





Create New Positions (People Leaders)

In Workday, the manager is responsible for initiating the creation of a position. After the position is submitted, the one-up manager will approve the position. Follow the steps below to create a new position and the assign a position to the organization.

CREATE A NEW POSITION

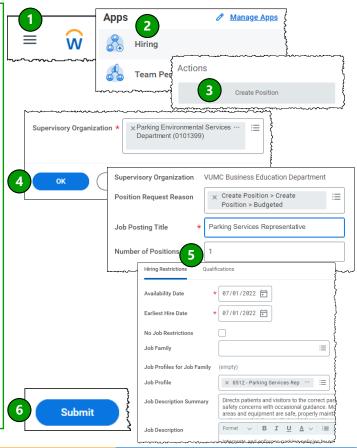
- 1. Select the Global Navigation menu.
- 2. Select the **Hiring** application.

Note: Select **Manage Apps** to add the **Hiring** app if not listed.

- 3. Select Create Position.
- 4. Ensure the correct **Supervisory Organization** has auto populated. Select **OK**.
- 5. Complete the required **position information** and **Hiring Restrictions** as needed.

Note: Selecting the appropriate **Job Profile** will auto-populate other information about the position, including minimum qualifications.

Select Submit to create an action item in your Inbox to assign organizations for this position.

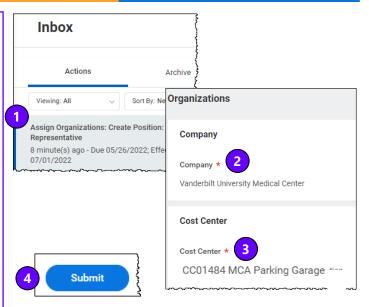


CHANGE ORGANIZATION ASSIGNMENTS FOR WORKERS

- 1. From your **Inbox**, select the **Assign Organizations** action.
- 2. Ensure the correct **Company** has auto populated.

Note: Selecting the appropriate **Company** is important for identifying and assigning the correct pay group and **Cost Center**.

- 3. Ensure the correct **Cost Center(s)** that fund this position automatically populate.
- 4. Select **Submit** to route the position request to your one-up manager.



QUESTIONS?

Please email BusinessEducation@vumc.org.

