



Manage Position Freeze (*Unfreeze*)

Business Process Overview

The Manage Position Freeze business process is used to stop all future HR Personnel transaction to an unfilled position. The process steps to unfreeze a position using the HFE process, are listed in the table below:

Process Steps	Role	Description
Initiate Unfreeze a Position	HR Coordinator	Enter the details to unfreeze a position. The HR Coordinator can only initiate based on the reasons indicated.
Review Documents * (attach supporting documents)	HR Coordinator	Attach documentation (e.g., Hiring Freeze Exception Request form). NOTE: <i>This may be an offer letter prior to July 1, 2025</i>
Agency Approvals	Agency Budget and Finance Partner	Agency Budget and Finance Partner final approval of the unfreeze request.

NOTE: Approval routing is based on the reason selected when initiating the business process. Steps marked with an asterisk (*) are not always required.

Event	Reason	Initiator
Unfreeze a Position	Freeze Position, Headcount or Job Group> Unfreeze>Agency Budget Unfrozen	HR Coordinator

Before you begin...

You will need the following information to complete the Unfreeze a Position process:


- Supervisory Organization
- Position Title
- Unfreeze Reason
- Unfreeze Date
- Attach the Hiring Freeze Exception form

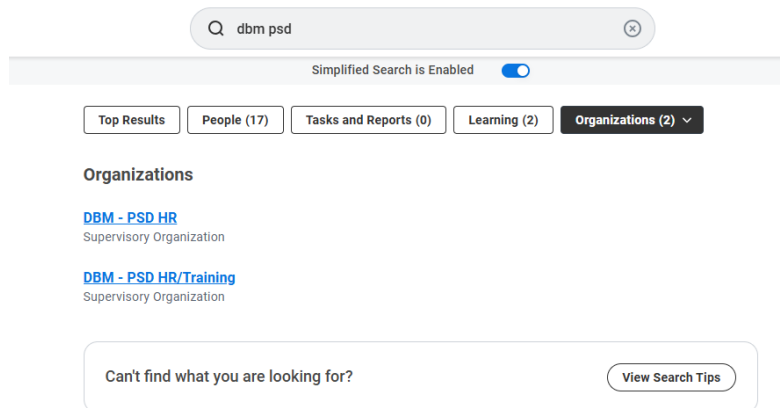


Unfreeze a Position

The procedure to unfreeze a position and submit the appropriate document for approval follows.

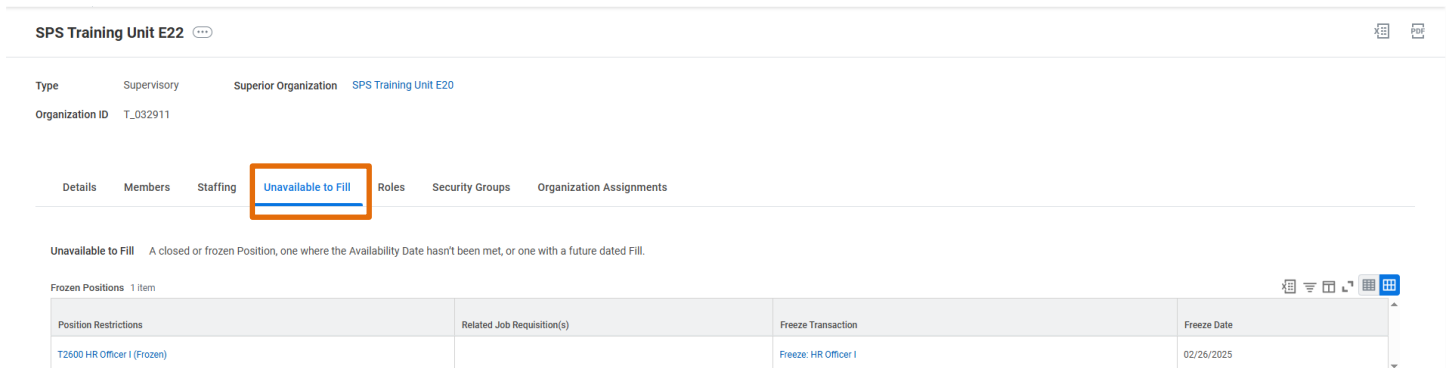
Procedure:

1. Type the Supervisory Organization in the Search field.
2. Click the search  icon.
3. Click the Supervisory Organization hyperlink.



Search results for "dbm psd". The interface shows a search bar with the text "dbm psd" and a magnifying glass icon. Below the search bar, there is a toggle for "Simplified Search is Enabled". A row of buttons includes "Top Results", "People (17)", "Tasks and Reports (0)", "Learning (2)", and "Organizations (2)". Under the "Organizations" section, two links are listed: "DBM - PSD HR" and "DBM - PSD HR/Training", both labeled as "Supervisory Organization". At the bottom, there is a message "Can't find what you are looking for?" and a "View Search Tips" button.

4. Click on the Unavailable to Fill tab to locate the frozen position.




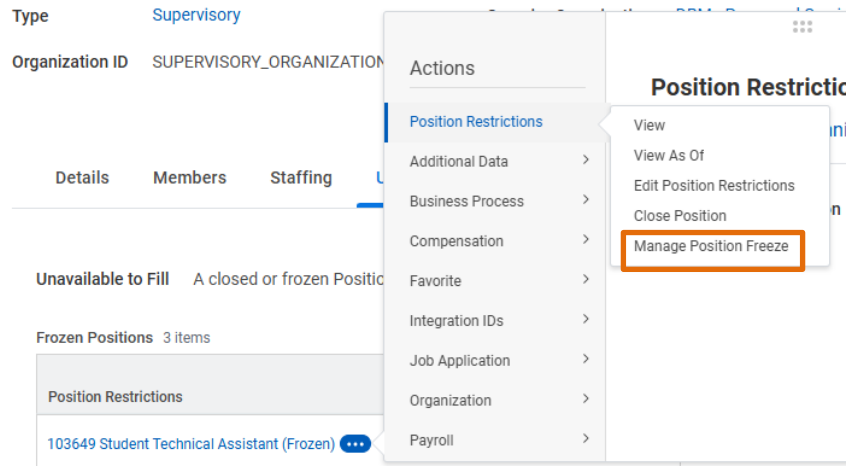
The screenshot shows the "SPS Training Unit E22" interface. The "Unavailable to Fill" tab is selected and highlighted with a red box. Below the tabs, there is a table titled "Frozen Positions" with 1 item. The table has four columns: "Position Restrictions", "Related Job Requisition(s)", "Freeze Transaction", and "Freeze Date". The data row shows "TZ600 HR Officer I (Frozen)" under Position Restrictions, "Freeze: HR Officer I" under Freeze Transaction, and "02/26/2025" under Freeze Date.

Position Restrictions	Related Job Requisition(s)	Freeze Transaction	Freeze Date
TZ600 HR Officer I (Frozen)		Freeze: HR Officer I	02/26/2025

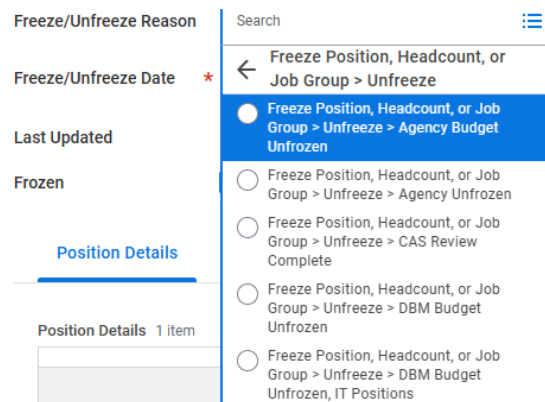


Information: You can also view the "SPMS View All Positions" report.

5. Find the unfilled position you want to unfreeze. Then, click the Related Actions icon  next to the position.
6. Hover over Position Restrictions and click Manage Position Freeze.



7. Type or use the prompt to navigate to and select the Unfreeze Reason - **Freeze Position, Headcount, Job Group > Unfreeze > Agency Budget Unfrozen.**



8. Click the Calendar icon  and select the Unfreeze Date.
9. Click the Frozen checkbox ☐ to deselect this option.



Manage Position Freeze

Position Group 103649 Student Technical Assistant (Frozen)

Organization DBM - PSD HR

Freeze/Unfreeze Reason Freeze Position, Headcount, or
× Job Group > Unfreeze > Agency
Budget Unfrozen

Freeze/Unfreeze Date 06/30/2025

Last Updated 06/30/2025

Frozen ☐

Position Details History

Position Details 1 item

Position Details			
Job Posting Title	Job Description	Additional Information	Hiring Restrictions
Student Technical Assistant	NATURE OF WORK This classification provides hourly employment for students in a variety of technical assistant jobs within an agency of Maryland State government.	Available For Hire <input type="checkbox"/> Hiring Freeze <input checked="" type="checkbox"/>	Job Profile Student Technical Asst-5302 Location Baltimore - 301 W. Preston St Availability Date 01/01/1900 Earliest Hire Date 01/01/2023 Time Type

Submit

Save for Later

Cancel

10. Click the **Submit** button.

11. Click the **Review Documents** button to open the next task.

Review Documents

You have submitted

Up Next: Cheryl Murphy | Review Documents

[View Details](#)

Review Documents



12. On the Review Documents page, attach the appropriate document (the HFE form or offer letter prior to July 1, 2025) clicking the “Select File” button and selecting the document, or dragging and dropping the correct file in the same place.

Review Documents

Review Documents for Freeze: Student Technical Assistant

Documents

Document

Hiring Freeze Exception Request

Drop file here

or

Select files

Comment

Submit

Save for Later

Cancel

13. After attaching the document, select Submit.

You have submitted

Up Next: HR Partner | Approval by HR Partner or HR Partner (Agency Level)

[View Details](#)

14. A confirmation message from Workday will display Up Next for approval steps.

15. This system task is complete.



Approving Unfreeze Process (HFE)

After the HRC submits the Unfreeze transaction for approval, it will be routed to the HR Partner first and then to the Agency Budget and Finance Partner. Both roles will need to approve the Unfreeze process for the system task to be complete.

Procedure:

1. Approvers should run the *Freeze Position Attachment* report to view the HFE or approval document by searching for it in Workday.

A screenshot of the Workday search interface. The search bar contains the text "freeze position attachment". Below the search bar, a result is displayed: "Freeze Position Attachments Report" with a document icon. A "View More" link is visible below the result.

2. Use the date prompts to ensure the report will pick up the unfreeze transaction being reviewed.

A screenshot of the "Freeze Position Attachments" report configuration window. It shows two date and time filters: "From Moment" set to 07/01/2025 03:00:00 AM and "To Moment" set to 07/02/2025 12:25:16 PM. There are "Cancel" and "OK" buttons at the bottom.

3. Find the employee's unfreeze transaction details in the report, and select the Uploaded Document showing as attached. This should be the appropriate document for the Unfreeze HFE process.

Freeze Position Attachments						
From Moment 07/01/2025 03:00:00 AM To Moment 07/02/2025 12:25:16 PM						
2 Items						
Assigned to	Review Document Status	Uploaded Document	Date Uploaded	Business Process	Position ID	Reason
Cheryl Murphy	Completed	Hiring Freeze Exception Request_uploaded	7/01/2025 10:18:15 AM	Freeze: Student Technical Assistant	103649	Freeze Position, Headcount, or Job Group > Unfreeze > Agency Budget Unfrozen
Jacqueline Wallace	Completed	Hiring Freeze Exception Request_uploaded	7/01/2025 12:04:36 PM	Freeze: Office Clerk II	231245	Freeze Position, Headcount, or Job Group > Unfreeze > Agency Budget Unfrozen



4. After viewing the document, navigate to your My Task box and locate the Unfreeze transaction for approval.

The screenshot displays the SPS Statewide Personnel System interface. On the left, a sidebar shows a menu with options like 'All Items', 'Advanced Search', and 'Freeze: Student Technical Assistant'. The main content area shows a review page for a 'Freeze: Student Technical Assistant' transaction. The page includes a search bar, a list of items, and a detailed review section. The review section contains fields for 'For', 'Overall Process', 'Overall Status', and 'Due Date'. Below this, there is a 'Details to Review' section with fields for 'Organization', 'Freeze/Unfreeze Reason', 'Effective Date', and 'Frozen'. The 'Position Details' section is a table with columns for 'Job Posting Title', 'Job Description', 'Additional Information', 'Hiring Restrictions', and 'Qualifications'. The 'Job Description' column contains the text 'NATURE OF WORK' and a description of the classification. The 'Additional Information' column has checkboxes for 'Available For Hire' and 'Hiring Freeze'. The 'Hiring Restrictions' column lists 'Job Profile', 'Location', and 'Availability Date'. At the bottom, there are buttons for 'Approve', 'Add Approvers', 'Deny', and 'Cancel'.

5. After verifying accurate information and review, select Approve.
- If the transaction is Denied, the approver will be prompted to add a comment and this will end the transaction.

The screenshot shows a 'Deny' dialog box. The title is 'Deny'. The text inside says 'Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.' Below this, there is a 'Reason' field with a red star icon and the text 'Does not meet requirements.' At the bottom, there are two buttons: 'Submit' and 'Cancel'.

6. If approved, this system task is complete. (If denied, the transaction is ended and will need to be restarted, if needed.)