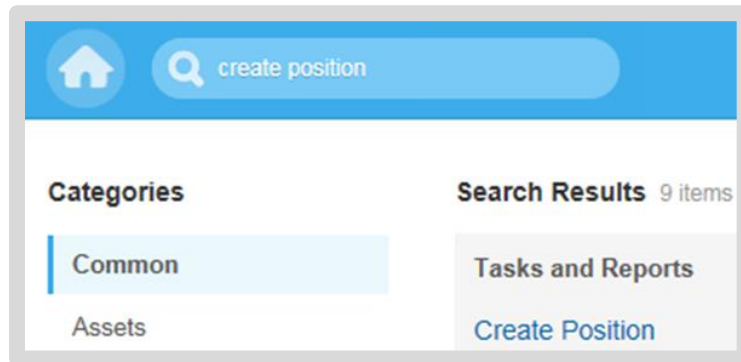


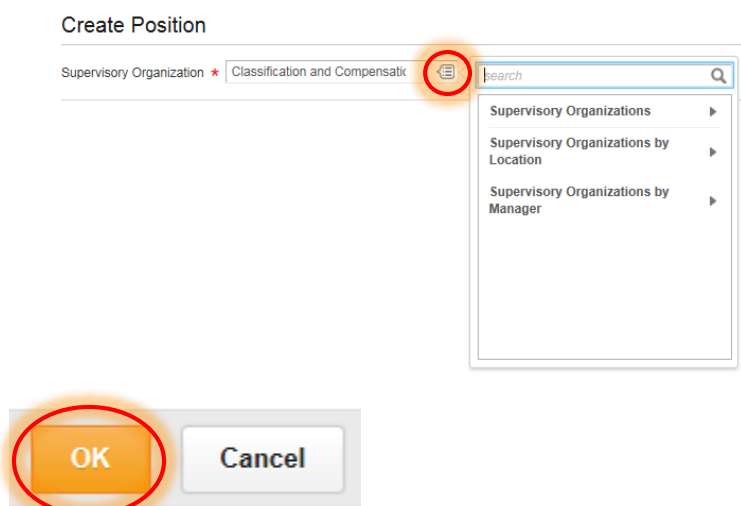
Use this process to create a new position in Workday for the first time

From the Home Screen (as an **Initiator**):

1. Type "Create Position" in the search box and press ENTER.



2. Click on "Create Position"
3. The Supervisory Organization of the Manager will default into the selection box. Click "Ok." If there is more than one Supervisory Organization, click the prompt to use the selection menu.



4. This is the Create Position page under the Hiring Restrictions tab. Please fill in the following fields: **Position Request Reason** (New SP/AMP Position), **Job Posting Title** (Working Title), **Number of Positions** (defaults to 1), **Availability** and **Earliest Hire Dates** **Job Profile** – Job Description Summary will be pulled automatically from the Job Profile, select **Job Family**, enter the **Job Description** (Essential and Marginal components for *SP* or *AMP*); **Location**; **Time Type**; **Worker Type** (Employee); and **Sub-Worker Type**.

This screenshot shows the 'Create Position' form with numbered callouts 1 through 8. The form is divided into two tabs: 'Hiring Restrictions' (selected) and 'Qualifications'. The fields are as follows:

- 1. Position Request Reason: search
- 2. Job Posting Title: *
- 3. Academic Tenure Eligible: ☐
- 4. Number of Positions: * 1
- 5. Job Family: search
- 6. Job Profiles for Job Family: (empty)
- 7. Job Profile: search
- 8. Job Description Summary: (empty)
- 9. Job Description: (empty)
- 10. Location: search
- 11. Time Type: search
- 12. Worker Type: search
- 13. Worker Sub-Type: (empty)
- 14. Critical Job: ☐
- 15. Difficulty to Fill: search

Position Management:

Create Position SP/AMP

Hiring Restrictions

Qualifications

Availability Date

*

05/01/2015

Earliest Hire Date

*

05/01/2015

No Job Restrictions

☐

Job Family

search

Support Personnel

Job Profiles for Job Family

Telecommunications Specialist

Systems Programmer ***

Stores/Receiving Clerk

Sr. Telecommunications Services Specialist

Senior Secretary

Senior Registered Nurse

Senior Purchasing Agent

Senior Police Service Technician

Senior Police Communications Operator

Senior Motor Vehicle Operator

More (71)

Job Profile

search

Human Resources Representative

Job Description Summary

Recruits applicants for employment by prep and referring the most appropriate and qual regulations, and standards. Explains bene these programs. Reviews position descript

Job Description

40% - Essential: Processes AMP and SP p PeopleAdmin system reviewing entered da departments as needed. Also responsible

20% - Essential: Assists customers with H questions in compliance with the University

15% - Essential: Work on reports used to r

Location

search

Boca Raton

Time Type

Full time

Worker Type

Employee

Worker Sub-Type

search

Regular

Critical Job

☐

Difficulty to Fill

search

Hiring Restrictions

Qualifications

Certifications

+

Required

Country

Competencies

+

Required

*Competency

Education

+

Required

*Degree

Work Experience

+

Required

*Work Experience

Languages

+

Required

*Language

Responsibilities

+

Required

*Responsibility

Training

+

Required

*Training

5. Next, scroll to top of page and select the **Qualifications** Tab. Insert appropriate **Education (Degree Only)** and **Work Experience (At least Minimum Qualifications)**, by clicking on "+" sign in each respective row.

Position Management:

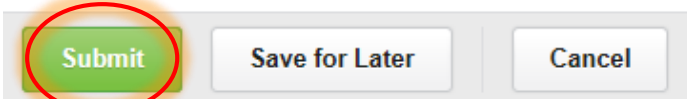
Create Position SP/AMP

6. ADA/Supplemental Questions: these will be housed within the **Responsibilities** section. Check the "required" box for each component that is required of the position.

Responsibilities 54 items

+	Required	*Responsibility
-	<input checked="" type="checkbox"/>	ADA: Physical C likely consists of
-	<input type="checkbox"/>	ADA: Physical De necessarily from t
-	<input type="checkbox"/>	ADA: Physical De weather


7. When finished, enter any appropriate comments and click "Submit" for the next approval level or "Save for Later."



Approval Step: (as **HR Partner** if not an initiator):

8. Review Position Request
9. Click "Approve", "Deny", "Send Back", "Save for Later", or "Cancel"



Change Organization Assignments: (as **Compensation Partner** if not an initiator):

10. Scroll down to **SmartTag** row under "Other" section and click the EDIT icon  at the end of the row.

11. Search for and select the appropriate SmartTag using the search box.

12. Click "Submit"

Request Default Compensation: (as **Compensation Partner** if not an initiator):

13. Scroll down to the Salary(AMP) or Hourly(SP) row and click the EDIT icon  at the end of the row.
14. Enter amount in pop-up window and click DONE
15. Click on the CHECK icon  (will annualize hourly rate)
16. Click "Approve" at the bottom of page.


Process will route to Compensation Central Partner. It will then route to the HR Partner to:

Assign Pay Group: (as **HR Partner**):

17. Click on Prompt to select "FAU Bi-Weekly" for Proposed Pay Group. Then click Submit.

Assign Pay Group for Position Restriction

2 minute(s) ago - Effective 06/11/2015

Event	★ Assign Pay Group for Position Restrictions Event: Create Position: Coordinator - ABC
Supervisory Organization	College of Nursing (Dr. Marlane Smith (200022596))
Position	(empty)
Effective Date	★ 06/11/2015
Current Pay Group	(empty)
Proposed Pay Group	★ <input type="text" value="search"/> 

Position Management:

Create Position SP/AMP

Assign Costing Allowcation: (as HR Partner):

18. Click on the ADD button

Assign Costing Allocation for Create Position

Click on the ADD button to open up the first costing allocation. Enter a Start Date and if applicable add another allocation, click on the plus (+) sign and enter another Costing Override. Be sure to

Event Costing Allocation for Create Position: 10008756 Coordinator - ABC
Effective Date 06/11/2015
Costing Allocation Level * Position Restriction

Add

19. Enter the start date (today's date) and click on the "+" sign to add the Costing Allocation. The SmartTag information will default in.

Start Date * 06/11/2015

End Date

Current Attachments

Costing Allocation Attachments

		Order	Default (As of Start Date)
+	-	▼ ▼	Business Unit: BU001 Boca
			Cost Center:
			Fund: FAU_F0000 Grants and Aids
			Program:
			SmartTag:

20. Click Submit

Submit Security Request for Position: (as Manager):

21. Submit an OIT Ticket to the Workday security team to assign the appropriate user roles to this position if applicable (Manager, Comp Partner, HR Partner, etc.). Once this is complete, click Submit to clear this "TO DO" item.

Complete To Do Submit Security Request for Position

5 minute(s) ago - Effective 06/11/2015

For College of Nursing (Dr. Marlaime Smith (Z00022596))
Overall Process Create Position: Coordinator - ABC
Overall Status Successfully Completed
Due Date 06/18/2015
Instructions Please submit the security request form to the Help Desk.

Submit

Save for Later

Cancel