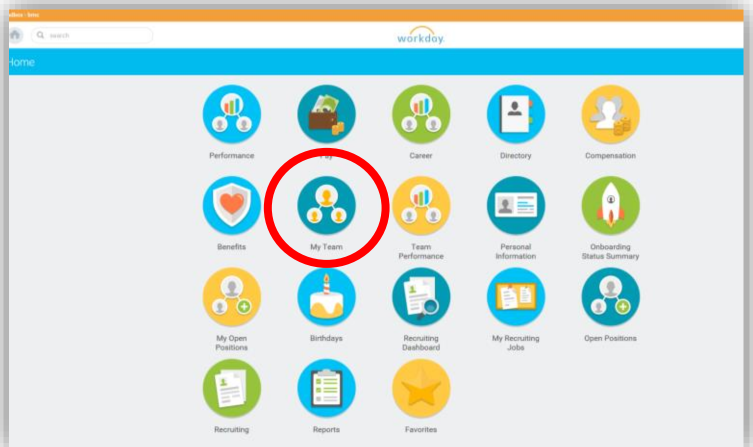
Creating a New Position in Workday

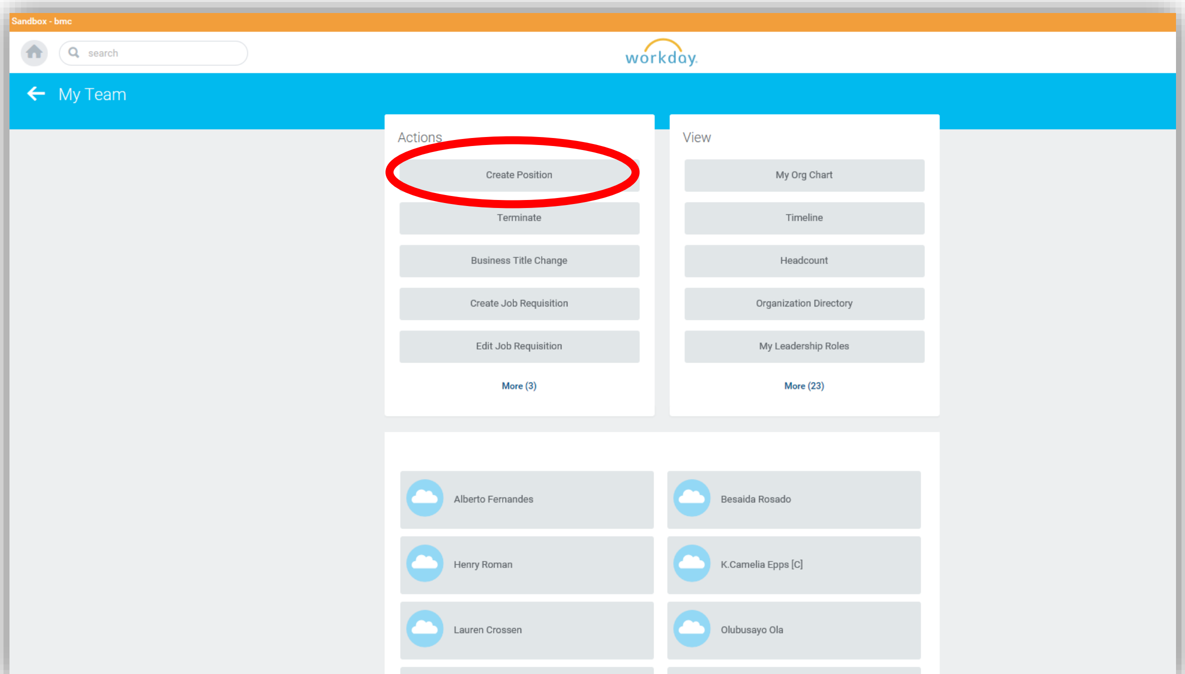
Improving BMC ● Operationally ● Financially ● Culturally

Creating new positions in Workday can occur for a multitude of reasons. When a new position is being created the manager is responsible for filling out a new positon and then a job requisition form in Workday. Until both forms are completed, Budget approval cannot occur. Provided below are step by step instructions on how to enter a position in Workday.

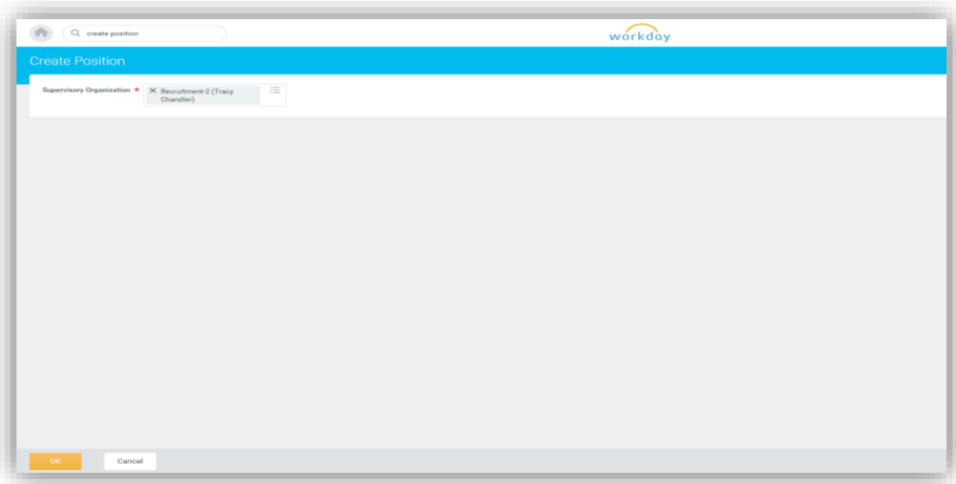
1) Log into Workday
2) On the home screen, select *My Team* Worklet



3) Select *Create Position*



4) A *Supervisory Organization* field will populate. If not prepopulated, please enter the department you would like to create the position for, then click *OK.*

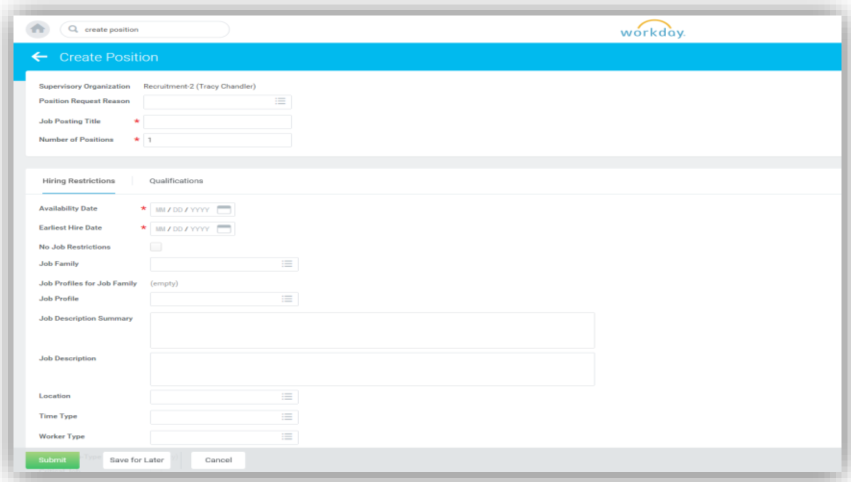


5) Fill out form in its entirety to create the position

- Position Request Reason: Choose appropriate reason
- Job Posting Title: Enter the name of the position
- Number of Positions: The number '1' will auto populate
    - **Note**: Only one position can be created at a time in Workday, any number other than '1' will result in the position needing to be cancelled.
- Availability Date: Enter in the date that the position is created
    - **Note**: If a future date is selected you will not have access or be able to take action until the *Availability Date* entered has passed.
- Earliest Hire Date: Enter in the date that the position is created
    - **Note**: If a future date is selected, the hiring process can continue. However, hiring actions are limited until the *Earliest Hire Date* entered has passed.
- Job Profile: Enter in the title of the job
    - **Note**: Type in the job title. Some titles have multiple options, select the best suited for the position. If the title desired does not appear, contact your Compensation Partner to have the title added into Workday.
- Job Description Summary: Outline of position tasks can be entered
    - **Note**: Currently working towards having the job description prepopulate, however, in the meantime please fill out the job description. If the description is not completed, your recruiter can enter the information in at a later date
- Location: Enter the location the new hire will be sitting
- Time Type: Enter either full time or part time
- Worker Type: Select *Employee or Contingent Worker*

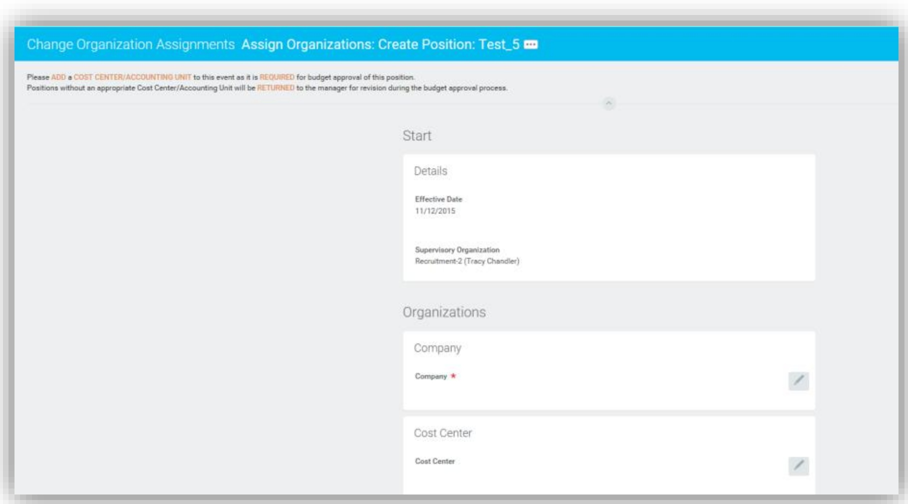
- Worker Subtype: Click on *Worker Type*, then select the type of employee the new hire will be
    - Selection can be: Per diem, Regular or Temporary

6) Once form is filled out, click *Submit.*



7) After the form is submitted, a new screen will appear alerting you that the position has been submitted.
8) Click *Open*, to edit and assign the cost center.
    - An Action Item will also be sent to the manager's Workday Inbox.

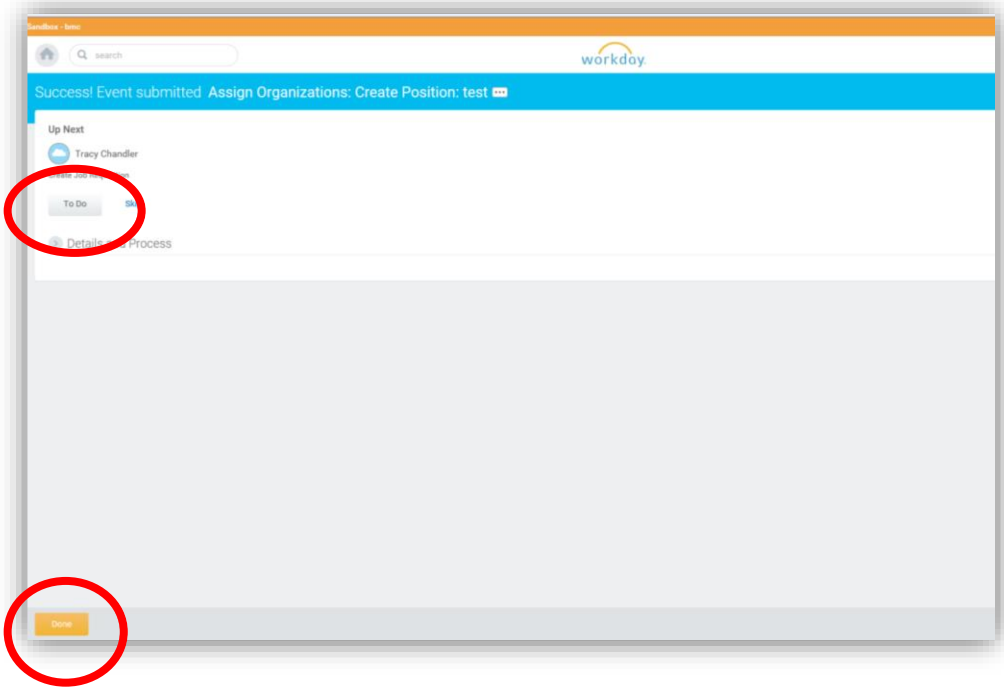
9) Fill in the fields under Organizations:
    - Company: BMC Company 100
    - Cost Center: Enter in the cost center for the position.
        - **Note**: Failure to enter cost center information will result in any requisition connected to the position to be declined.



10) Click *Submit.*

By clicking *Submit*, creating the position has been completed. The manager then will have two options:

1) By clicking *To Do*: Workday will guide the manager to create job requisition.
2) By clicking *Done*: Workday will send an *Action Item* to the manager's inbox to access at another time. Or the manager can access the new position through your *Supervisory Organization* Staffing Tab.



Please see *Entering a Job Requisition in Workday* Tip Sheet for further assistance.