

Today's Date: \_\_\_\_\_

**HR Partner Position Checklist – SP Create Position**

**If a field is not applicable, please enter N/A  
Essential items for Workday business process are marked with an asterisk.**

This checklist is to be used as a guide to ensure all the sections are selected in compliance with the business process.

*Create Position: A new position is created in an organization withing Workday. The position can be created within a job requisition or a stand-alone business process.*

**Basic Information: Please enter incumbent and position information below.**

Effective Date\*: \_\_\_\_\_ Time Type\*: \_\_\_\_\_ Employee Type\*: \_\_\_\_\_

Job Profile\*: \_\_\_\_\_ Business Title\*: \_\_\_\_\_

Location: \_\_\_\_\_ No. of Positions to Create: \_\_\_\_\_ FTE\*: \_\_\_\_\_

Notes:

**Workday Business Process Checklist: Essential items are marked with an asterisk**

	New SP reason selected*
	Job Posting Title updated*
	New Job Profile selected*
	Job description entered*
	Each job duty has a percentage adding up to one hundred percent*
	Location added.
	ADA/Supplemental Questions added.
	Skills added, if needed.
	Education and experience requirements selected (job profile minimum requirements selected as required)

Completed by: \_\_\_\_\_