



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 then 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.

The screenshot shows the 'Create Position' workflow 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, which is set to 1. Step 6 points to the 'Submit' button at the bottom of the form. The form fields include: Supervisory Organization (VUMC Business Education Department), Position Request Reason (Create Position > Create Position > Budgeted), Job Posting Title (Parking Services Representative), Number of Positions (1), Availability Date (07/01/2022), Earliest Hire Date (07/01/2022), No Job Restrictions (checkbox), Job Family, Job Profiles for Job Family (empty), Job Profile (8512 - Parking Services Rep), Job Description Summary (Directs patients and visitors to the correct parking areas and equipment are safe, properly maintained), and Job Description.

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.

The screenshot shows the 'Assign Organizations' form for a 'Create Position: Representative' task. Step 1 points to the task title. Step 2 points to the 'Company' dropdown, which is set to 'Vanderbilt University Medical Center'. Step 3 points to the 'Cost Center' dropdown, which is set to 'CC01484 MCA Parking Garage'. Step 4 points to the 'Submit' button at the bottom of the form. The form also shows the task details: '8 minute(s) ago - Due 05/26/2022; Effective 07/01/2022'.