

SUMMARY

This job aid outlines the process and workflow of loading a Create Position request in Workday. This job aid applies to Faculty, Other Academic, Professional/Unclassified, and Classified positions.

CREATE POSITION

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 appropriate reason for the Create Position request. Below is a chart that lists each Reason and when it should be used:

Reason	Used For
Budgeted Position	Positions that will be part of the department's permanent position budget, usually funded from state/auxiliary accounts
Non-Budgeted Position	Positions fully funded from gift/grant accounts or that will not be part of the department's permanent position budget
Temporary Additional Job	Creating a position that will be used as an additional job for a worker

4. In the Job Posting Title area, type the job title.
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. Select Job Family based on job profile.
 - d. Type in the Job Profile name.
 - e. For Special Instructions, click on the text box and type in any special instructions for the applicants and a department contact information using the verbiage below, including needing to attach three professional references or a copy of transcripts when applying, etc. The Job Profile title will auto-populate into this section.
 - "For questions or concerns regarding the status of your application or salary ranges, please contact "Insert DEPARTMENT OR HIRING MANAGER'S Name" at "Insert Contact Number and email."
 - 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.
 - For Classified positions, confirm the job specifications are correct by referring to the Civil Service website. The Civil Service website link to the appropriate job specification must be included in the Job Description section for all Classified position requests. Please also include any required test scores needed for Classified positions.
 - g. In the Location field, type the appropriate campus work location.
 - h. For Time Type, select if the position is full-time or part-time.
 - i. For Worker Type, select Employee.
 - j. For Worker Sub-Type, select the appropriate employee type.
 - k. For Default Weekly Hours, always enter 40.

- l. Enter the Scheduled Weekly Hours the position will be working (full-time = 40). 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 either Administrative, New Position, or Replacement. See further explanation below:
 - a. Select Administrative > Non-Competitive; No Recruiting Required for positions that have a direct hire waiver that has been approved or if advertising will be delayed.
 - b. Select New Position > Position Previously Did Not Exist when the department is requesting additional staff.
 - c. Select Replacement > Employee Has Resigned or Transferred when the previous incumbent has resigned or transferred. Use the text box to identify the employee that has resigned or transferred from this position.
 - d. Select Replacement > Employee Terminated when the previous incumbent terminated. Use the text box to identify the employee that terminated from this position.
2. For Recruiting Instructions, select from one of five options:
 - a. Select Post Internally and Externally when advertising to LSU employees and the public.
 - b. Select Post Internally Only when there is an approved waiver to advertise to LSU employees or department employees only.
 - c. Select Posting Not Required when there is an approved waiver to not advertise or if hiring from an evergreen requisition.
 - d. Select Post to Waiver Site when there is an approved waiver to not advertise.
 - e. Select No Posting at this Time if you do not want the position to be posted yet.
3. For desired duration of advertising, select one of the following options:
 - a. Select Minimum 5 days for Classified positions only.
 - b. Select Two weeks for Faculty, Other Academic, Professional/Unclassified, and Classified Positions. Two weeks is the maximum duration a Classified position can be advertised per requisition.
 - c. Select Open Until Filled for Faculty, Other Academic, and Professional/Unclassified positions that should remain open until the search has concluded.
 - d. Select No Posting at this Time if there's an approved waiver, are linking to an Evergreen, or do not want the position to be advertised yet.
 - e. Select Other to specify a period of time not mentioned in the options above. A text box will appear to enter how long you'd like the position posted for.
4. Select whether you are willing to consider remote work outside the state of Louisiana for this position.
 - a. If yes, please note that positions approved to work remotely outside the state of Louisiana shall be employed through nextSource Workforce Solutions for Employer of Record services, including but not limited to, employment, benefits, payroll, and tax compliance. Positions employed through Employer of Record services will be offered benefits and retirement as applicable through their provider and will not be eligible for state of Louisiana benefits and retirement.
5. List any external websites or publications you'd like the job advertised on.
6. If advertising on an external website, provide the account number to charge the costs to.
7. Enter the account number to charge background checks to. No charges will be incurred until a candidate is selected and moved through the Background Check step in the Recruiting Module.

8. Select if a Search Committee is needed for this search.
9. If this position should be linked to an Evergreen requisition, provide that Evergreen requisition number.
10. If the position is temporary or fixed-term, provide the compensation actual end date.
11. If there's any additional information or specific verbiage to include on the requisition or external advertisement, provide the text or attachments.
12. 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 Salary or 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 either the Salary or Hourly section.
 - a. Salary – If the position is salaried, enter the salary amount. If the position will have an end date, click on the Additional Details section to add the Actual End Date.
 - b. Hourly – if the position is hourly, enter the hourly rate. If the position will have an end date, click on the Additional Details section to add the Actual End Date.
5. Allowance Plans can be added at this step, also, if applicable.
6. Merit Plan will automatically be based on the job profile that was selected for the position.
7. Click Approve.

NEXT STEP: ASSIGN PAY GROUP FOR POSITION RESTRICTIONS EVENT

1. In the Proposed Pay Group field, select the appropriate pay group. A pay group is the group of employees who are paid on the same payroll cycle. Below is a chart that lists each pay group and when it should be used:

Pay Group	Used For
Academic	4-month and 9-month Faculty/Other Academic
Professional	Salaried Professional/Unclassified, 12-month Faculty/Other Academic, and Graduate Assistants
Student	Hourly student workers
Wage	Hourly Professional/Unclassified, Classified, Wages as Earned, and Transients
Non-Employee	Out-of-state workers employed through nextSource Employer of Record services

2. Click Submit.

WORKDAY WORKFLOW

