

Workday: Create Position in Workday

Document Information

Document ID: WD-REC-001 | Process: Recruiting – Create Position

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Process Owner: HR | Audience: Hiring Managers, Initiators

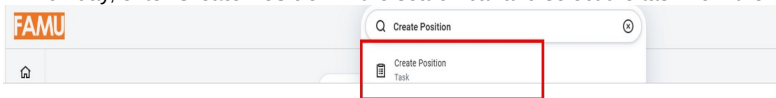
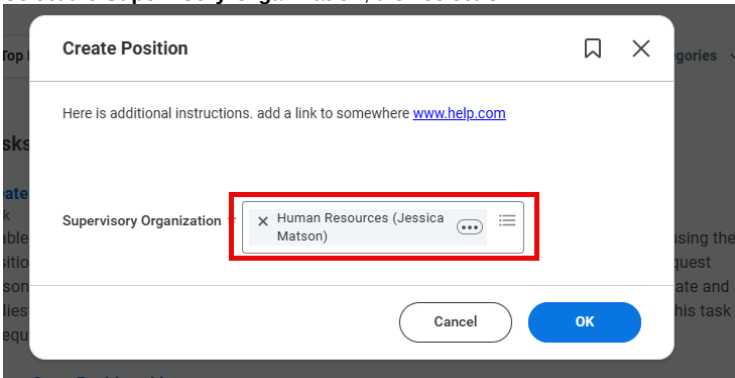
Purpose:

Guides Initiators/Managers through creating a position in Workday.

Checklist:

- Confirm that the supervisory organization uses Position Management.
- Check whether an open position already exists before creating a new one.
- Gather required details such as supervisory organization, job profile, worker type, time type, location, availability date, earliest hire date, company, cost center, and budget or approval information.
- Ensure you have access to initiate the Create Position task.
- Positions must be created before job requisitions can be created, as job requisitions must be tied to an open position.

Instructions

Step	Action
1	In Workday, enter Create Position in the search bar and select the task from the results. 
2	Select the Supervisory Organization, then select OK. 
3	Enter the required (*) information Complete the Position Request Reason, Job Posting Title and Number of Positions.

Step	Action
	Create Position Here is additional instructions. add a link to somewhere www.helo.com Supervisory Organization Human Resources (Jessica Matson) Position Request Reason * × Create Position > Create Position (Single Funding Source) > Budgeted Auxiliary and E&G ⓘ Create Position > Create Position (Paying and Working Department are different) Job Posting Title * ⓘ Create Position > Create Position (Single Funding Source) Number of Positions * 1 ⓘ Create Position > Create Position (Split Funding Source) Note: Please select the appropriate reason from the drop down list.
4	Complete the Hiring Restrictions section, including availability date, earliest hire date, job profile, location, and any other required restrictions. Scheduled and Default Weekly Hours defaults 40, Edit the Scheduled hours as needed and check the FTE %. Hiring Restrictions Qualifications Availability Date * MM / DD / YYYY ⓘ Availability Date: Enter the date in which this position should become available to be hired into. Earliest Hire Date * MM / DD / YYYY ⓘ Earliest Hire Date: Enter the earliest date this position will be available to hire someone into. No Job Restrictions ☐ ⓘ Job Family ⓘ Job Family : Select the appropriate job family this position will belong to. Job Profiles for Job Family (empty) Job Profile * ⓘ Job Profile : This is a required field. Select the job profile that should be applied to this position. Job Description Summary Job Description * Normal ▼ B I U ▼ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⓘ Job Description : Depending on the job profile selected, this field may auto-populate. If it does not, you will need to populate the job description yourself. For assistance, please contact your HRBP. Location * ⓘ Time Type * ⓘ Worker Type * ⓘ Worker Sub-Type * (empty) Default Weekly Hours 0

Step	Action
	Region Region Costing Program Fund FD101 General Revenue Other Program Code PC11 General Academic Instruction enter your comment Process History Swagata Koppala [C] Change Organization Assignments for Worker- Awaiting Action Due 08/19/2026 Attachments Drop files here Submit Save for Later Close
6.	You will receive a task to Request Compensation Change. Select Open. All Items Search: All Items Advanced Search Default Compensation: Human Resources (Jessica Matson) Effective: 01/01/2026 Success! Event submitted Up Next Position Event View Details Open Organization Code
7.	Make Changes Compensation Effective Date & Reason Effective Date 01/01/2026 FTE 100.00% Go to 3 Dots icon on Salary tab and Click on Edit. Add Plan Assignment Salary Plan Name Academic Salary Plan ADDED Assignment Details 0.00 USD Annual ADDED Effective Date 01/01/2026 ADDED 3 Dots icon Edit Undo All Edits Restore Remove Delete enter your comment Process History Add the Base Pay Amount,Currency and Frequency, Click on Save.

Step

Action

Add Plan Assignment

Salary

Plan Name

Academic Salary Plan

Total Base Pay Range

1.00 - 250,000.50 - 500,000.00 USD Annual

Amount *

10,000.00

Currency *

X USD ***

Frequency *

X Annual ***

Additional Details

Assignment Details

10,000.00 USD Annual

Save

Cancel

enter your comment

Approve

Deny

Save for Later

Click **Approve**.

The position creation request will route to your HR for review. From there, the request will route for additional approvals up the management chain. And to Payroll Admin for Paygroup assignment.

Then, it routes back to you as the initiator to Assign Costing Allocation. Click on **Add** and add the Mandatory fields **Cost Center, Fund, Program Code, Distribution %**.

Assign Costing Allocation for Create Position

Event Details

Event

Costing Allocation for Create Position: 40050571 Test Job

Effective Date

01/01/2026

Costing Allocation Details

Costing Allocation Level

Position Restriction

Include Existing Allocations

From

01 / 01 / 2026

To

MM / DD / YYYY

Refresh Costing Allocation Data

Proposed Costing Allocations

Existing Costing Allocations

Add

Viewing

Proposed Costing Allocations

Existing Costing Allocations

Add

Viewing

01/01/2026

Copy Costing Allocation

Start Date *

01 / 01 / 2026

End Date

MM / DD / YYYY

Costing Allocation Attachments

Costing Allocations

Costing Allocation Details: 1 item

Order	Costing Working Defaults (As of Start Date)	Required with no Default (Must have Costing Override)	*Cost Center	Program	*Fund	*Program Co
	Cost Center: CC030300 Office of Human Resources Fund: FD101 General Revenue Location: ALLAWSONMULTIPURPOSECENTER-RM0103 Program Code: PC11 General Academic Instruction					

Click **Submit**.

This will route back to the Budget team for review and round out the remainder of the position creation process.

Step

Action

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The Position will route back to the Initiator for **Position Restriction Additional Data** details. Add the details and Click **Submit**.

Position Restrictions Additional

Base Rate

0

Position Budget End Date

MM / DD / YYYY

Budgeted Weeks

0

Person Years

0

enter your comment

➤ Depends on the Job Family Workforce HR Partner/ Academic Faculty Administrator will receive To Do to check the Position Attributes.

➤ Budget/HCM Grant Manager will create the position budget for the Position.

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Now the Position is Ready to create the Job Requisition and review under the Supervisory Org Staffing details – Postions without Job Requisitions table.

Human Resources (Jessica Matson)

View As Of08/19/2026Organization IDSUP_5_3347_2

TypeSupervisorySuperior OrganizationHuman Resources (Shauna Allen Robinson)

DetailsMembersStaffingUnavailable to FillRolesSecurity GroupsCompensation ActivityOrganization AssignmentsStudent Members

Staffing ModelPosition Management

Positions with Open Job Requisition1 item

Position Restrictions	Effective Job Requisition	Job Requisition FTE	Job Family	Job Profile	Job Profiles for Job Family	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type	Default Weekly Hours	Scheduled Weekly Hours	FTE
40030302 Administrative Assistant (Unfilled)	JR100222 Administrative Assistant (Open)	1	USP Services	0710 - Administrative Assistant	0003 - Clerk 0004 - Senior Clerk 0102 - Secretary 0108 - Senior Secretary 0114 - Executive Secretary 0 - None (110)	9 FOOTHEALIVER ADMINISTRATION CENTER	04/29/2026	04/29/2026	Full time	Employee	Regular	40	40	100%

Evergreen Requisitions1 item

Requisition	Job Profile	Primary Location	Recruiting Start Date	Target Hire Date	Time Type	Worker Type	Worker Sub-Type
JR100273 OPS HR Intern (Evergreen) (Open)	9190 - Student	9 TALLAHASSEE, FLORIDA MAIN CAMPUS	01/01/2026	03/12/2026	Part time	Employee	Temporary

Positions without Job Requisition3 items

Position Restrictions	Job Family	Job Profile	Job Profiles for Job Family	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type	Default Weekly Hours	Scheduled Weekly Hours	FTE
40030302 OPS HR Intern-1 (Unfilled)		9190 - Student		9 TALLAHASSEE, FLORIDA MAIN CAMPUS	01/01/2026	01/01/2026	Part time	Employee	Temporary	40	15	37.5%
40030304 FWS Admin Asst-HR Text (Unfilled)		9190FWS - Work Study Student		9 FOOTHEALIVER ADMINISTRATION CENTER	03/13/2026	03/13/2026	Part time	Employee	Student (Fixed Term)	40	15	37.5%
40030307 Text Job (Unfilled)	Faculty (10 months)	9199 - Faculty Administrator	9001-10 - Professor - 10 Months 9002-10 - Associate Professor - 10 Months 9003-10 - Assistant Professor-10 Months	9 ALLAWSONMULTI-PURPOSECENTER- RM0103	01/01/2026	08/01/2026	Full time	Employee	Regular	40	40	100%