

Create Position *SUMMER FACULTY PROJECT*

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"

Primary Job Profile Codes

U7120 - Assistant Professor
U7224 - Associate Professor
U7100 - Professor
U7628 - Lecturer
U7832 - Senior Lecturer
U7520 - Instructor
U9009 - Grad Asst Teaching
U9004 - Grad Asst Research
U9003 - Grad Asst NonTeach

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

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