Approve New Positions

The Create Position process is initiated by the HR Coordinator to create new positions in a supervisory organization (e.g., Agency/department, division, unit, etc.) that are approved through the budget process or by the Agency under some authority.

An approval task called "Create Position" is routed to people in the following roles for approval:

Agency Approvals

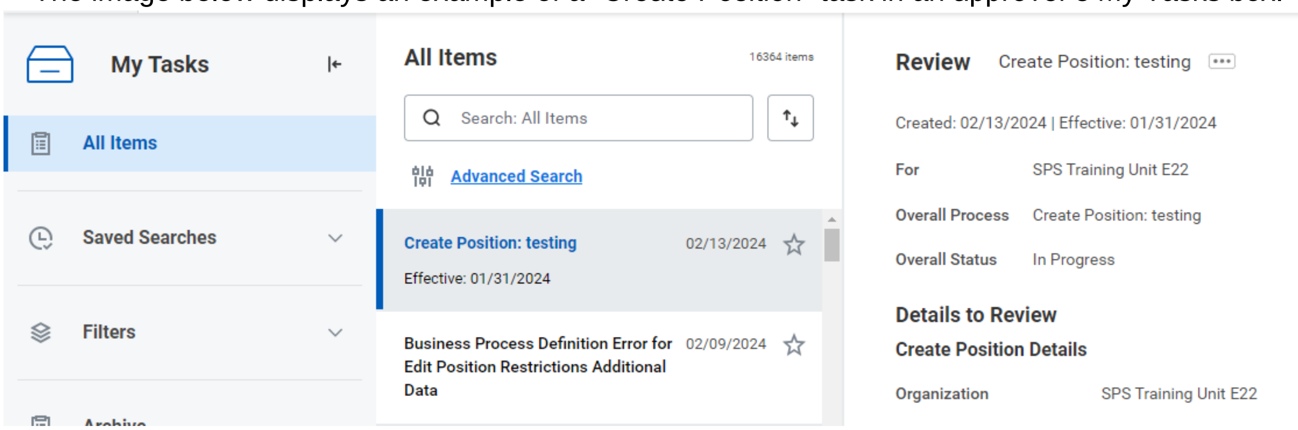
- HR Partner
- Appointing Authority Partner
- Budget and Finance Partner

NOTE: Agency approvals are not required for a contingent worker position.

DBM Approvers (if applicable)

- Budget Administrator
  (for Annual Budget or Off-Cycle BPW Approved positions and split positions)
- Central Class Partner
  (for Annual Budget or Off-Cycle BPW Approved positions)

The image below displays an example of a "Create Position" task in an approver's My Tasks box.

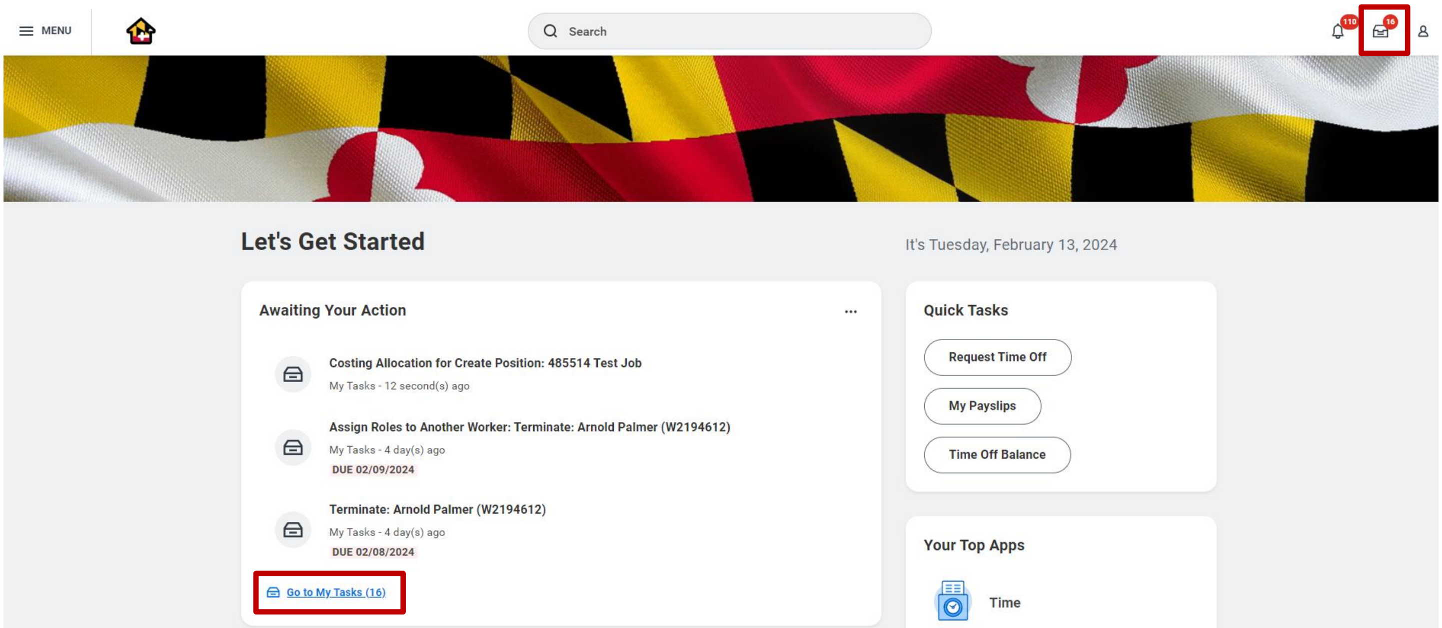


Note that you can only review and approve a new position when the task is routed to your My Tasks box for approval.

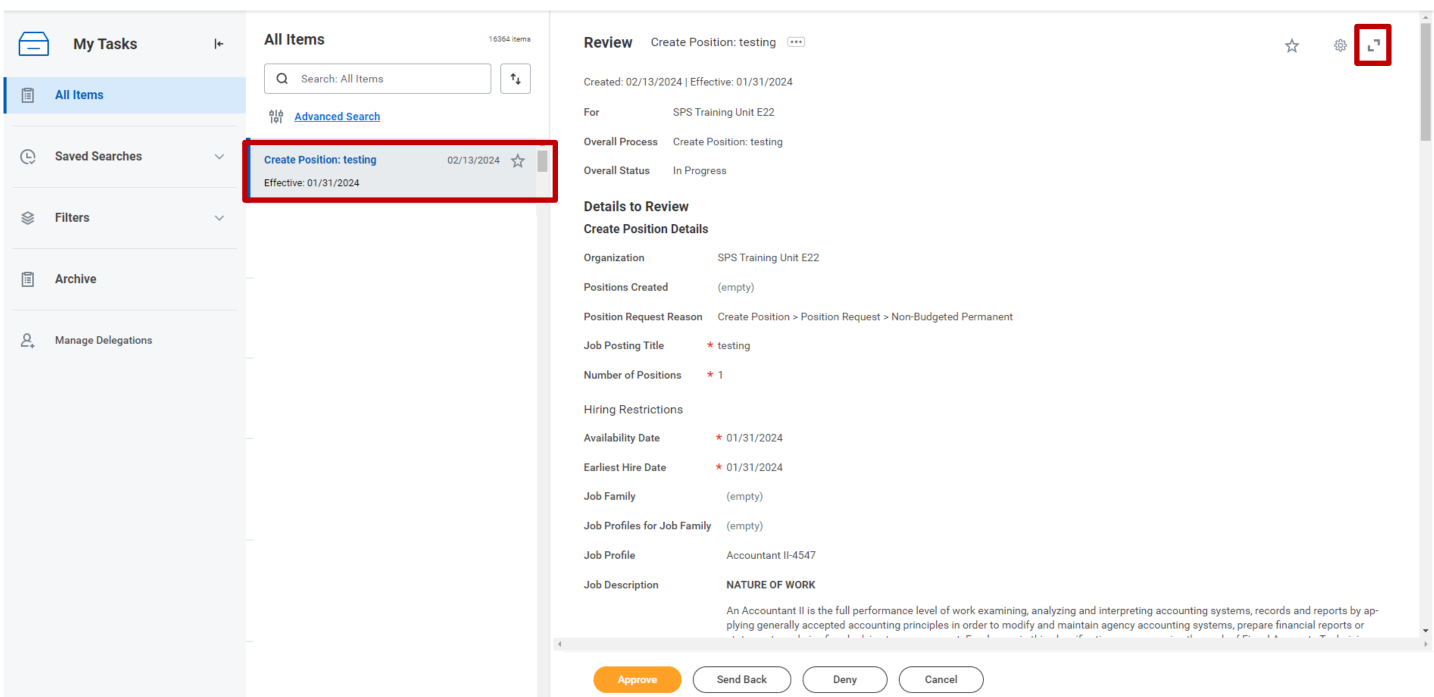
The procedure to approve a new position in Workday follows.

Procedure:

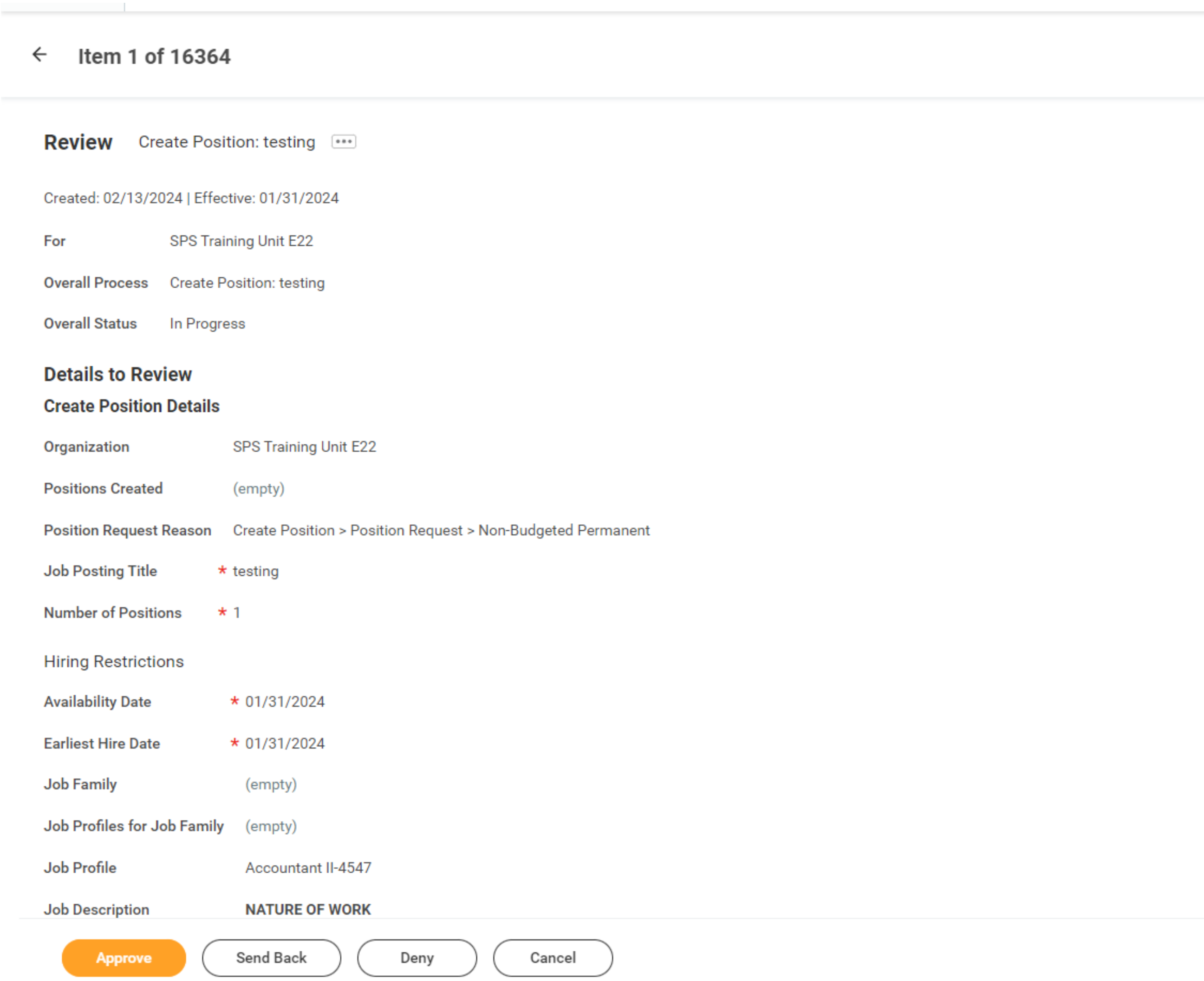
1. Click the **My Tasks box** icon Or click the *Go to My Tasks* Go to My Tasks (16) hyperlink to view tasks.



2. On the All Items tab, identify and click the "Create Position" task in the list. The task will include the Job Title for the position.



3. Click the arrow to expand the view of the page.



4. Review the position details of the request.

   Details about the position request display, including:

   - **Create Position Details**
     (e.g., position request reason, job posting title, number of positions)
   - **Hiring Restrictions**
     (e.g., availability and earliest hire dates, job profile, job description (MS-22), position location (primary), time-type, and position worker type/sub-type)
   - **Organization Assignments**
     (e.g., cost center, default fund, budget status (budgeted/not budgeted), bargaining status (yes/no), FTE Authorized %, and other position attributes)

5. When you are done, click the Approve **Approve** button.

Tip: If you do not want to approve the request, you can also click one of the following buttons:

- Click the **Deny** button to deny the request. This action terminates the transaction.
- Click the **Send Back** button to send the request back to the initiator to make changes.
- Click the **Cancel** button to cancel your review. Retrieve the task from your My Task box later.

6. The Up Next page keeps you informed of the next step of the business process and who is responsible for the next step, if applicable.

7. The System Task is complete.