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 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.