

SUMMARY

This job aid outlines the process and workflow of loading a Create Position request in Workday for a Classified additional job. This job aid applies to Classified employee types only.

CREATE POSITION FOR CLASSIFIED ADDITIONAL JOB

1. In the **Workday search bar**, type the supervisor's name for the area the position will be created for, then click **Enter**.
2. Select and click the supervisor's name option that contains the subtitle "Supervisory Organization". On the new page, click on the Supervisory Organization's **Actions** icon, hover over **Staffing**, then select **Create Position**.
3. In the Position Request Reason field, select the reason **Temporary Additional Job**.
4. In the **Job Posting Title** area, type "Hourly Additional Job – (Job Descriptor)".
 - a. Example: Hourly Additional Job – Ticket Taker
5. Confirm the number of positions. This can be changed if creating more than one position that has the same job title, job description, and pay rate.
6. Complete the **Hiring Restrictions** sub-tab following the steps below:
 - a. Determine the **Availability Date** (when the position is available to fill). You can use the date you are creating the position. If future-dated, the position will not be accessible until that date.
 - b. Enter the **Earliest Hire Date**. You can also use the date you are creating the position.
 - c. For **Job Family**, select Administrative (AS).
 - d. For **Job Profile**, select Hourly Additional Job.
 - e. For the **Special Instructions** section, type in any special instructions for the applicants. For example, attach three professional references, cover letter, or a copy of transcripts when applying.
 - f. For the **Job Description** section, type in the job duties and qualifications (minimum, preferred, special, physical, and if needed, any required licenses or certifications) for the position.
 - g. In the **Location** field, type the appropriate campus work location.
 - h. For **Time Type**, select Part-Time.
 - i. For **Worker Type**, select Employee.
 - j. For **Worker Sub-Type**, select Classified.
 - k. For **Default Weekly Hours**, always enter 40.
 - l. Enter the **Scheduled Weekly Hours** the position will be working. The FTE will automatically populate once the Default and Scheduled Weekly Hours are filled.
 - m. Under **Attachments**, attach a copy of the job description and justification.
7. Click **Submit**.

NEXT STEP: PROVIDE JOB REQUISITION INFORMATION

1. For Reason, select **Administrative > Non-Competitive; No Recruiting Required**.
2. For Recruiting Instructions, select **Posting Not Required**.
3. For desired duration of advertising, select **No Posting at this Time**.
4. Select that you are not willing to consider remote work outside the state of Louisiana for this position since it is Classified.
5. Since the position is temporary, provide the **compensation actual end date**.
6. Click **Submit**.

NEXT STEP: CHANGE ORGANIZATION ASSIGNMENTS

1. **Review** the Effective Date, Supervisory Organization, Company, and Cost Center that populates for accuracy.
 - a. If the Cost Center needs to be corrected, click the pencil icon in the Cost Center section. Click on the prompt icon and type the correct Cost Center number associated with the position.
2. Click **Submit**.

NEXT STEP: REQUEST DEFAULT COMPENSATION FOR POSITION EVENT

1. Effective Date will automatically populate.
2. The Total Base Pay section information will populate once information is entered into the Hourly section.
3. Compensation Package, Compensation Grade, and Compensation Grade Profile will automatically populate based on the job profile that was selected for the position.
4. Compensation information will be entered into the **Hourly** section.
 - a. Enter the hourly rate of pay. This rate must match the employee's hourly rate of their primary job. Click on the Additional Details section to add the **Actual End Date**.
5. Merit Plan will automatically be based on the job profile that was selected for the position.
6. Click **Approve**.

NEXT STEP: ASSIGN PAY GROUP FOR POSITION RESTRICTIONS EVENT

1. In the **Proposed Pay Group** field, select Wage.
2. Click **Submit**.

WORKDAY WORKFLOW

