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

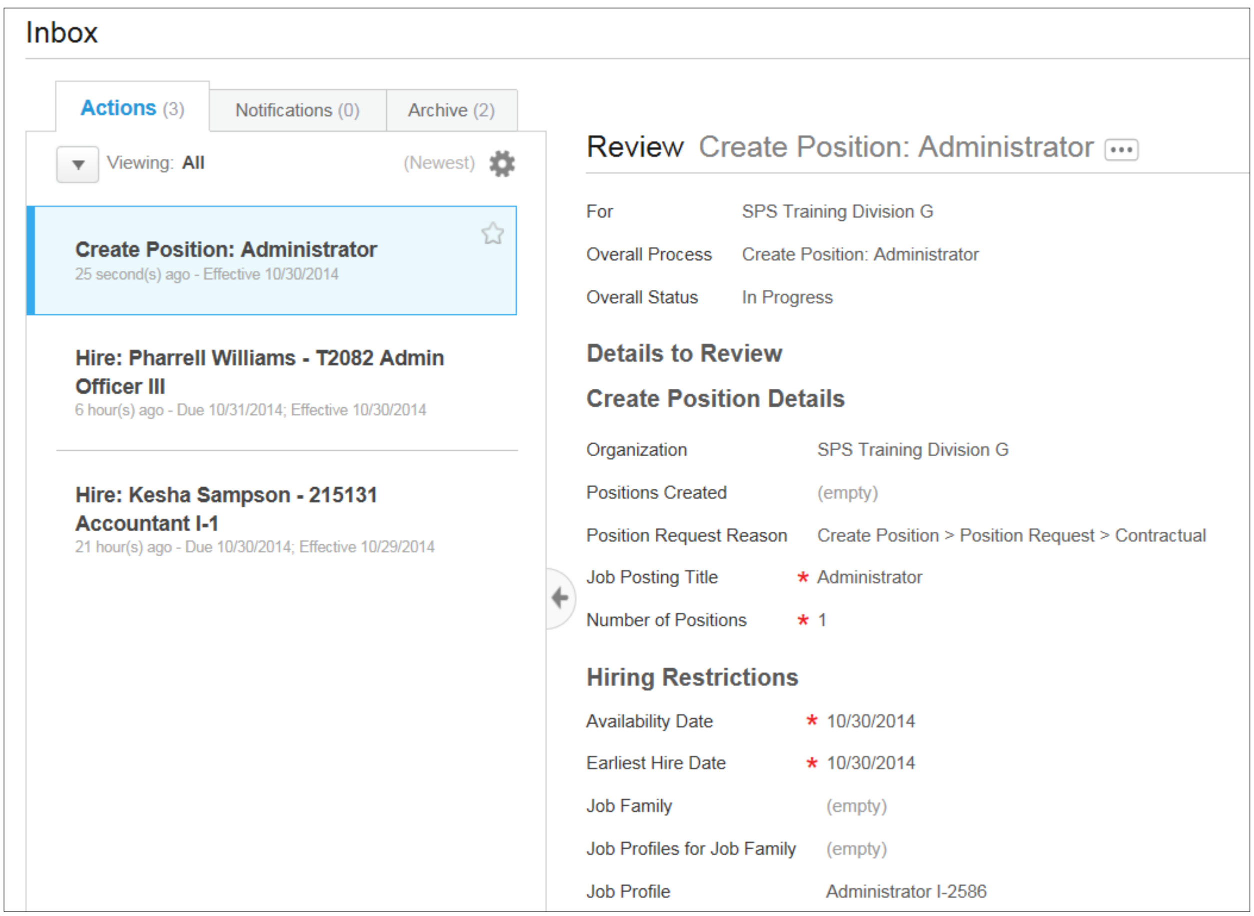
- HR Partner
- Appointing Authority Partner
- Budget and Finance Partner

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 inbox.



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

The procedure to approve a new position in Workday follows.

Procedure:

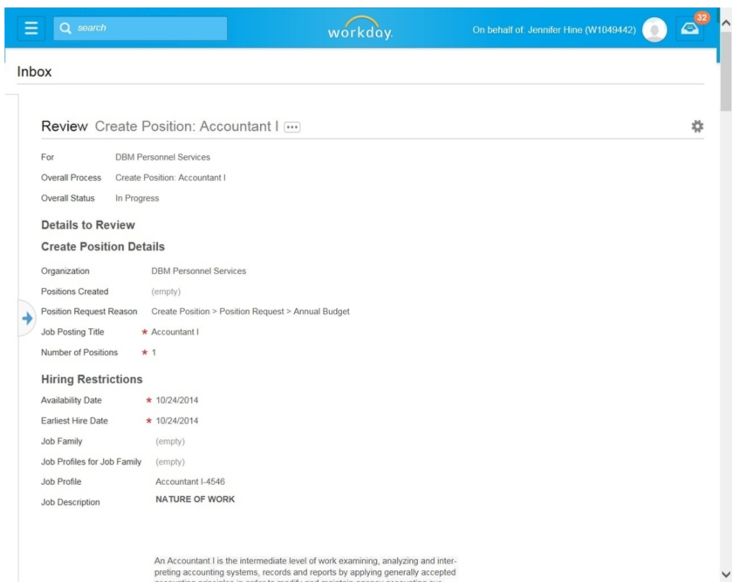
1. Click the Inbox  icon.
2. Click the **View Inbox** 

hyperlink.
3. From the Action tab, locate and click the action item titled “Create Position”.

Information: The name of the position displays in the task name, e.g., “Create Position: Accountant I”.

4. Click the arrow  to collapse the inbox.

Inbox



5. Review the position details of the request.

Details about the position request display, including:

- **Create Positon 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)

6. When you are done, click the 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 you inbox later.

7. 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.

Tip: After approving the position request, view the next steps in the business process, if desired.

1. Click the **Details and Processes** arrow
2. Click on the **Process** tab.
3. On the **Process** tab, view the next step and remaining process steps (if applicable.

8. Select one of the following options:

If	Then
You have other position requests waiting your review (on the **Up Next** page)....	Click the task link in the **Others Awaiting My Action** section **NOTE:** You can also access these tasks by navigating to the **Actions** tab in your inbox.
You are finished reviewing position requests...	Click the **Done** button.

9. The System Task is complete.