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:** *This may be an offer letter prior to July 1, 2025*
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
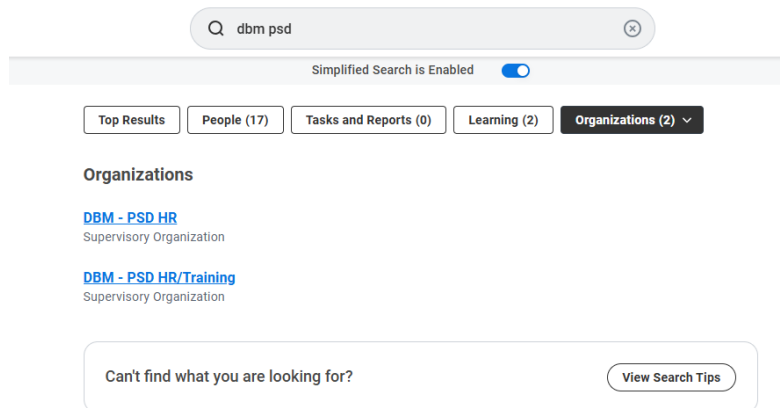- Unfreeze Date
- Attach the Hiring Freeze Exception form

Unfreeze a Position

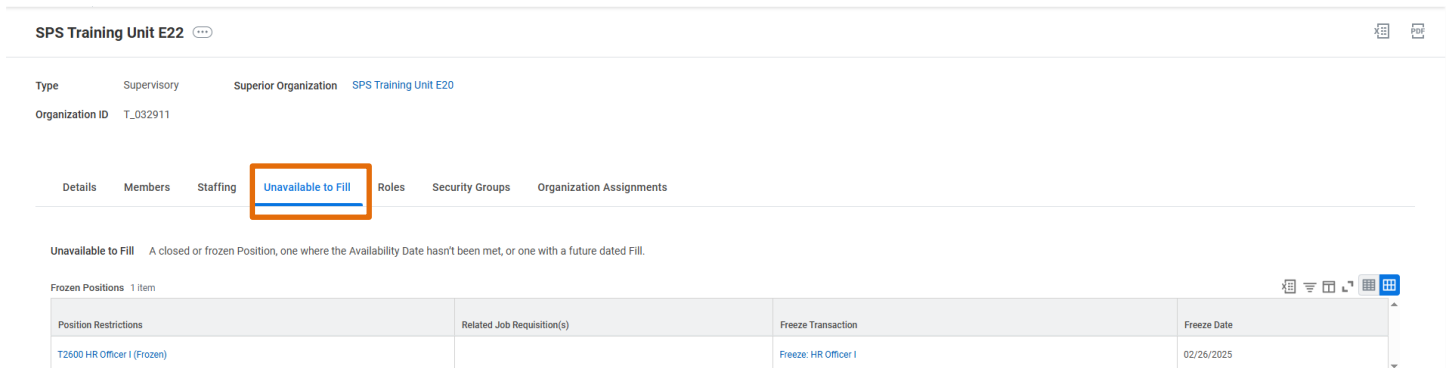The procedure to unfreeze a position and submit the appropriate document for approval follows.

1. Type the Supervisory Organization in the Search field.

2. Click the search Q icon.

3. Click the Supervisory Organization hyperlink.

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

Information: You can also view the "SPMS View All Positions" report.
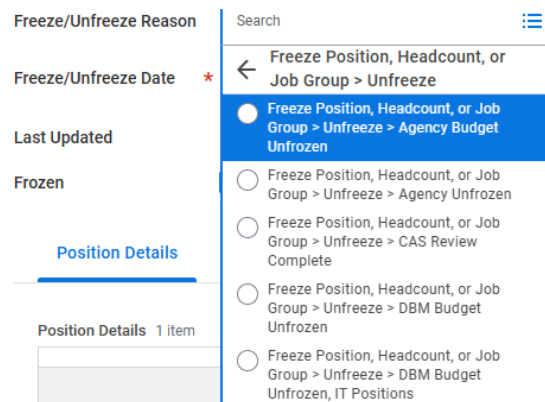
5. Find the unfilled position you want to unfreeze. Then, click the Related Actions icon ⬤⬤⬤ next to the position.

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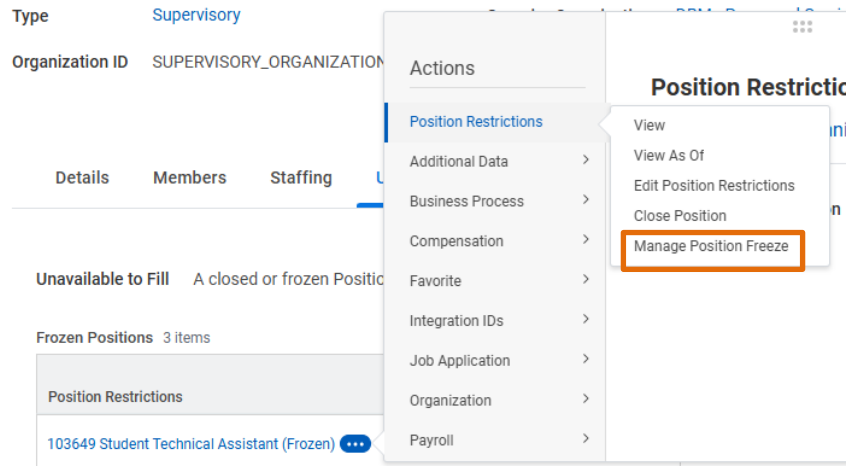
7. Type or use the prompt to navigate to and select the Unfreeze Reason - *Freeze Position, Headcount, Job Group > **Unfreeze** > Agency Budget Unfrozen.*

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 ☐ Hiring Freeze ☑	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**   **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.

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

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 03:00:00.000 AM   To Moment 07/02/2025 12:25:16.743 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 10:18:15.627 M	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 12:04:36.175 M	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.

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.

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