

Helpful Hints

- **Create positions first**, then add a requisition or move a person during change job. When performing a change job that is a promotion, you will change the Job Profile, not the Position. Regardless of when a position is created, ALWAYS enter **Default Compensation** (except for student workers).
- **Edit Position Restrictions** - Default position information. Defines the “chair” an employee will sit in. Can be used for filled or unfilled positions to update qualifications, skills, location, worker type, worker subtype, time type. You will be presented with a **Default Compensation** step. Do not skip, cancel, or avoid it. You don’t have to change it (although you may want to), but you should complete and submit it normally. Edit Position Restrictions changes the position and does not touch the employee at all. Nothing that is related to Edit Position Restrictions and the Default Compensation will affect a worker’s job profile, compensation, or the merit process. You have to do a Change Job (can change job attributes such as a job profile as well as compensation) or Request Compensation Change (changes compensation but not job attributes) to actually affect what a person is being paid.
- **Edit Position** - Used to correct job details of a filled position (HR Partner)
- **Job Posting Title** – This is the title that will show on the job requisition.
- **Hiring Restrictions**
 - Availability Date and Earliest Hire Date – Enter today’s date or a prior date
 - Leave Job Family blank
 - Job Profile = title for the position.
 - Job Description – expand field to view in full screen mode.
 - Modify duties as necessary for the position.
 - If qualifications are not included, click on the “Qualifications” tab for required education and experience and enter that information as text into the job description field This will allow the required education and experience to be shown in the job requisition.
 - Add bold, italics, spacing, etc. The job requisition information will be pulled from this field and viewable as entered in this field.
 - Time Type –
 - Full time = 40 hours/week
 - Part time = anything less than 40 hours/wk
 - Worker Type = Employee
 - Worker Subtype = Faculty, Staff, Graduate Assistant, Student Worker, Temporary Casual
 - Temp/Casual worker type cannot be employed at 50% or more FTE and a work term of 4.5 months or greater. Temp/Casual worker subtype will not be benefit eligible.
 - If the employee will be working 50% or more and for a term of 4.5 months or greater, worker subtype must be “Staff” or “Faculty” to support benefits eligibility.

Other BPs triggered

- Default Compensation Change
 - Total Base Pay will be updated when the salary or hourly amount is entered further down the screen.
 - Guidelines section – Leave blank. This is information from the pay plan. If the job profile (title) is not in the pay plan, the pay range will say \$0 - \$500,00 and commensurate.
 - Monthly or Hourly base salary is entered in either the “Salary” or the “Hourly” field. Compensation Plan is either “hourly” or “salary” (monthly paid).
 - Allowance – typical allowances are:
 - County funding – AgriLife Extension
 - Cell Phone Service Allowance
- Change Organization Assignments
- Assign Costing Allocation for the position

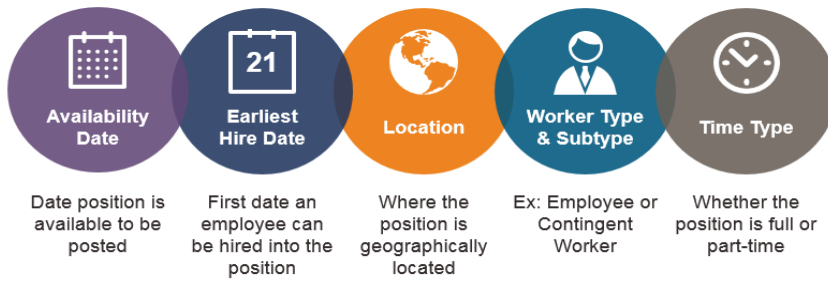


A **position** is essentially a seat that needs to be filled within Workday

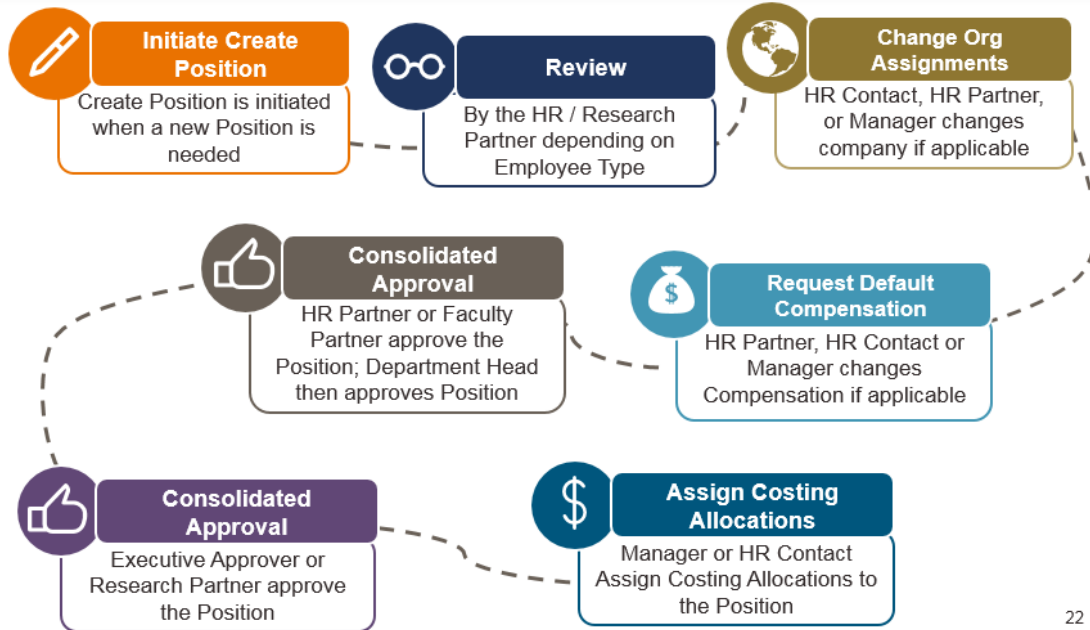


Position Hiring Restrictions

When a position is created, you must indicate hiring restrictions for the categories listed below. These categories set the requirements about who can be hired into the position and they will feed over to the requisition that follows



Create Position – Process Flow



22

Position Management Business Processes



Create Position

Used to create a new position and enter any hiring restrictions or other qualifications



Edit Position

Used to make corrections to the job details of a filled position



Change Default Compensation

Sub-process used to modify default compensation for a position in order to assign a specific salary



Edit Position Restrictions

Used to make changes to the hiring restrictions and qualifications of a position



Assign Costing Allocation

Sub-process used to allocate payroll costs when a new position is created



Close Position

Used to close a position that is no longer needed, has been eliminated by reorganization or for which funding has ended