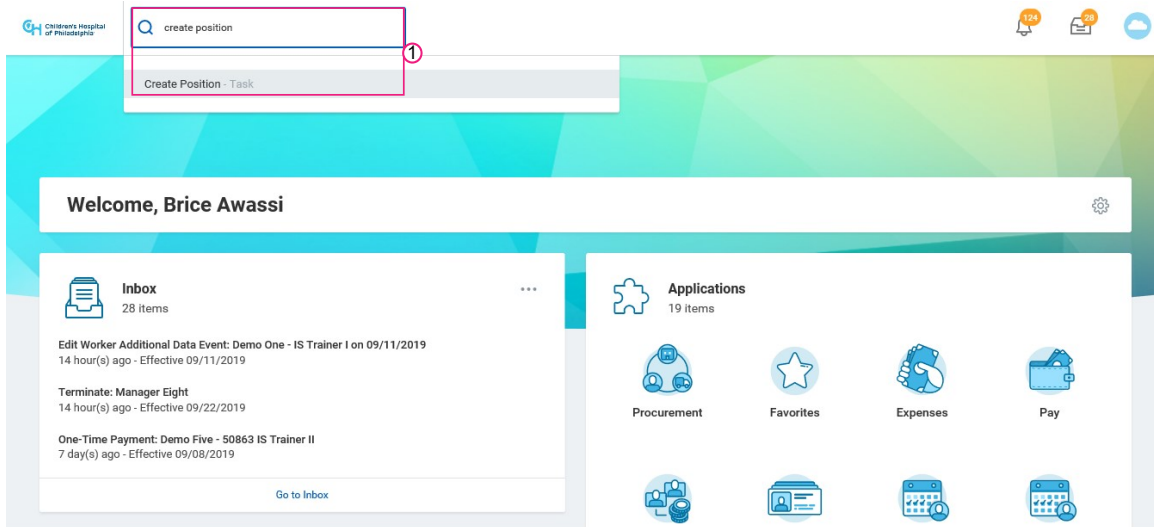


CREATE POSITION

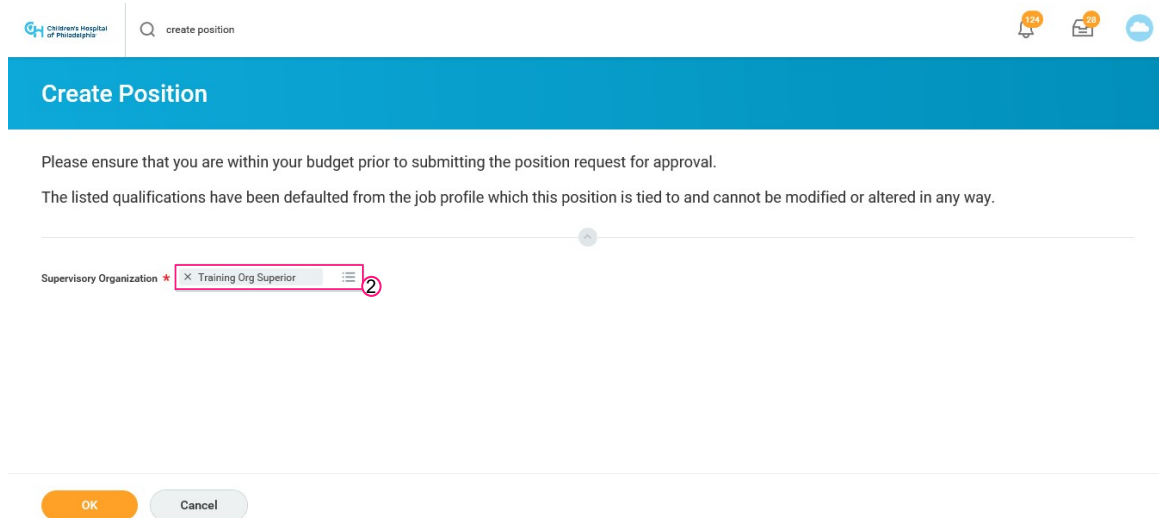
Introduction: In this job aid, you will learn how to **create a position** in Workday. To submit a requisition after the position has been approved please refer to the **Requisition Creation Request** form found on the **HR service Portal**. For submitting requisitions for non-payroll CHOP employees, please refer to NE Profile following position approval

Note: Newly created CHOP paid positions will require approval up to the VP in Workday. Contingent worker (student, volunteer, contractors) positions do not require approvals in Workday. Penn/Affiliate positions will route to Manager's Manager for approval.

1. To **create position**, enter **Create Position** in the search field.



2. Select the **Supervisory Organization** the position will be under. It defaults to your organization, but if you are opening a position on behalf of one of your direct reports you can search their name to select a different supervisory organization. Click **OK**.



The screenshot shows the 'Create Position' form in the CHOP system. At the top, there is a header bar with the CHOP logo, a search bar containing 'create position', and three notification icons. Below the header is a blue bar with the title 'Create Position'. The main content area contains two instructional paragraphs: 'Please ensure that you are within your budget prior to submitting the position request for approval.' and 'The listed qualifications have been defaulted from the job profile which this position is tied to and cannot be modified or altered in any way.' Below these paragraphs is a horizontal line with a small circular handle. Underneath the line is a label 'Supervisory Organization' followed by a dropdown menu. The dropdown menu is open, showing a list of options, with 'Training Org Superior' selected. A red circle with the number '2' is drawn around the dropdown menu. At the bottom of the form are two buttons: 'OK' (orange) and 'Cancel' (gray).

CHOP Children's Hospital of Philadelphia

create position

Create Position

Please ensure that you are within your budget prior to submitting the position request for approval.

The listed qualifications have been defaulted from the job profile which this position is tied to and cannot be modified or altered in any way.

Supervisory Organization * X Training Org Superior

OK Cancel

3. Within the **Position Request Reason** field, select **Create Position > Create Position** and then select an appropriate option from the list. In this example, we have selected **Create Position > Create Position > Budgeted**.

Note: The **Number of Positions** field will default to 1, but you are able to create multiple positions at a time.

The screenshot shows the 'Create Position' form in the 'Children's Hospital of Philadelphia' system. The 'Position Request Reason' dropdown menu is open, showing three options: 'Create Position > Create Position > Budgeted' (selected), 'Create Position > Create Position > Not Budgeted', and 'Create Position > Create Position > Repurposed'. A red circle with the number 3 is next to the selected option. The form includes fields for 'Supervisory Organization', 'Job Posting Title', and 'Number of Positions' (defaulted to 1). There are also tabs for 'Hiring Restrictions' and 'Qualifications', and buttons for 'Submit', 'Save for Later', and 'Cancel'.

4. Enter the **Job Posting Title** for the new position.

The screenshot shows the 'Create Position' form with the 'Job Posting Title' field filled with 'Supervisory'. A red circle with the number 4 is next to the text. The 'Position Request Reason' dropdown menu is still open, showing the same three options as before. The form includes fields for 'Supervisory Organization' (set to 'Training Org Superior'), 'Job Posting Title', and 'Number of Positions' (defaulted to 1). There are also tabs for 'Hiring Restrictions' and 'Qualifications', and buttons for 'Submit', 'Save for Later', and 'Cancel'.

5. Click on the calendar icon to select the **Availability Date**. In this example, we will select **09/23/2019**.

Note: Ensure that you are selecting the correct availability date. If the availability date is set for a date in the future, the position will not be utilized for hire.

The screenshot displays a web form for creating a position. At the top, there are two input fields: 'Job Posting Title' with a red asterisk and the value 'Supervisory', and 'Number of Positions' with a red asterisk and the value '1'. Below these are two tabs: 'Hiring Restrictions' (selected) and 'Qualifications'. Under the 'Hiring Restrictions' tab, there are several fields: 'Availability Date' (with a red asterisk and a calendar icon), 'Earliest Hire Date' (with a red asterisk and a calendar icon), 'Job Profiles for Job Family' (with the value '(empty)'), 'Job Profile' (with a red asterisk and a dropdown menu), 'Location' (with a red asterisk and a dropdown menu), 'Time Type' (with a red asterisk and a dropdown menu), 'Worker Type' (with a red asterisk and a dropdown menu), and 'Worker Sub-Type' (with a red asterisk and the value '(empty)'). A calendar for September 2019 is open, showing the date 23 (Monday) selected with a red circle and a red asterisk. The calendar has a blue header with the month and year, and a grid of days. At the bottom of the form, there are three buttons: 'Submit' (orange), 'Save for Later' (grey), and 'Cancel' (grey).

6. Click on the calendar icon to select the **Earliest Hire Date**. In this example, we will select **09/30/2019**.

Note: Ensure that you are selecting the correct availability date. If the availability date is set for a date in the future, the position will not be utilized for hire.

The screenshot shows the 'Create Position' form with the following fields and values:

- Job Posting Title: Supervisory
- Number of Positions: 1
- Hiring Restrictions: Availability Date: 09 / 23 / 2019
- Qualifications: Earliest Hire Date: MM / DD / YYYY
- Job Profiles for Job Family: (empty)
- Job Profile: (empty)
- Location: (empty)
- Time Type: (empty)
- Worker Type: (empty)
- Worker Sub-Type: (empty)

A calendar for September 2019 is open, showing the date 30 highlighted and circled in red. A red circle with the number 6 is next to the date 30.

Buttons at the bottom: Submit, Save for Later, Cancel.

7. Within the **Job Profile** field, select an appropriate option from the list for the position being created.

The screenshot shows the 'Create Position' form with the following fields and values:

- Job Posting Title: Supervisory
- Number of Positions: 1
- Hiring Restrictions: Availability Date: 09 / 23 / 2019
- Qualifications: Earliest Hire Date: 09 / 30 / 2019
- Job Profiles for Job Family: (empty)
- Job Profile: (dropdown menu open)
- Location: (empty)
- Time Type: (empty)
- Worker Type: (empty)
- Worker Sub-Type: (empty)

The dropdown menu for 'Job Profile' is open, showing a list of job profiles. The first option, '11100 - Administrative Associate', is highlighted with a red box and a red circle with the number 7 next to it.

Buttons at the bottom: Submit, Save for Later, Cancel.

8. Click the **Location** field and enter the name of the location. In this example, we will enter **3440 Market Street**.

Hiring Restrictions Qualifications

Availability Date * 09 / 23 / 2019

Earliest Hire Date * 09 / 30 / 2019

Job Profiles for Job Family (empty)

Job Profile * X 11100 - Administrative Associate

Location * X 3440 Market Street 8

Time Type *

Worker Type *

Worker Sub-Type * (empty)

enter your comment

Attachments

Submit Save for Later Cancel

Drop files here

9. Select the **Time Type**.

Hiring Restrictions Qualifications

Availability Date * 09 / 23 / 2019

Earliest Hire Date * 09 / 30 / 2019

Job Profiles for Job Family (empty)

Job Profile * X 11100 - Administrative Associate

Location * X 3440 Market Street

Time Type * 9

Worker Type * Full time

Worker Sub-Type * Part time

enter your comment


Attachments


Submit Save for Later Cancel

Drop files here


10. Select the **Worker Type**.

Hiring Restrictions **Qualifications**

Availability Date * 09 / 23 / 2019 


Earliest Hire Date * 09 / 30 / 2019 

Job Profiles for Job Family (empty)


Job Profile * X 11100 - Administrative Associate 

Location * ☐ Contingent Worker


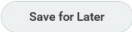

Time Type * ☒ Employee 10

Worker Type * 

Worker Sub-Type * (empty)

 enter your comment


Attachments


  

Drop files here

11. Select the **Worker Sub-Type**.

Hiring Restrictions **Qualifications**

Availability Date * 09 / 23 / 2019 

Earliest Hire Date * 09 / 30 / 2019 


Job Profiles for Job Family < Worker Types


Job Profile * ☐ Affiliates


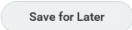

Location * ☐ Penn

Time Type * ☒ Regular 11

Worker Type * ☐ Temporary

Worker Sub-Type * search 
X Regular

 enter your comment

12. Click **Submit**

The screenshot shows the 'Create Position' form with the 'Hiring Restrictions' tab selected. The form contains the following fields:

- Availability Date: 09 / 23 / 2019
- Earliest Hire Date: 09 / 30 / 2019
- Job Profiles for Job Family: (empty)
- Job Profile: 11100 - Administrative Associate
- Location: 3440 Market Street
- Time Type: Full time
- Worker Type: Employee
- Worker Sub-Type: Regular

Below the form is a comment box labeled 'enter your comment'. At the bottom, there are three buttons: 'Submit' (highlighted with a red box and a circled '12'), 'Save for Later', and 'Cancel'.

13. Being a manager, your next step is to assign an organization while creating a position. For this, click **Open**.

The screenshot shows the 'Create Position' form with the 'Up Next' section. The 'Open' button is highlighted with a red box and a circled '13'. The 'Up Next' section includes the following information:

- Up Next: Brice Awassi
- Change Organization Assignments
- Open (highlighted with a red box and a circled '13')
- Details and Process

At the bottom, there is a 'Done' button.

14. Here, you can assign an organization by making changes in the **Cost Center site, Cost Center, and GL Company**

Children's Hospital of Philadelphia

create position

124 20

Change Organization Assignments

Assign Organizations: Create Position: Supervisory **Actions** 14

Start

Details

Effective Date *
09/23/2019

Supervisory Organization
Training Org Superior

Submit Save for Later Close

Organizations

Company

15. Scroll down to edit the organization

Children's Hospital of Philadelphia

create position

124 20

Change Organization Assignments

Assign Organizations: Create Position: Supervisory **Actions** 15

Start

Details

Effective Date *
09/23/2019

Supervisory Organization
Training Org Superior

Submit Save for Later Close

Organizations

Company

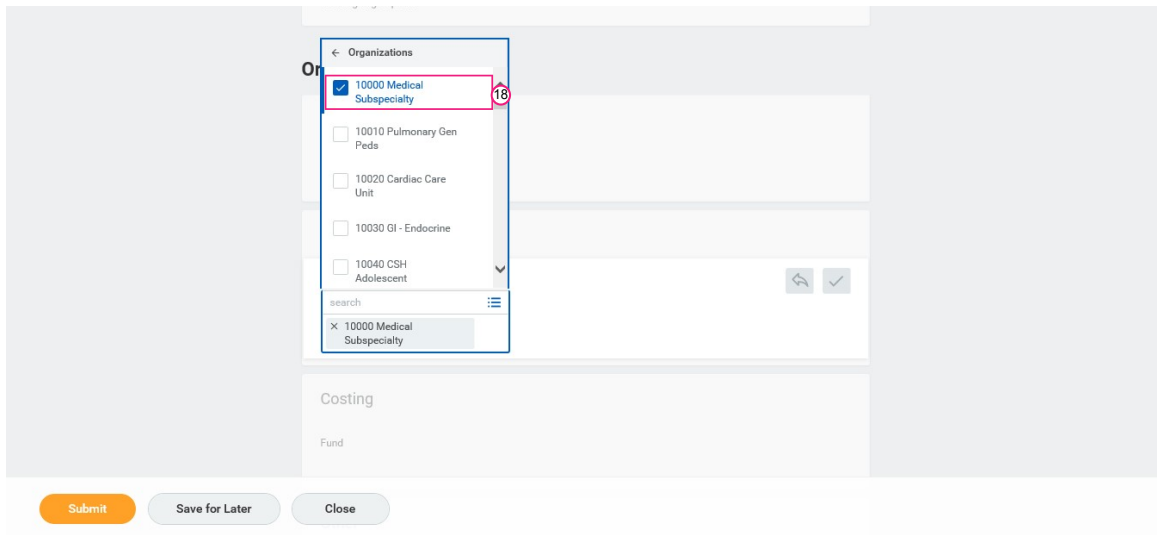
16. Click the **Cost Center** field to search for an organization

The screenshot shows a form titled "Organizations" with several input fields: "Company", "Company", "Cost Center", "Cost Center *", "Costing", and "Fund". The "Cost Center *" field is highlighted with a red circle and the number 16, indicating it is the field to be clicked. Below the form are three buttons: "Submit", "Save for Later", and "Close".

17. Click **Organizations**

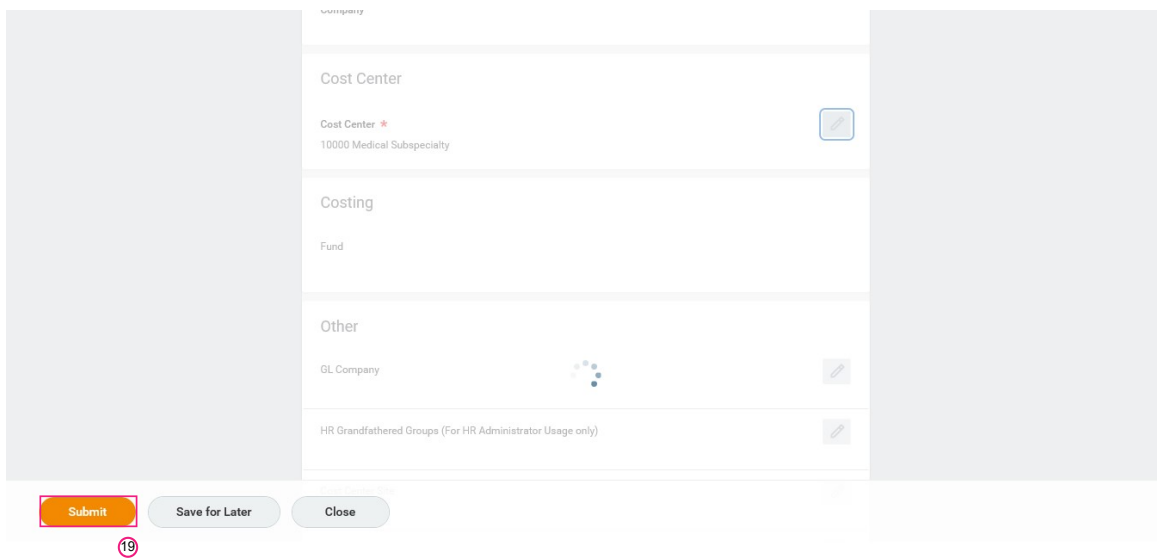
The screenshot shows the same "Organizations" form. The "Cost Center *" field is now open, displaying a dropdown menu with the following options: "Organizations", "Active Organizations by Hierarchy", and a search bar. The "Organizations" option is highlighted with a red circle and the number 17. Below the form are three buttons: "Submit", "Save for Later", and "Close".

18. Select the **Organization** from the list. In this example, we will choose **10000 Medical Subspecialty**.



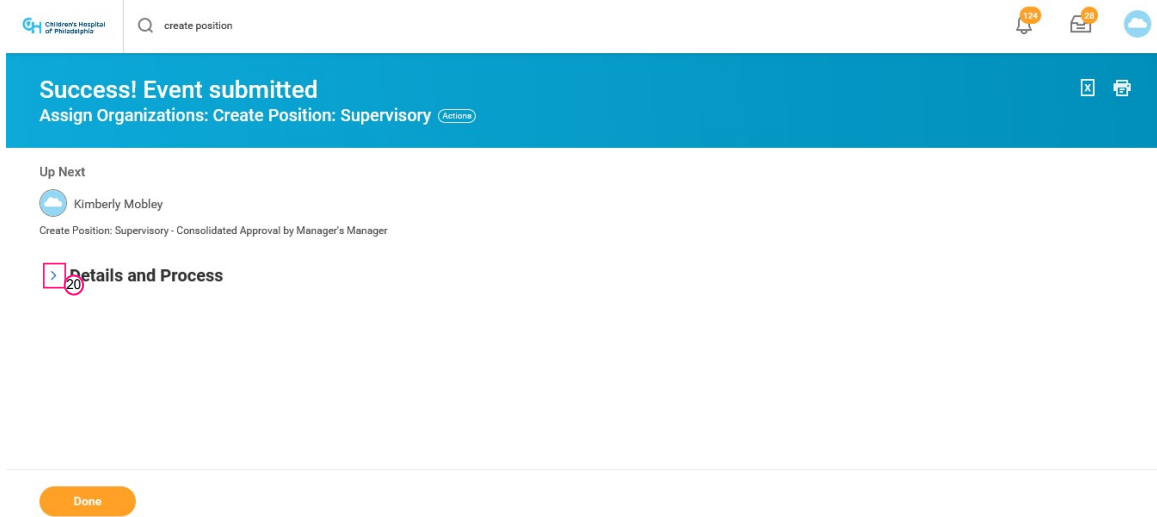
The screenshot shows a dropdown menu titled "Organizations" with a back arrow on the left. The menu lists several options, each with a checkbox. The first option, "10000 Medical Subspecialty", is selected and highlighted with a red box and a red circle containing the number 18. Other options include "10010 Pulmonary Gen Peds", "10020 Cardiac Care Unit", "10030 GI - Endocrine", and "10040 CSH Adolescent". Below the list is a search bar with the text "search" and a list of items, including "10000 Medical Subspecialty". At the bottom of the dropdown are two buttons: a blue "Submit" button and a grey "Save for Later" button. Below the dropdown is a section labeled "Costing" with a "Fund" field. At the bottom of the form are three buttons: "Submit", "Save for Later", and "Close".

19. Click **Submit**

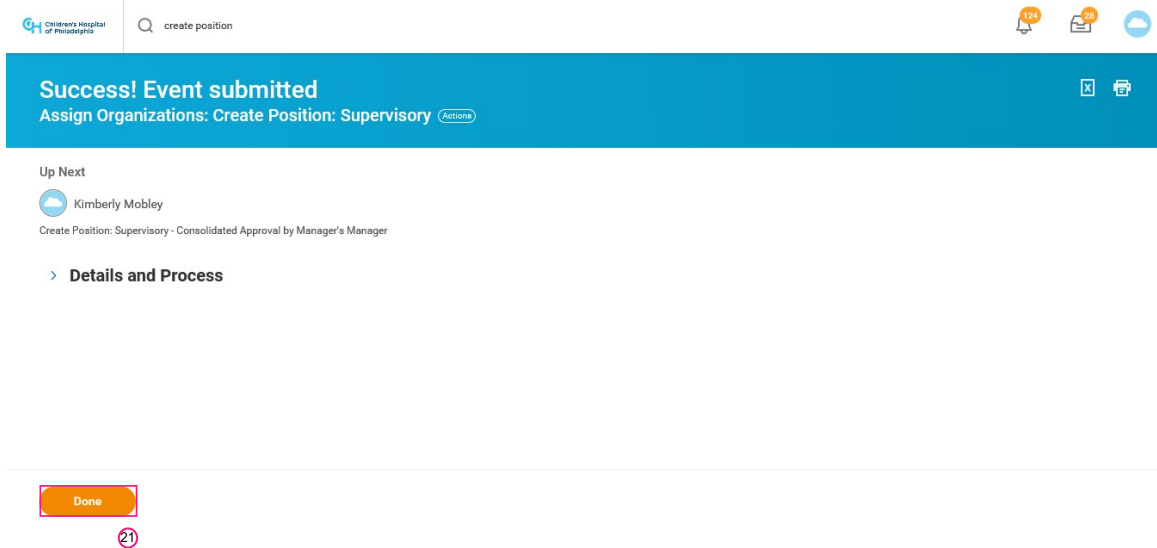


The screenshot shows the form after selecting the organization. The "Cost Center" field is now populated with "10000 Medical Subspecialty" and has a red asterisk next to it. The "Costing" section is still empty. The "Other" section has a loading spinner and a "GL Company" field. At the bottom of the form are three buttons: "Submit", "Save for Later", and "Close". A red box highlights the "Submit" button, and a red circle containing the number 19 is next to it.

20. If you want to review the details, click **Details and Process**



21. Click **Done**



CREATE POSITION