



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

The screenshot shows the 'Create Position' form in Workday. Step 1 points to the Global Navigation menu (hamburger icon). Step 2 points to the 'Hiring' application in the 'Apps' section. Step 3 points to the 'Create Position' button in the 'Actions' menu. Step 4 points to the 'OK' button in the 'Supervisory Organization' dropdown. Step 5 points to the 'Number of Positions' field. Step 6 points to the 'Submit' button at the bottom of the form. The form includes fields for Supervisory Organization, Position Request Reason, Job Posting Title, Number of Positions, Hiring Restrictions, Availability Date, Earliest Hire Date, No Job Restrictions, Job Family, Job Profiles for Job Family, Job Profile, Job Description Summary, and Job Description.

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.

The screenshot shows the 'Assign Organizations' form in Workday. Step 1 points to the 'Assign Organizations: Create Position: Representative' action item in the 'Inbox'. Step 2 points to the 'Company' dropdown menu. Step 3 points to the 'Cost Center' dropdown menu. Step 4 points to the 'Submit' button at the bottom of the form. The form includes fields for Company, Cost Center, and a 'Submit' button.

QUESTIONS?

Please email BusinessEducation@vumc.org.