HCM: Manage a Position

Manager Last Modified: July 1, 2025

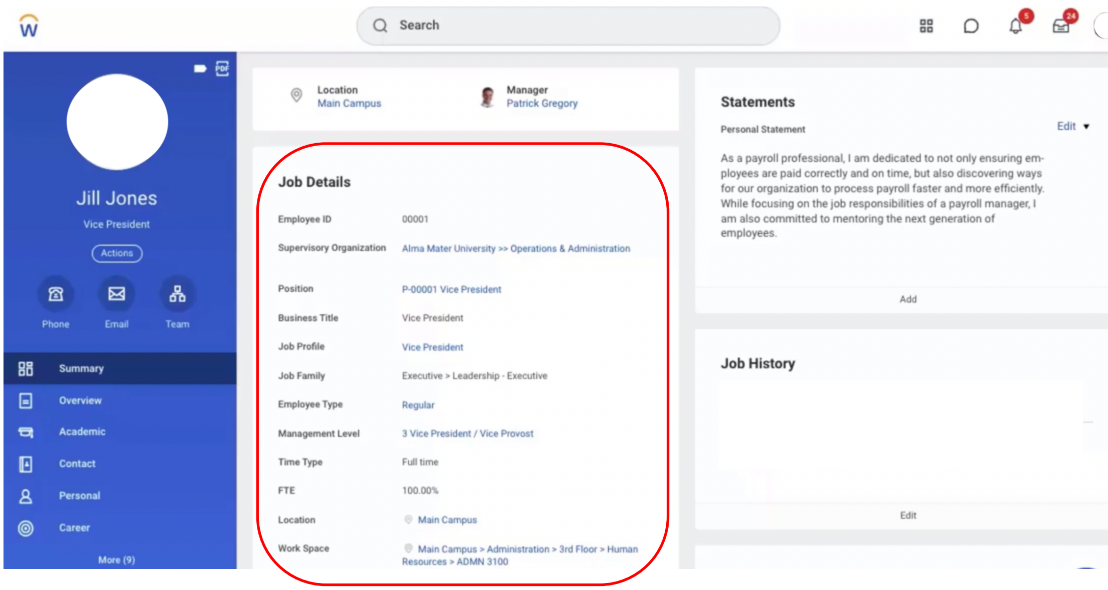
About Positions in Workday

A Position is an object in Workday that holds information about the work and tasks commonly conducted in a "job". It is separate from the Worker and can be connected to only 1 worker at a time. Each position has different statuses, including Filled, Vacant, Frozen, or Closed. This Job Aid includes instructions in how to Create and Manage your Positions.

View a Position

From the homepage:

1. Open the Worker Profile from the upper-right corner menu icon.
2. Review the contents of your Worker Profile or the Profile of a person on your Team:



The items included in this section are attributes tied to the Position associated with this Worker.

3. You can also view the Positions on your Team by reviewing the "Team" button from your Worker Profile menu. The "boxes" beneath your Name are Positions on your team. Any position that's Vacant appears as a box, but without a person's name in it.

Things to Consider when Creating a Position

4. It is important to carefully manage your Positions in Workday.
5. Do not create a position if you don't have to – always start with the intent to reuse existing positions and consider which attributes may need to change (e.g. Location, Time Type, etc...) in case the worker coming in has different attributes.
6. If the position is changing a great deal, then it's right to create a new position vs. editing the existing one.

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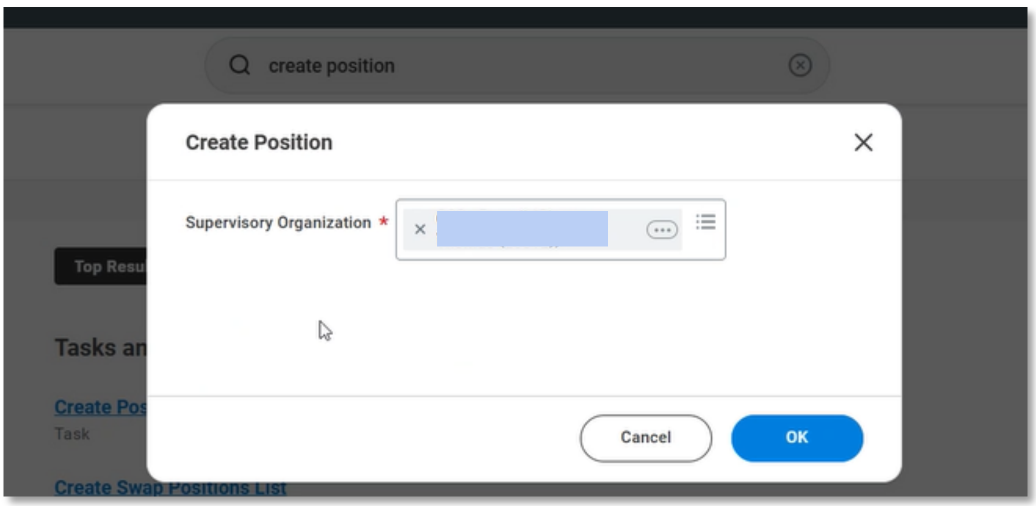
Create a Position

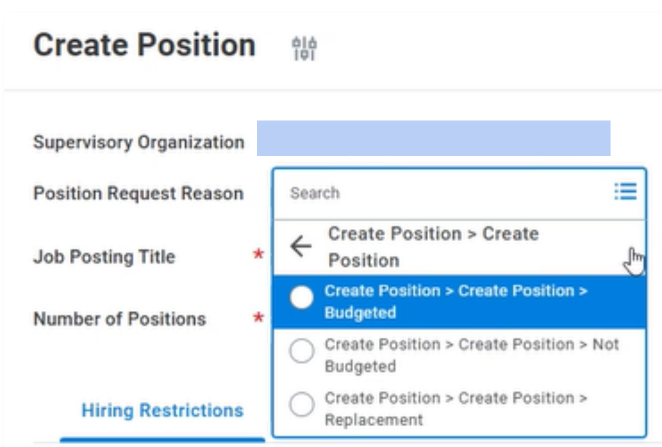
1. In the search bar, type “Create Position”.

> Note: If the phrase does not appear, you do not have permission to create a position. This permission is often assigned to a Manager. Please contact Workday Support to request permission to Create a Position, if you are required to create one.

2. Once you hit “Enter” in the search bar, the screen will darken and you will see this small window appear, asking you to select the Supervisory Organization this Position will belong in. The default is the Supervisory Organization of the person who is creating the position, the one that they Manage. If you have more than one Supervisory Organization, then choose the one that best suits the position you plan to create. You are unable to create a position in someone else’s Supervisory Organization.

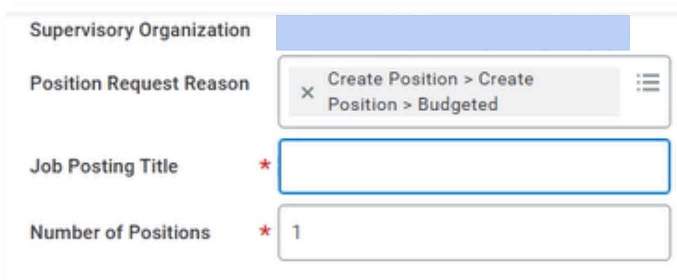


3. The “Create Position” data entry screen now appears. Complete the values in each field, as required with the red asterisk “*” and review all other fields for data accuracy.
    a. Choose the “Position Request Reason”, capturing the reason this position is being created.



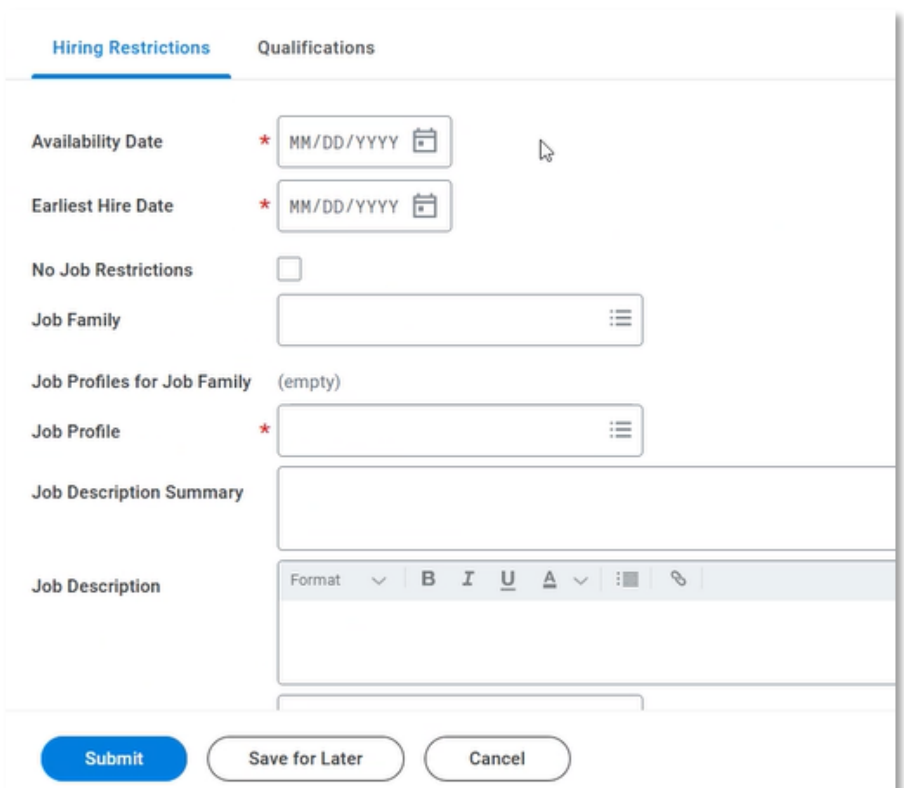
b. Next, give this position a Title in the “Job Posting Title” field, even if you do not plan to post for this position. Use this naming convention:

JOB POSTING TITLE NAMING CONVENTION



c. Choose the number of Positions you plan to create. Most of the time, you will use the default value of “1”, but if you plan to create more than one position on your team, with the exact same attributes, then change this value to the total number of positions you plan to create.

d. In the next section, you are going to add in the “Hiring Restrictions” or just basic Position attributes for whether you plan to hire for this position or not.



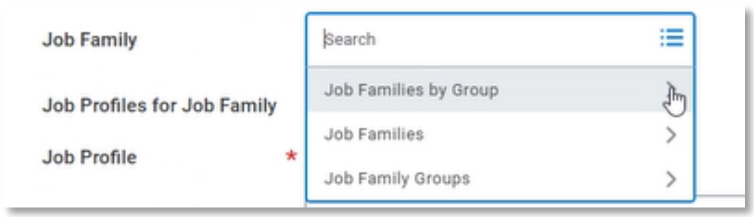
e. Choose the first date this position is available for use.

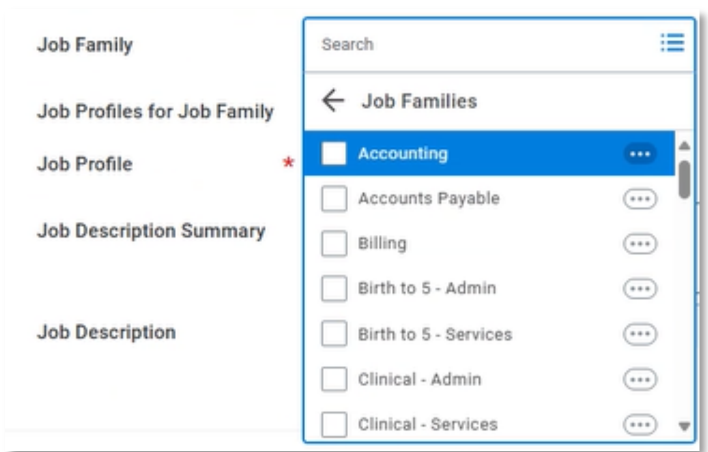
f. Choose the “Earliest Hire Date” if that date is later then when the Position is Available. Most often, these two dates can be the same.

g. Skip over “No Job Restrictions”

h. Now select the Job Family and Job Profile that best describe the tasks to be performed by the Worker in this position:

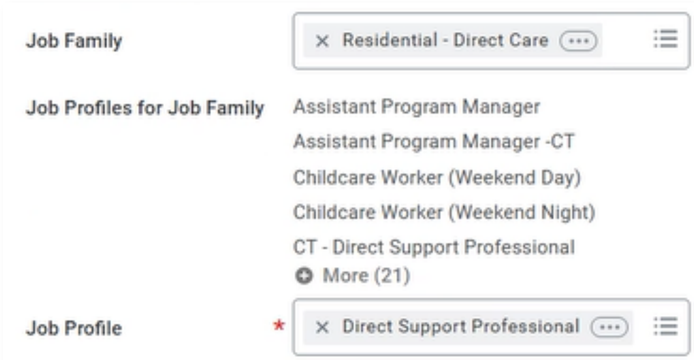
   i. Start with “Job Families” to see the full list and select the right one:





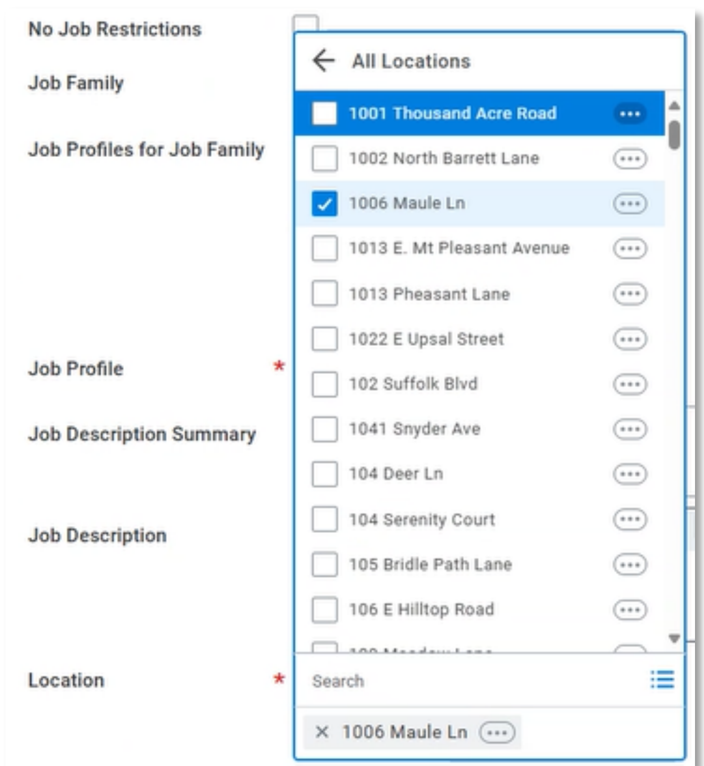
   ii. Once selected, you’ll notice the system recommends some Job Profiles for you. If you see the one you want, you can start typing the words into the Job Profile box until the you select the one you want.

   iii. If you do not see the one you want, click on the “Job Profile” box and navigate the menu item “Job Profiles” to see the full list. You can also type the words of the Job Profile you want to see the different options available.



Note: The Job Descriptions might not be loaded. Therefore, you might not see anything appear in the Job Description field once a Job Profile is selected. You are not required to enter values in this box. Just proceed to the next step.

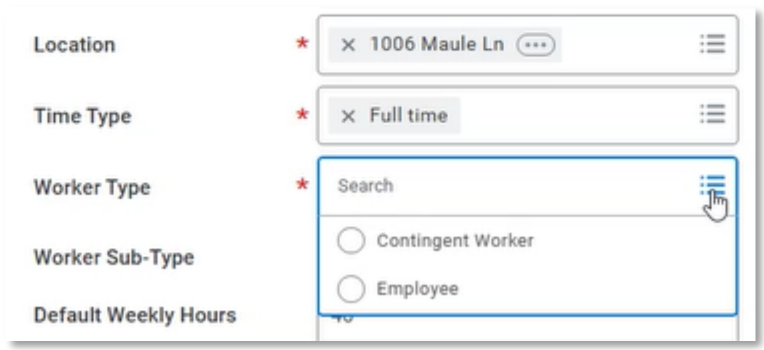
i. Now select the Location this Position will be tied to:



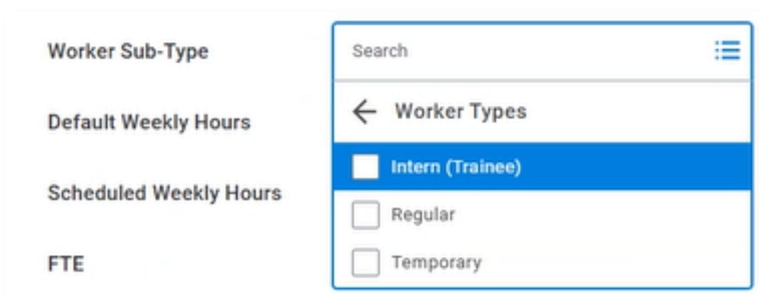
Note: If the location is “Location Free” then....

j. Next, choose “Full Time” or “Part Time” for the Time Type.

k. Choose “Worker Type” to indicate if this is an Employee or a Contingent Worker (e.g. Contractor)



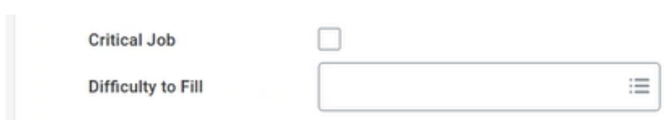
l. Choose “Worker Sub-Type” to indicate which type of Employee this is (Intern, Regular, or Temporary):



m. Review Default Weekly Hours and Scheduled Weekly Hours and adjust as needed. The difference between the two values creates the FTE % value (i.e. 100% where the values are equal).

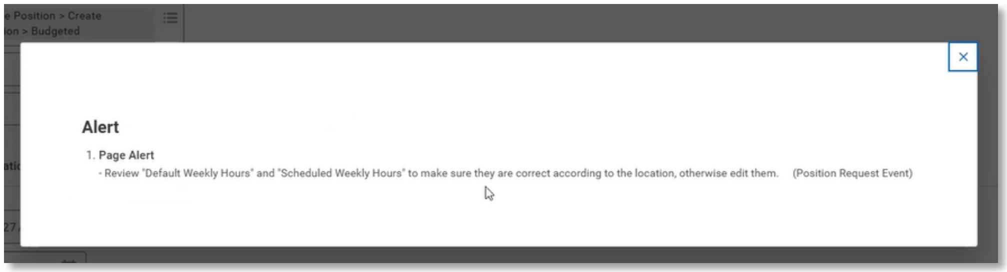
NOTE: These values are set according to the Location that was selected, which may or may not apply to every Worker at that site.

n. Finally, note if this is a Critical Job (e.g. important for Service Delivery) or Difficult to Fill. Most of the time these will remain blank.

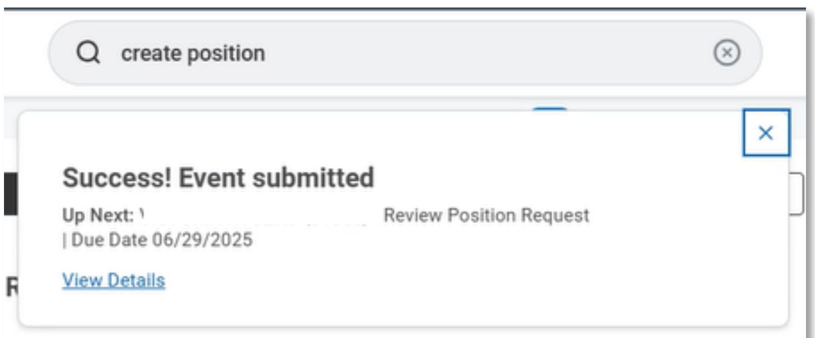


o. Once all fields are filled, you can click on “Submit”.

p. Once you click Submit, a pop-up Warning message will appear, reminding you to review the Default Weekly Hours and Scheduled Weekly Hours. Close this alert box and go back to edit the values as needed. If no action needed, click “Submit” again to officially submit the Create Position business process.



q. You will know you have a successful process submitted when you see this message at the top of your screen.



r. The next step in the process is to have the Manager review the Position Request.

s. Once the Manager approves, the process goes to the “HR Partner” who will review the Position details and assign the Company and Cost Center values.

t. Finally, the Initiator (e.g. the Manager) who started this process will get a final step to “Assign Costing Allocation” for positions that require this assignment.

If the Position does not require Costing Allocation, then the process will end before this step.

u. Process ends once all steps are complete. The Position will appear (as Vacant) in the Manager’s Org Chart on and after the Available Date.