



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 **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.

The screenshot shows the 'Create Position' workflow in Workday. Step 1 points to the 'MENU' icon. Step 2 points to the 'Hiring' application. Step 3 points to the 'Create Position' button in the 'Actions' menu. Step 4 points to the 'OK' button in a dropdown menu for 'Supervisory Organization'. Step 5 points to the 'Job Profile' field, which is populated with '8512 - Parking Services Rep'. Step 6 points to the 'Submit' button at the bottom of the form.

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 the 'Inbox'. Step 1 points to the 'Assign Organizations: Create Position Representative' action item. Step 2 points to the 'Company' dropdown menu, which is set to 'Vanderbilt University Medical Center'. Step 3 points to the 'Cost Center' dropdown menu, which is set to 'CC01484 MCA Parking Garage tion'. Step 4 points to the 'Submit' button at the bottom of the form.

Note: Once the position is approved, the hiring manager will receive a task in their **My Tasks** inbox to **Assign Costing Allocation for Create Position**. This task is **required** before a Job Requisition for the position can be submitted. Guides to assist with Costing Allocations are available [here](#).