Create position for admin/staff/students

This job aid helps users create administrative, staff and student positions in Workday. You can create positions to recruit candidates immediately or in the future. Positions can only be created in Position Management supervisory organizations. Job Management supervisory organizations do not allow positions because they do not have employees sitting in tracked positions.

Refer to the Create Position and Job Requisition for Academics job aid for guidance on creating academic positions.

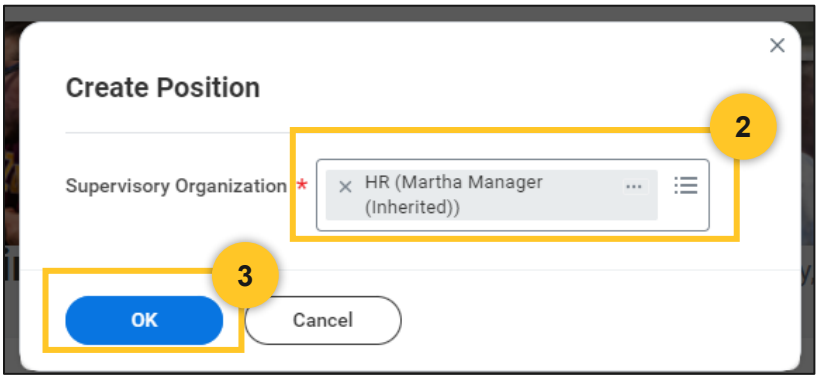
Initiators: Academic HR Analyst, Academic HR Partner, HR Administrator, HR Analyst, HR Central, HR Partner, HR Central - Recruitment, Recruiting Administrator

Approvers: HR Partner, Academic HR Partner

Start

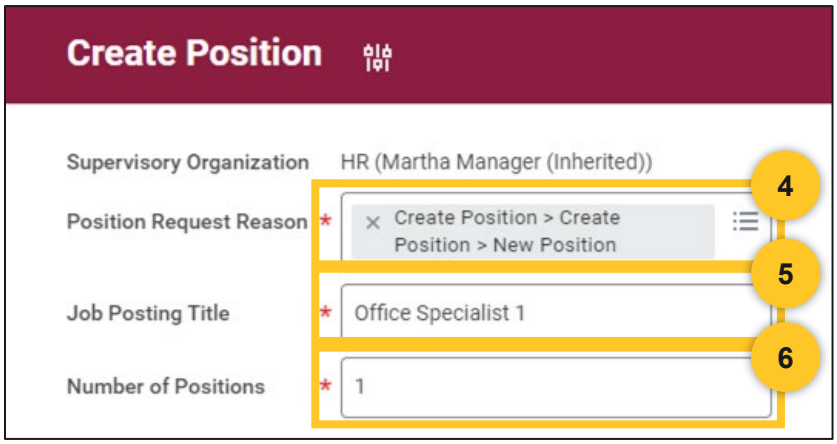
Complete these steps to create a position:

1. Search for and select the **Create Position** task in the search bar.
2. Select the position's **Supervisory Organization.**
3. Select **OK**.



4. Select the **Position Request Reason**.
5. Enter the **Job Posting Title**.
6. Enter the **Number of Positions**. This indicates how many identical positions you want to create.

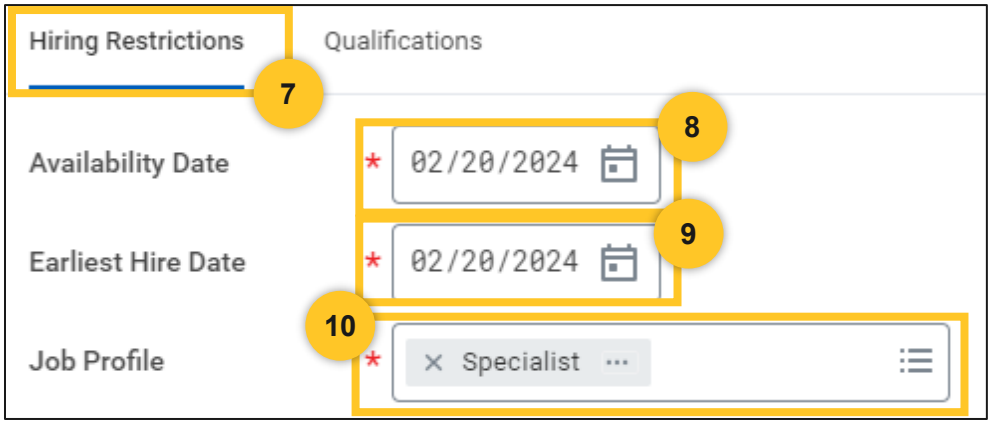
Note: Identical positions are distinguished by a number based on how many positions you enter. Remove these numbers from the job requisition name and business title during recruitment. The number of created positions is also the number of costing allocations you must assign.



7. Select the **Hiring Restrictions** tab.
8. Select the **Availability Date**.

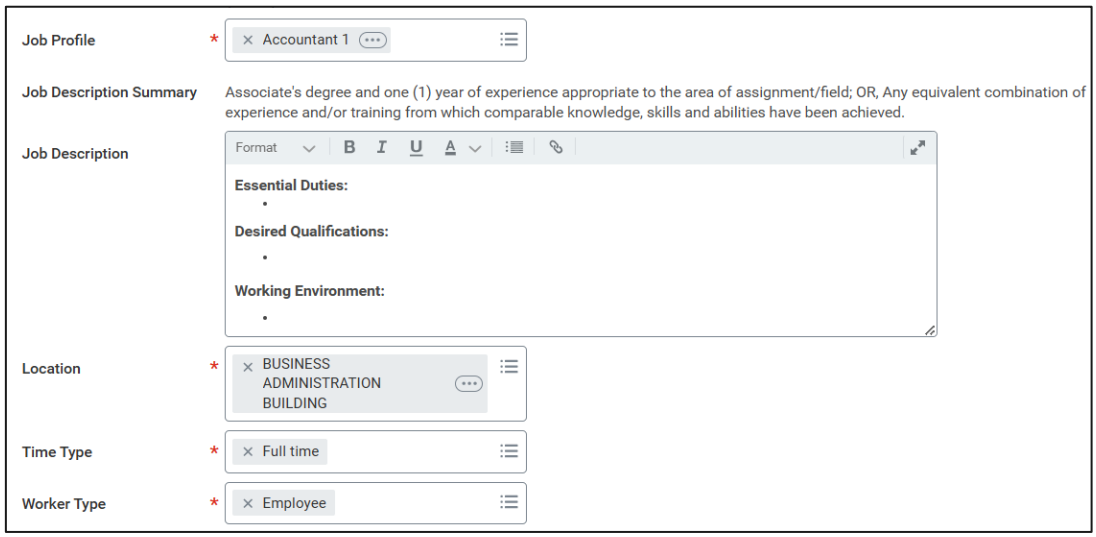
   Note: This is the earliest date a job requisition can be opened for the position. If you date a position for the future, you cannot act on it, and it will not appear in reporting until that date.
9. Select the **Earliest Hire Date.** This is the earliest date the position can be filled.

   Note: The earliest hire date cannot be before the availability date.
10. Select the **Job Profile.**



Note: You must select the correct job profile because it determines the exemption status, compensation grade and other position-specific information in the job description. Select Related Actions next to each Job Profile to review the job description and determine the best job profile for the position.

Headers in the Job Description populate as a template, letting you further describe the position. Sections include essential duties, desired qualifications and working environment.



11. Optional: Enter a **Job Description.**

    Note: The Job Description Summary includes the minimum qualifications for the required education and experience and cannot be edited. This information auto-populates from the job profile.

12. Select a **Location** from the ASU HCM Locations hierarchy.

Note: Select **ASU HCM Locations** in the dropdown. Locations are organized by campus. Select the location that most closely aligns with the supervisory organization and the nature of the position.

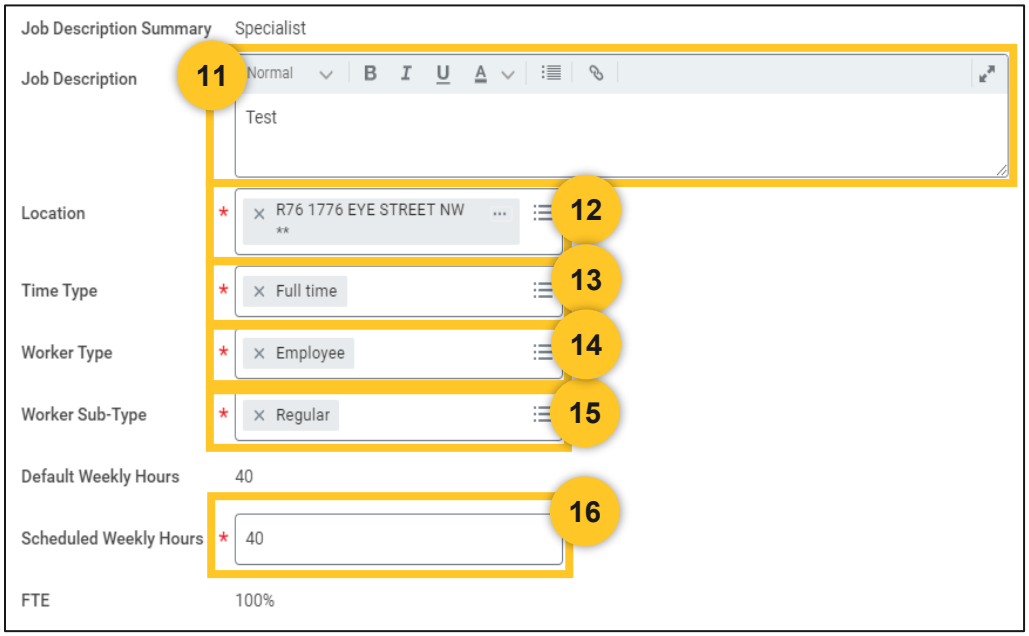
13. Select the **Time Type**.

Note: If you select full-time, 40 hours per week must be scheduled. If the proposed time type is PRN — Pro Re Nata/As Needed — then scheduled weekly hours must be zero. Everything else is part-time.

14. Select the **Worker Type**.
15. Select the **Worker Sub-Type**.

    Note: See the Appendix for descriptions of worker sub-types.

16. Enter the **Scheduled Weekly Hours**.



Note: The FTE % is based on the Scheduled Weekly Hours divided by 40 hours. If the FTE is under 100%, the salary prorates to the amount based on the FTE when the compensation is set.

17. Select **Submit**.

Next steps

Next, change the organizational assignments and assign costing allocations for the position. For more guidance, refer to the **Change Organizational Assignments** and **Assign Costing Allocations** job aids.

View completed steps by selecting **Details and Process**. View the remaining steps in the business process by selecting **Remaining Process**. The type of position and its attributes determine who is involved in the approval process. Typical approvers receive a task to approve, deny or send back the position. Approvers must include a comment for further action if they send the position back.

Appendix

This table outlines worker sub-types and their descriptions.

Worker sub-type	Use case
Regular	An employee who works 90 days or more. May be eligible for benefits based on FTE and employee classification. Reg/temp = R (Regular).
Regular Fixed Term	An employee with an expected end date. May be eligible for benefits based on FTE and employee classification. Reg/temp = R or L (Regular or Nt/NC Acd). You are not required to assign the fixed term sub-type to all employees who are hired with an expected end date. The end date does not end the job, pay or benefits automatically, but can be used for reporting purposes. You must modify the end date if the employee's assignment is reduced or extended. Otherwise, you must end the job or change the position to another sub-type at the end date.
Student	A student worker/employee (SW I-V). Employee classification = STU.
Variable Fixed Term	An employee with an expected end date. May be eligible for retirement based on hours worked. Reg/temp = H (Variable). You are not required to assign the fixed term sub-type to all employees who are hired with an expected end date. The end date does not end the job, pay or benefits automatically, but can be used for reporting purposes. You must modify the end date if the employee's assignment is reduced or extended. Otherwise, you must end the job or change the position to another sub-type at the end date.
Variable/Temporary	An employee expected to be employed less than 90 days at any FTE. May be eligible for retirement based on hours worked. Reg/temp = H (variable). Do not use this sub-type for student workers. All student workers should be classified as Student.