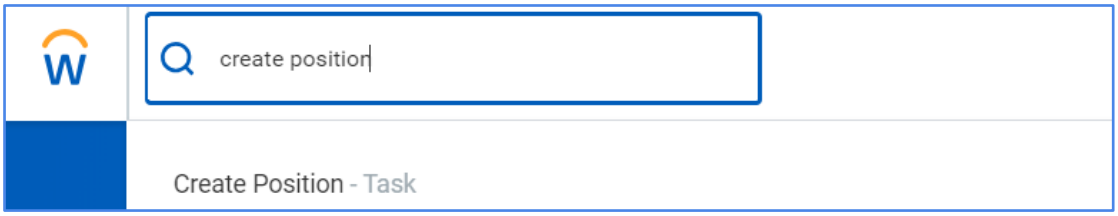
Create a Position

Create Position is used to create a new position in Workday that has been approved by the President and the Office of Budget and Planning. Prior to initiating this process, verify that funding is available for the position by contacting the Office of Budget and Planning and contact a member of the Classification and Compensation team to discuss the position.

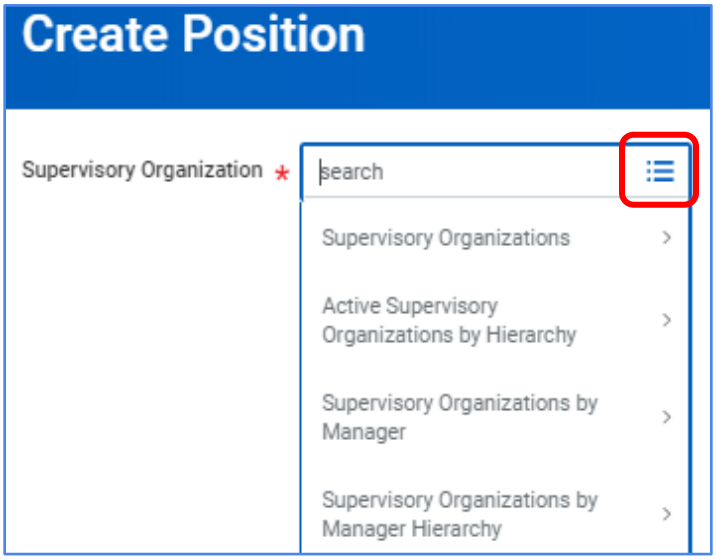
This functionality is available to Hiring Managers (including Department Chairs) and Administrative Assistants responsible for creating positions within their organizations.

If you are looking to post/advertise an Adjunct or Temporary position, DO NOT create a position, instead go directly to Create a Job Requisition. Please visit the Workday 2020 website for documentation on this process.

1) Enter **Create Position** into the *Search* bar and select **Create Position - Task**.

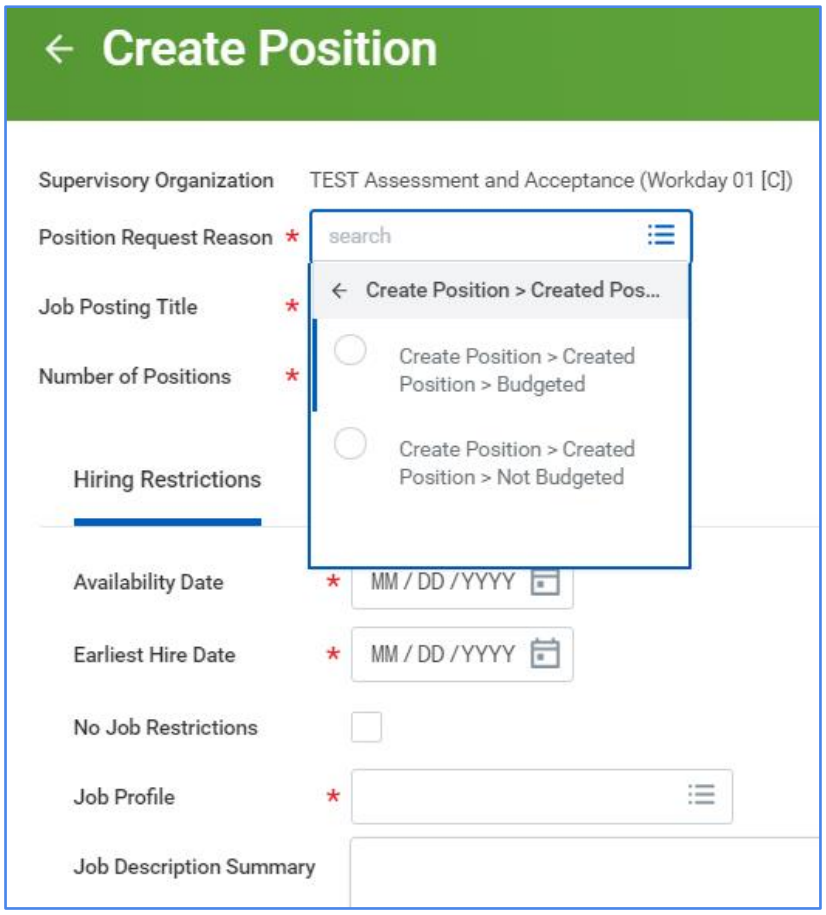


2) Confirm the **Supervisory Organization** for this position is correct. This should be defaulted as your department. If not, click the **prompt icon** and search for your department. Note – When creating a position, you should always select the appropriate permanent supervisory org.



3) Click the **OK** button.

4) On the **Create Position** page, complete the required position information and hiring restrictions as needed.



a. **Position Request Reason**: Indicate if this newly created position is Budgeted or Not Budgeted. DO NOT select *Create Position – Conversion* (if prompted). This is for HR only.

   i. Budgeted - Positions approved by the President during the Annual Budget Call process.

   ii. Not Budgeted - Positions approved outside of the Annual Budget Call process.

b. **Job Posting Title**: Should be descriptive as it flows into the job posting. (Examples; Program Assistant - School of Nursing, Adjunct Faculty - Physics, Assistant Director - Residence Life)

c. **Number of Positions**: The number of open positions to create for this title.

d. **Availability Date**: Enter the current date.

e. **Earliest Hire Date**: The earliest date to have an employee hired into this position.

f. **No Job Restrictions**: Leave this box unchecked.

g. **Job Profile**: Click the prompt icon to select the Job Profile. Refer to the Human Resources website under Classification for a list of job profiles and job specifications.

h. **Job Description Summary:** The job summary will default into the Job Description Summary section based on the Job Profile selected.

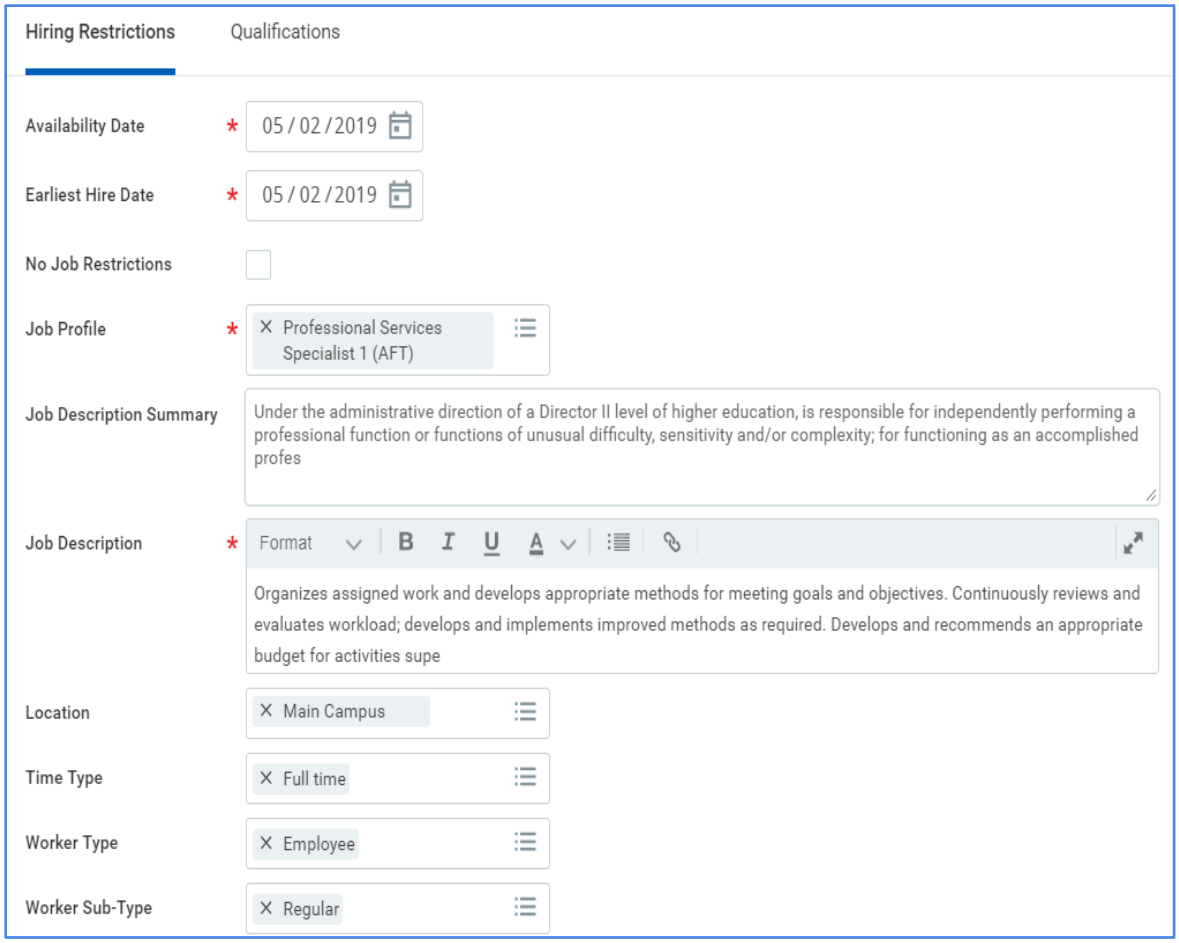
i. **Job Description**: Click into the field and include the following: Overview, Responsibilities and Required and Preferred Qualifications of the position. Note- This information can be copied from another document and pasted into this section. When copying, the information needs to be copied from a Rich Text Format (RTF) document versus a Word document.

j. **Location**: The primary location where the individual in this position will primarily work.

k. **Time Type**: Select **full-time** or **part-time.**

l. **Worker Type**: Select **Employee.**

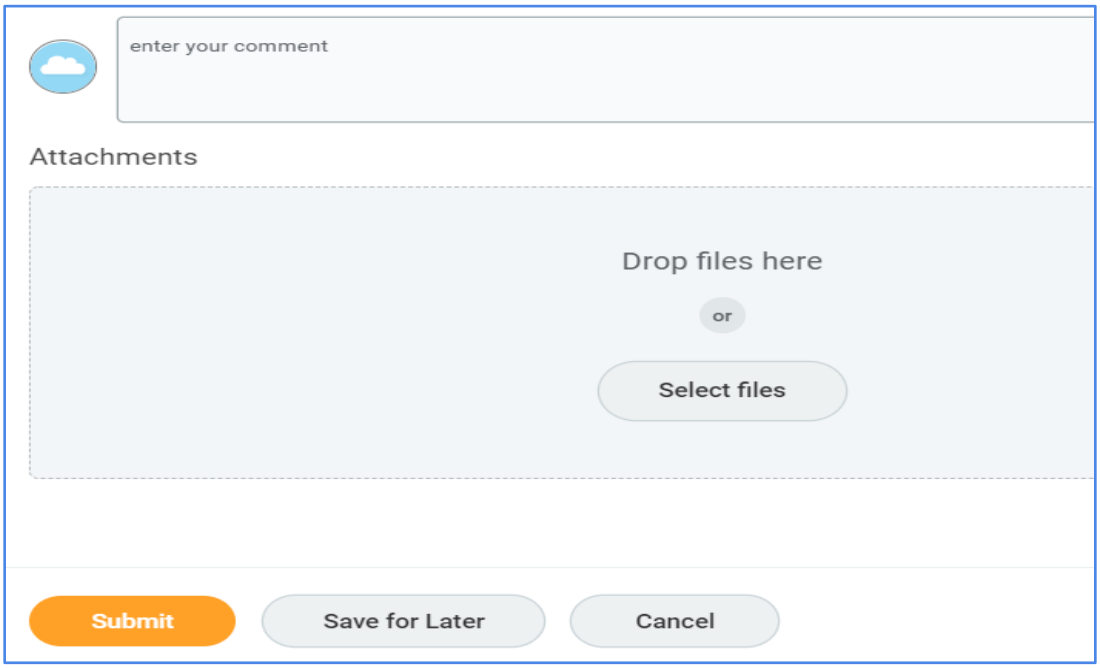
m. **Worker Sub-Type**: Select **Regular** in this field.



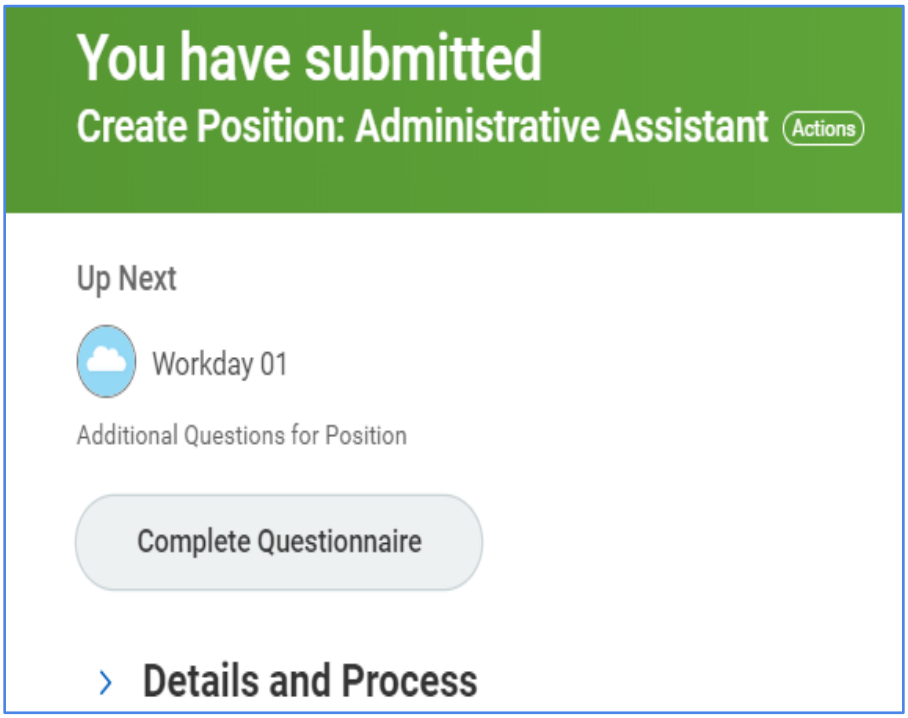
n. **Comment Area**: Include the justification or comments for requesting the position. If this is a part-time position enter the % of FTE.

o. **Attachments**: Attach any necessary documentation such as organizational chart, grant agreement, etc.

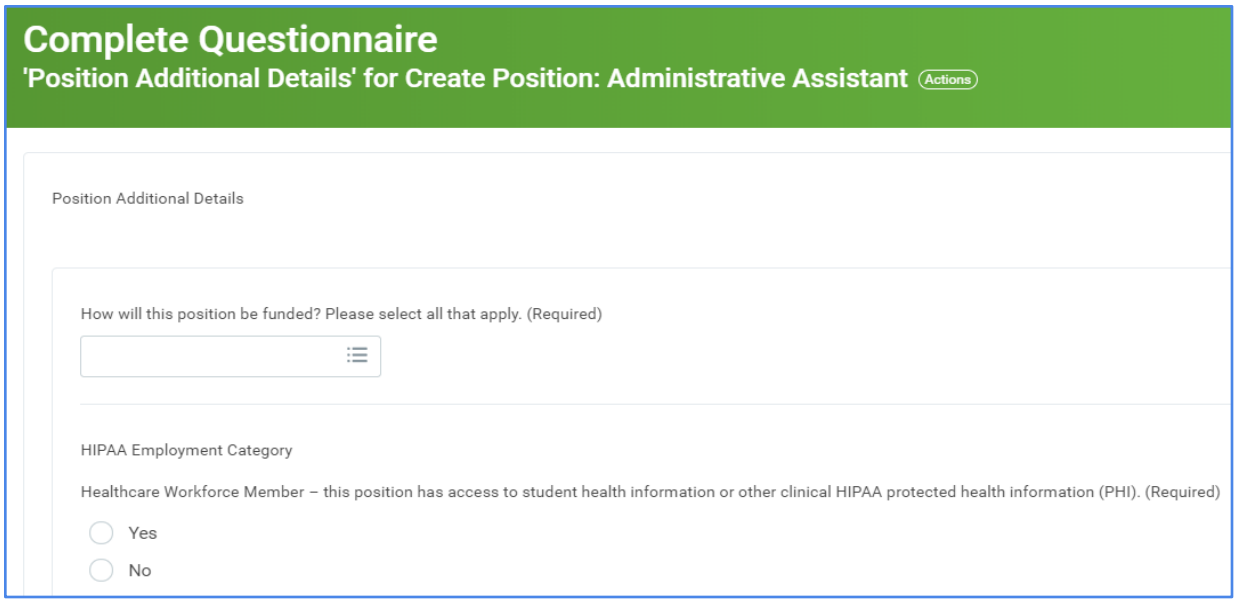
5) Click the **Submit** button.



6) Click the **Complete Questionnaire** button to answer the associated questions.



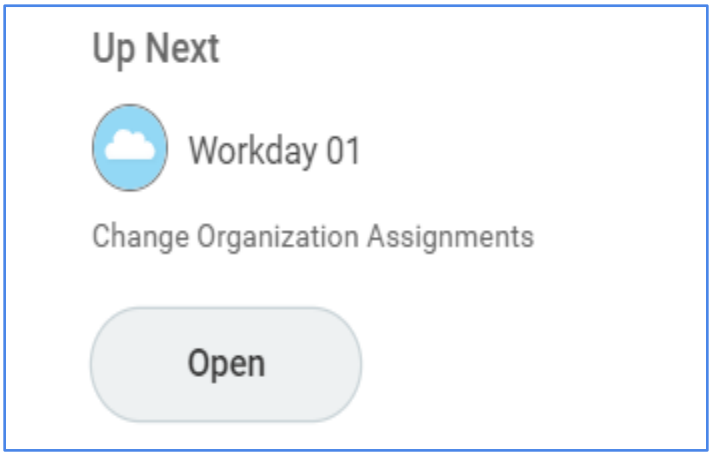
7) Click the **Submit** button.



The system displays a confirmation of completion for the questionnaire and brings up the **Change Organization Assignments** step to complete.

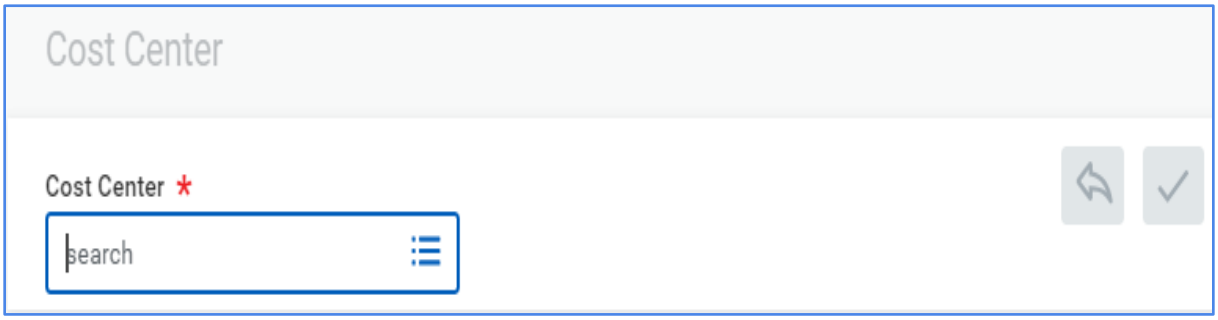
Change Organization Assignments

1) Click **Open** to access the *Change Organization Assignments* screen.

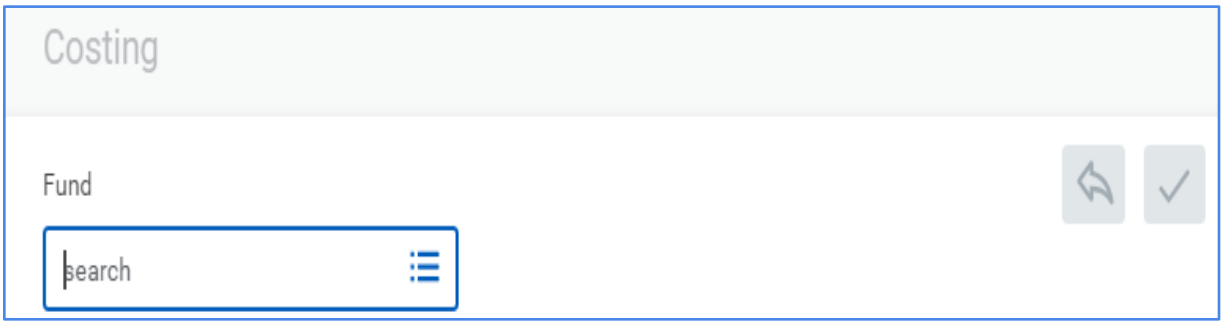


2) In the **Organizations** section, confirm the **Company** field reads Montclair State University.

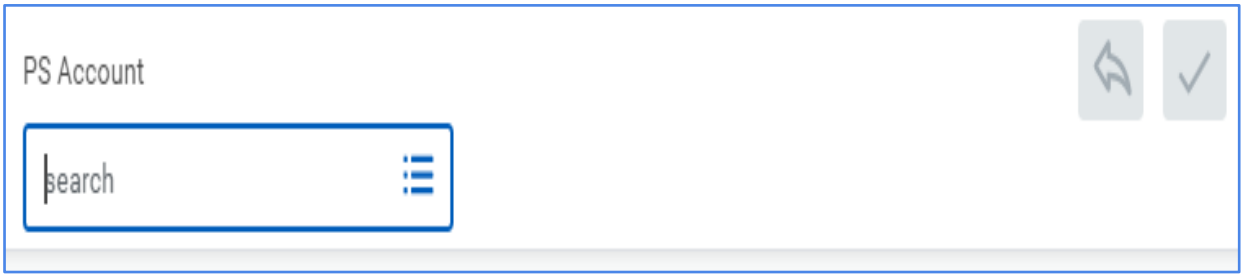
3) In the **Cost Center** field, click the pencil icon, enter the department name in the *Search* field and select the appropriate department. Click the **checkmark** to save.



4) In the **Costing** section, click the pencil icon to enter the appropriate fund in the **Fund** field. Click the **checkmark** to save.



5) In the **Other** section, click the pencil icon for **PS Account** and choose the appropriate child account from where the salary will be drawn. For a list of options, click the **Prompt** icon. Note- Do **NOT** select the 50000 Personnel Pool option.



6) Click the **checkmark** to save.
7) Click the **Submit** button**.**

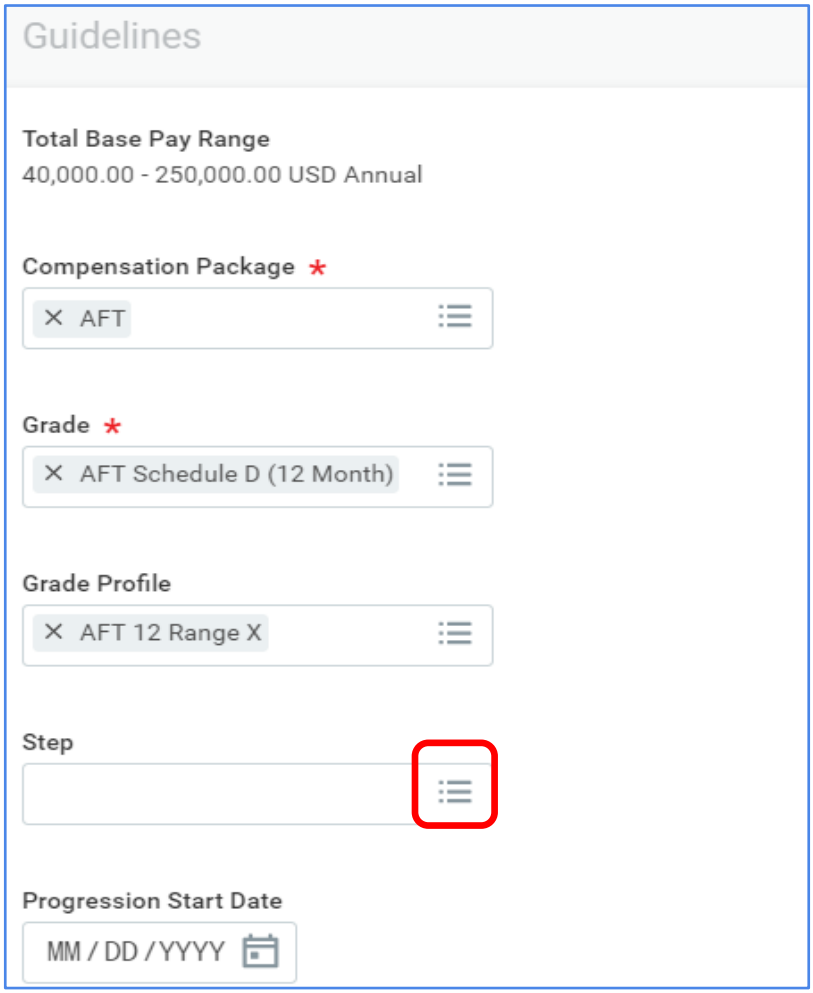
The system will display a message that the Organizational Assignment was submitted, and bring up the **Default Compensation Change** step to complete.

Default Compensation Change

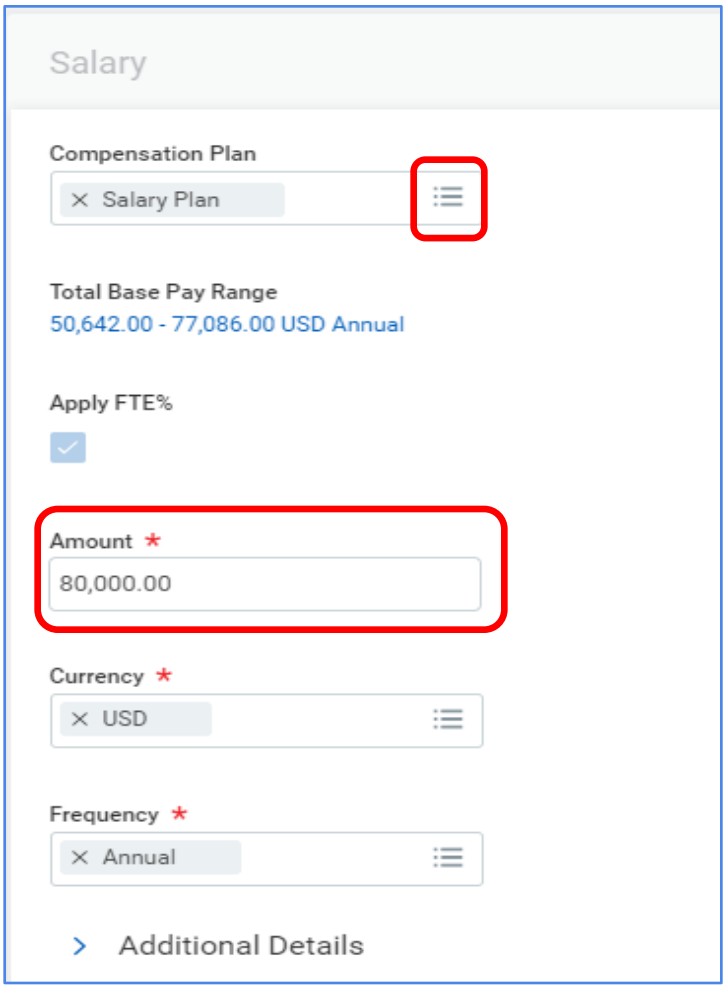
1) Click the **Open** button to complete compensation for the position.
2) Confirm the **Effective Date.**
3) **Guidelines** data defaults in based on the job profile previously selected.

4) Click the pencil in the **Guidelines** section to enter the pay information for the position.

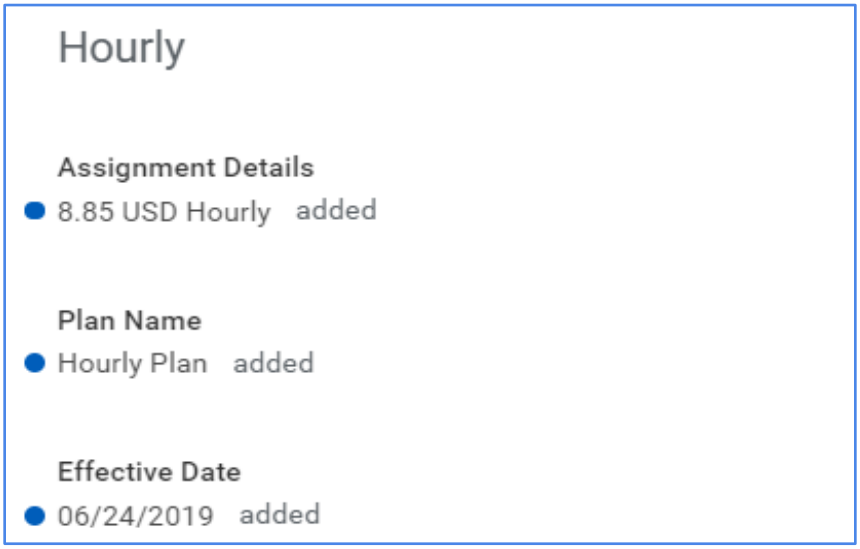
- AFT positions - review defaulted data and click the **Prompt** icon in the **Step** field to choose the appropriate step. **Total Base Pay Range** represents the beginning and end of the selected compensation package.



- Managerial positions - review defaulted data and click in the **Salary** section to complete the **Compensation Plan > Salary Plan** and **Amount** fields.



- Civil Service positions - review defaulted data and click the **Prompt** icon in the **Step** field to choose the appropriate step. Confirm the data in the **Hourly** section. Refer to HR website for union contracts and rates.



5) Click the **checkmark** when done.
6) Click the **Approve** button to continue.

Note: Once this step is complete the Initiator cannot make any changes and must contact Human Resources if updates are needed.

Approval Process

The process moves forward for additional reviews and approvals to the list below.

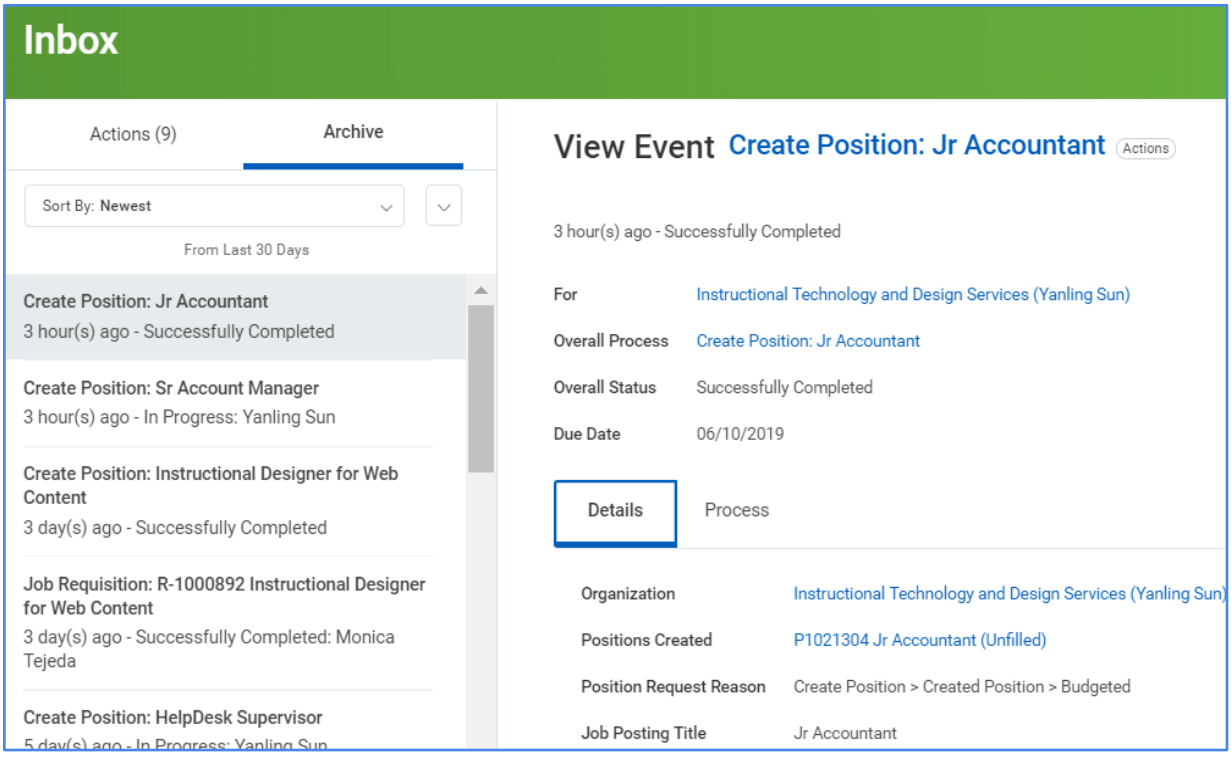
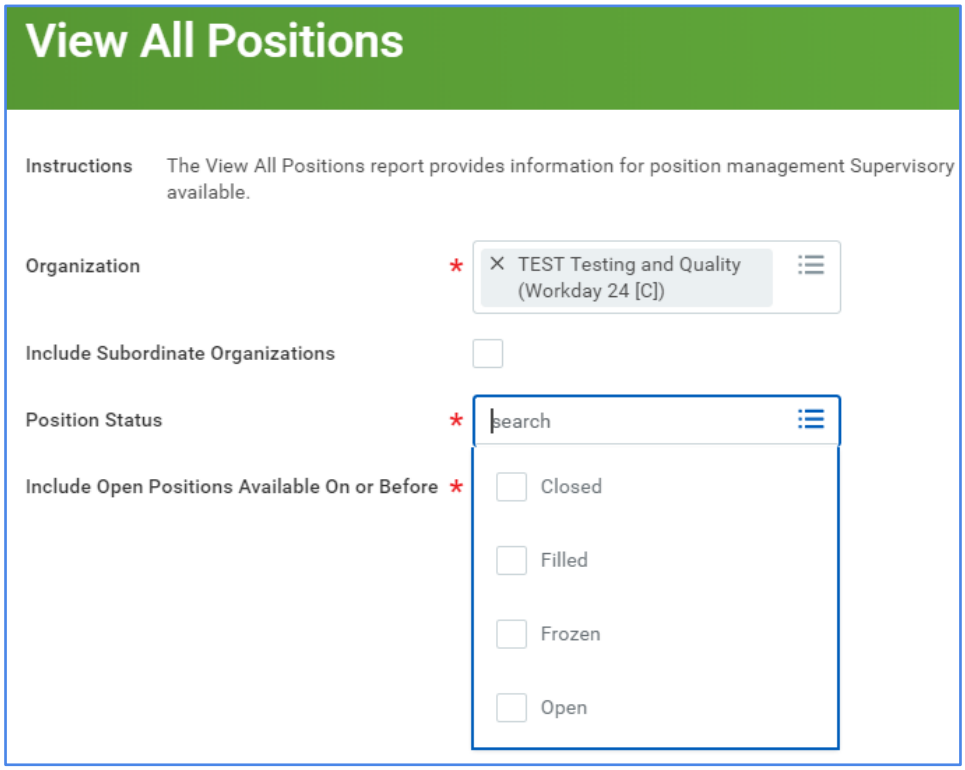
Note- any of the approvers in the approval process can send the request back to the Initiator from a specific point within the process. The Initiator needs to make the required changes, confirm all data going forward is correct, and resubmit the request.

- Compensation Analyst
- Hiring Manager
- Unit Head
- Vice President
- Budget Manager and/or Grant Specialist
- Vice President, Human Resources

When all approvals have been completed, the position is created, and the position number is assigned. If you are ready to post (advertise) the position, proceed with the Create Job Requisition process.

Check the Status of a Position

1) Navigate to your **Inbox** and click on **Archive**.



2) In the **View Event** section of the screen, the **Details** tab displays the details of the position, and the **Process** tab shows the process history of the position.
3) To view All of your positions, enter **View All Positions** in the *Search* bar and select the search filters to view the data. When viewing the results table, click on the position title in the Position column to view the details of the position.