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. After the position has been approved, you will also need to create a job requisition for it to be posted. Follow the steps here.
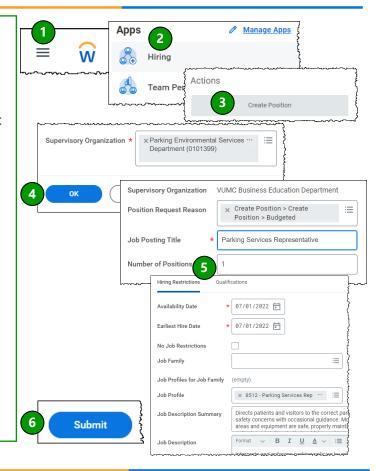
CREATE A NEW POSITION

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 **My Tasks** inbox to assign organizations for this position.

CHANGE ORGANIZATION ASSIGNMENTS FOR WORKERS

1. From the **My Tasks** 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.