CREATE POSITION - Primary Business Process

1.) Type Create Position in the Workday search bar and hit ENTER
2.) Select Create Position task.
3.) Supervisory Organization choose based on immediate supervisor (type partial name and hit enter).
4.) Position Request Reason should be "Create Position - New".
5.) Job Posting Title should be the position title (or working title). For faculty position the Job Posting Title should be "Summer – Current Title", i.e. Summer – Assistant Professor.
6.) Number of Positions, if you need more than one of the same position type, you can enter more than one.
7.) Availability Date and Earliest Hire Date both need to be set as 5/1/2018
8.) Job Family → SKIP do not enter or choose
9.) Job Profile is the title code. Use the same primary job profile as the primary job.
10.) Job Description Summary → SKIP do not enter details
11.) Job Description → SKIP do not enter details
12.) Location
13.) Time Type
   a. If 40 hours (100% FTE) choose Full Time
   b. If less than 40 hours choose Part Time
14.) Worker Type choose “employee”
15.) Worker Sub-Type choose “faculty” or “graduate assistant”

CLICK SUBMIT

DEFAULT COMPENSATION - Sub Process of Primary Business Process

1.) Scroll down to SALARY section, click ADD
2.) Compensation Plan type the word “salary” and hit enter
3.) Amount type the planned monthly amount
   a. IMPORTANT this is a place holder – actual compensation, FTE and period are entered in add job process. The system just needs something here in order for you to submit.
4.) Frequency select monthly
5.) Click the check mark to save.

CLICK APPROVE

CHANGE ORGANIZATION ASSIGNMENTS- Sub Process of Primary Business Process

1.) Leave as is (no changes)

CLICK SUBMIT

ASSIGN COSTING ALLOCATION – Sub Process of Primary Business Process

1.) Click ADD, enter the account number into the Work Tag box. If there are split accounts, add another line and enter the percent associated. Total should be 100%.

CLICK SUBMIT

Questions: Contact AgriLife Human Resources P: 979-845-2423