



STATEWIDE PERSONNEL  
— S Y S T E M —

**Create Position**

March 2020



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## Create Position Business Process

### Business Process Overview

A position must be created when a new position is approved through the budget process or by the agency under some authority.

The process steps in the Create Position business process are listed in the table below.

Process Steps	Role	Description
<b>Initiate Create Position</b>	HR Coordinator	Enter position details and restrictions.
<b>Change Organization Assignments</b>	HR Coordinator	Assign agency budget code and fund for the position.
<b>Agency Approvals</b>	HR Partner	HR Director approval.
	Appointing Authority Partner	Appointing Authority approval.
	Agency Budget/Finance Partner	Agency budget approval.
<b>DBM Approvals</b>	Central Class Partner	DBM CAS approval.
	Budget Administrator	DBM OBA budget approval.
<b>Assign Costing Allocation</b>	HR Coordinator	Assign costing allocation for the position.
<b>Create Job Requisition</b>	HR Coordinator	Create a job requisition to make the position available for recruitment in JobAps.

**NOTE:** Approval routing is based on the reason selected when initiating the business process.

### Events and Reasons

Upon creating a new position in Workday, you will have to specify the reason for the position request.

Event	Reason
Create Position	Off-Cycle (BPW) Approval
	Annual Budget
	Temporary Worker
	Intern
	Non-Budgeted Permanent
	Contractual
	Split a Position
	Contingent



**Before you begin...**

You will need the following information to complete the Create Position process:

- Supervisory Organization
- Title of job posting
- Availability Date or Earliest Hire Date
- Job Profile (Classification/Class Title)
- Location of position
- Time Type (full time/part time)
- Worker Type (employee/contingent worker)
- Worker Sub-Type (State/Regular, Contractual, Temporary, Intern, Vendor, etc.)
- Organizations (as required), including:
  - Cost Center (Agency Budget Code and Pseudo Code)
  - Fund
  - Appointment
  - Authorized By
  - Background Check\*
  - Bargaining Status
  - Budget Status
  - Check Distribution Code\*
  - Compressed Work Week\*
  - Check Distribution Code\*
  - Essential Personnel\*
  - High Risk Job\*
  - Retirement System
  - Telework\*
  - RSTARS Financial Agency
  - RSTARS Subprogram
  - RSTARS Unit
  - RSTARS Program
  - Authorized Percent

\*Indicates an optional field. These fields should be entered when position requires the designation.

**NOTE:** RSTARS budget information should be obtained from your designated Budget and Finance Partner.



# Create Position

The steps to initiate the Create Position process follow.

## Procedure:

1. Type the name of the supervisory organization in the search field.
2. Click the Search  icon.
3. Click the supervisory organization hyperlink.

### Supervisory Organization Details

W

**SPS Training Unit E17** [Actions](#)

Type: Supervisory Superior Organization: SPS Training Unit E1  
 Organization ID: T\_075930 Subordinates: SPS Training Unit E18, SPS Training Unit E19

**Details** | Members | Staffing | Roles | Security Groups | Organization Assignments

Availability Date: 01/01/1900  
 Type: Supervisory  
 Subtype: Subprogram  
 Visibility: Everyone  
 Top Level: State of Maryland Supervisory Organization  
 Superior: SPS Training Unit E1  
 Subordinates: SPS Training Unit E18, SPS Training Unit E19  
 Primary Location: Baltimore - 301 W. Preston St

4. Click the Staffing [Staffing](#) tab.

**SPS Training Unit E17** [Actions](#) 

Type: Supervisory Superior Organization: SPS Training Unit E1  
 Organization ID: T\_075930 Subordinates: SPS Training Unit E18, SPS Training Unit E19

**Details** | Members | **Staffing** | Roles | Security Groups | Organization Assignments

Staffing Model: Position Management

Positions without Job Requisition: 24 Items   

Position Restrictions	Job Profile	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type
TE01 Accountant I-1 (Unfilled)	Accountant I-4546	 Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE02 Accountant I-2 (Unfilled)	Accountant I-4546	 Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE03 Accountant I-3 (Unfilled)	Accountant I-4546	 Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular

5. Review position information (i.e., “unfilled” positions and/or positions actions in progress). Determine if a position should be created.



**Information:** Position information that shows here includes:

- **Positions without Job Requisitions:** Indicates positions that have been created but have not been filled (via JobAps recruitment or direct hire in Workday). These positions displays as “unfilled”.
- **In Progress Position Actions:** Review Create Position events that have not been completed in Workday.

The screenshot shows the 'SPS Training Unit E17' interface. At the top, there is an 'Actions' button with a green arrow pointing to it labeled '1.'. Below this, there is a table of 'Positions without Job Requisition' with 24 items. One item, 'TE02 Accountant I-2 (Unfilled)', has a green arrow pointing to it labeled '2.'. A context menu is open over this item, showing options like 'Staffing', 'Staffing Reports', 'Talent', and 'Time and Leave'. The 'Staffing' option is highlighted, and a sub-menu is open over it, showing 'Create Position' (highlighted with an orange box and a green arrow labeled '3.'), 'Manage Organization Hiring Freeze', and 'Manage Position Hiring Freeze'. The background shows details for the 'Supervisory Organization SPS Training Unit E17', including its manager (Jennifer Garner-T), headcount (5), and subordinates (SPS Training Unit E18 and E19).

6. To create a position, click the Related Actions and Preview **Actions** button next to the supervisory organization.
7. In the menu, hover over Staffing and then click Create Position.

### Create Position

The 'Create Position' form is displayed. It includes the following fields and sections:

- Supervisory Organization:** SPS Training Unit E17
- Position Request Reason:** (empty)
- Job Posting Title:** (empty, marked with a red asterisk)
- Number of Positions:** 1 (marked with a red asterisk)
- Hiring Restrictions:** (empty)
- Qualifications:** (empty)
- Availability Date:** (empty, marked with a red asterisk, format MM/DD/YYYY)
- Earliest Hire Date:** (empty, marked with a red asterisk, format MM/DD/YYYY)
- No Job Restrictions:** (checkbox, unchecked)
- Job Family:** (empty)
- Job Profiles for Job Family:** (empty)
- Job Profile:** (empty)
- Job Description Summary:** (empty)
- Job Description:** (empty, with a rich text editor toolbar)

At the bottom of the form, there are three buttons: 'Submit' (orange), 'Save for Later' (grey), and 'Cancel' (grey).

Create Position

Create Position

Supervisory Organization SPS Training Unit E17

Position Request Reason  

Job Posting Title \*

Number of Positions \* 1

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Hiring Restrictions Qualifications

Availability Date \* MM / DD / YYYY 

Earliest Hire Date \* MM / DD / YYYY 

No Job Restrictions

Job Family  

Job Profiles for Job Family (empty)

Job Profile  

Job Description Summary

8. Type or use the prompt to select the Position Request Reason.
9. Enter the Job Posting Title.



**Information:** This is the Working/Business Title you will see for the event. For example: Accountant Fiscal Services.

10. Change the number of positions from "1", to another number, if applicable.
11. Use the Calendar  icon to select the Availability Date.
12. Use the Calendar  icon to select the Earliest Hire Date.



**Caution:** Do not enter a value in the Job Family field.

13. Type or use the prompt to select the Job Profile (Class Title).



**Information:** You can search in this field based on the abbreviations in the current Salary Plan and in the Workday Job Catalog.



**Information:** The Job Description may populate based on what is entered for the Job Profile. If it does not populate, it will have to be entered manually.

14. Type or use the prompt to select the Location.
15. Type or use the prompt to select the Time Type.
16. Type or use the prompt to select the Worker Type.
17. Type or use the prompt to select the Worker Sub-Type.



**Caution:** The Worker Type and Worker Sub-Type fields must correspond with the Position Request Reason entered above.

## Create Position: Qualifications

Hiring Restrictions **Qualifications**

Certifications 0 Items 🔍 🗑️ 📄

+	Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
No Data					

Competencies 0 Items 🔍 🗑️ 📄

+	Required	*Competency	Target Rating
No Data			

Education 0 Items 🔍 🗑️ 📄

+	Required	*Degree	Field of Study
No Data			

Work Experience 0 Items 🔍 🗑️ 📄

+	Required	*Work Experience	Experience Level
No Data			

If you would like to make changes to the new positions qualification, select the **Qualifications** tab.

19. Click the Add Row  icon in the applicable section (i.e., Responsibilities and/or Work Experience) to add qualifications.



**Information:** This information comes from the MS-22 Position Description form.

20. Click the Submit  button. This will submit the position request and route to the next step in workflow.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

## Next Step: Change Organization Assignments

**Success! Event submitted** 🔍 🗑️

Create Position: Test Admin 🔄

**Up Next**

 HR Coordinator - E20  
Change Organization Assignments

> **Details and Process**

**Do Another**

[Create Position](#)

21. The next step in the process is Change Organization Assignments. Click the Open button to start the next task in the business process.

Open



**Tip:** After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

22. The System Task is complete.

## Change Organization Assignments

When a new position has been created, you must assign organizations to the position. This includes the company, cost center, fund, and other applicable organization values.

**NOTE:** RSTARS budget/finance codes should be obtained from your designated Budget and Finance Partner.

**Procedure:**



**Information:** If you did not assign organizations directly after creating the position, access this task from your Inbox. Look for a task that begins with “Assign Organizations: Create Position.” The position name will be in the task description.

1. Complete the following fields:

Field Name	Description	Values
<b>Company</b>	Required. This is company name.	Enter value in <b>Company</b> . <b>Example:</b> State of Maryland
<b>Cost Center</b>	Required. Used for position budget reporting. They are a fifteen-digit number that combine the agency code, program, sub-program, and pseudo code used in the State of Maryland Appropriation/Budgetary Codes. This field should be completed for all Positions and will default with a value.	Enter value in <b>Cost Center</b> . <b>Example:</b> 112233445566778
<b>Fund</b>	Required. Used to designate the primary funding type for the Position. This field should be completed for all Positions and will default with a value.	Enter value in <b>Fund</b> . <b>Example:</b> 01 General
<b>Appointment</b>	Optional. Used to designate if the Position is a Special Appointment or Political Special Appointment. This field should only be completed if the Position is either of these values.	Enter value in <b>Appointment</b> . <b>Example:</b> Special Appointment
<b>Authorized By</b>	Required. Used to designate who authorized the creation of the Position. This field should be completed for all Positions.	Enter value in <b>Authorized By</b> . <b>Example:</b> 01 General Assembly
<b>Authorized %</b>	Required. Used to designate the headcount authorized for the Position. This field should be completed for all Positions.	Enter value in <b>Authorized %</b> Example: 100
<b>Background Check</b>	Optional. Used to designate if the Position requires a background check. This field should only be completed when the Position requires a	Enter value in <b>Background Check</b> . <b>Example:</b> Background Check Required



Field Name	Description	Values
	background check according to the law or as approved by DBM.	
<b>Bargaining Status</b>	Required. Used to designate if the Position participates in bargaining or not. This field should be completed for all Positions.	Enter value in <b>Bargaining Status</b> . <b>Example:</b> Yes or No
<b>Budget Status</b>	Required. Used to designate if the Position is budgeted through Position Control. This field should be completed for all Positions.	Enter value in <b>Budget Status</b> . <b>Example:</b> Budgeted Position
<b>Check Distribution Code</b>	Optional. Used to designate the Check Distribution Code. This field is optional depending on whether the Agency utilizes Check Distribution Codes	Enter value in <b>Check Distribution Code</b> . <b>Example:</b> 001
<b>Compressed Work Week</b>	Optional. Used to designate if the Position is eligible for a Compressed Work Week. This field should only be completed is the Position is eligible for a Compressed Work Week	Enter value in <b>Compressed Work Week</b> . <b>Example:</b> Eligible for Compressed Work Week
<b>Drug Sensitive</b>	Optional. Used to designate if the Position requires a drug screen according to the personnel drug testing regulations. This field should only be completed when the Position requires a drug screen.	Enter value in <b>Drug Sensitive</b> . <b>Example:</b> Drug Sensitive Designation
<b>Essential Personnel</b>	Optional. Used to designate if the Position is identified as an essential worker. This field should only be completed when the Position is essential.	Enter value in <b>Essential Personnel</b> . <b>Example:</b> Essential Personnel
<b>High Risk Job</b>	Optional. Used to designate if the Position is identified as high risk. This field should only be completed when the Position is high risk	Enter value in <b>High Risk Job</b> . <b>Example:</b> High Risk Job
<b>Retirement System</b>	Required. Used to designate the Retirement System associated with the Position. This field should be completed for all Positions.	Enter value in <b>Retirement System</b> . <b>Example:</b> 00 Not Eligible
<b>Telework</b>	Optional. Used to designate if the Position is eligible for a Telework. This field should only be completed is the Position is eligible for Telework.	Enter value in <b>Telework</b> . <b>Example:</b> Eligible for Telework
<b>RSTARS Financial Agency</b>	Required. Used to identify the RSTARS Financial Agency code. This field should be completed for all Positions, and the information should be obtained	Enter value in <b>RSTARS Financial Agency</b> . <b>Example:</b> B75



Field Name	Description	Values
	from the Agency Budget Finance Partner.	
<b>RSTARS Subprograms</b>	Required. Used to identify the RSTARS Subprogram. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in <b>RSTARS Subprograms</b> . <b>Example:</b> 7510
<b>RSTARS Unit</b>	Required. Used to identify the RSTARS Unit. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in <b>RSTARS Unit</b> . <b>Example:</b> B75801
<b>RSTARS Program</b>	Required. Used to identify the RSTARS Program. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in <b>RSTARS Unit</b> . <b>Example:</b> 00

**NOTE:** If you do not have RSTARS budget codes at the time you complete this page, they can be entered later by searching for the position and using the related actions for the position. Select Organizations and then, Change Organization Assignments.

- Click the **Submit**  button.



**Tip:** If you do not want to submit a task at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

### Next Step: HR Partner Approval



**Tip:** After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

- The next step in the business process is HR Partner approval. Click the Done  button.
- The System Task is complete.

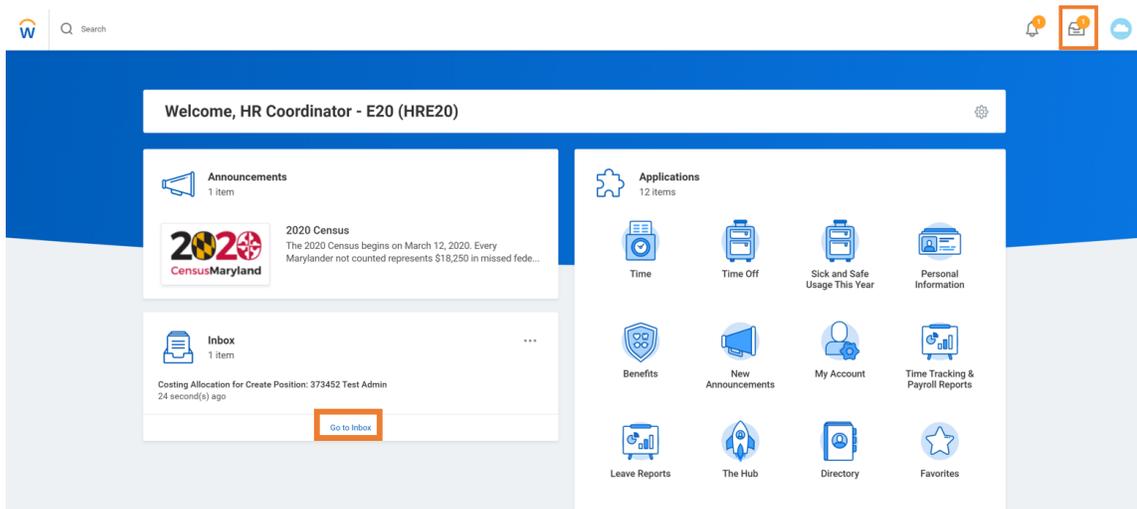
## Assign Costing Allocation

After the position request has been approved, the costing allocation needs to be assigned before a job requisition is created. This step only needs to be performed if allocation is not 100% in the default fund.

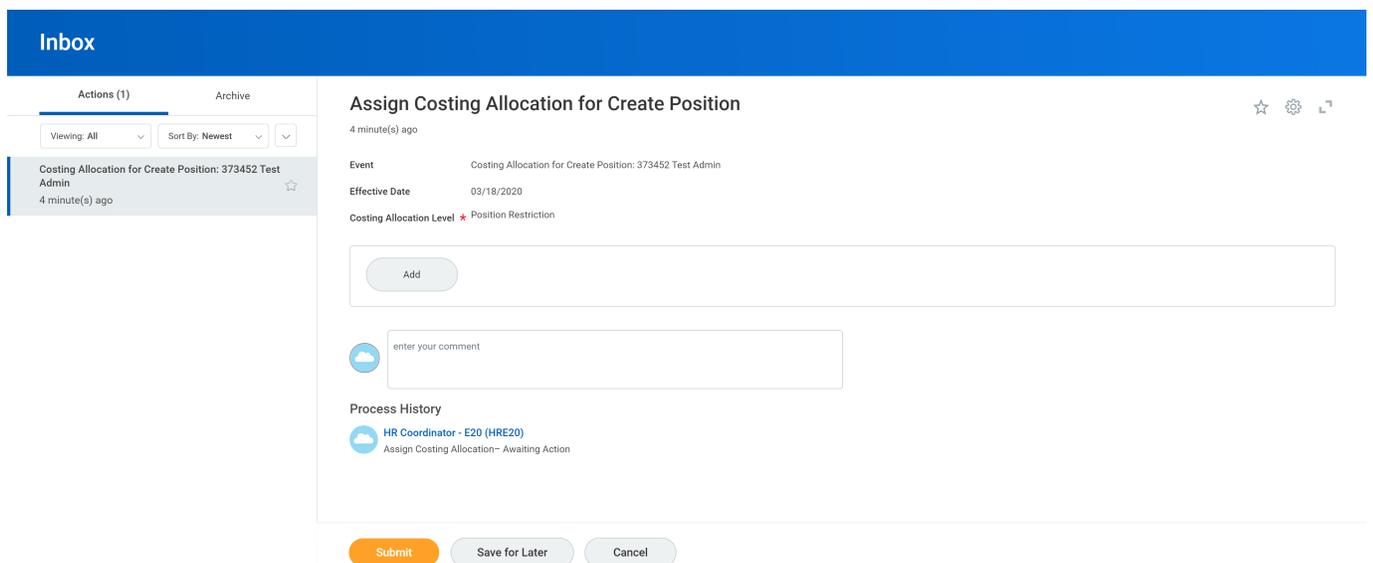
A “*Costing Allocation for Create Position*” task will be available in your Inbox. The Job Title for the position is included in the task name.

### Procedure:

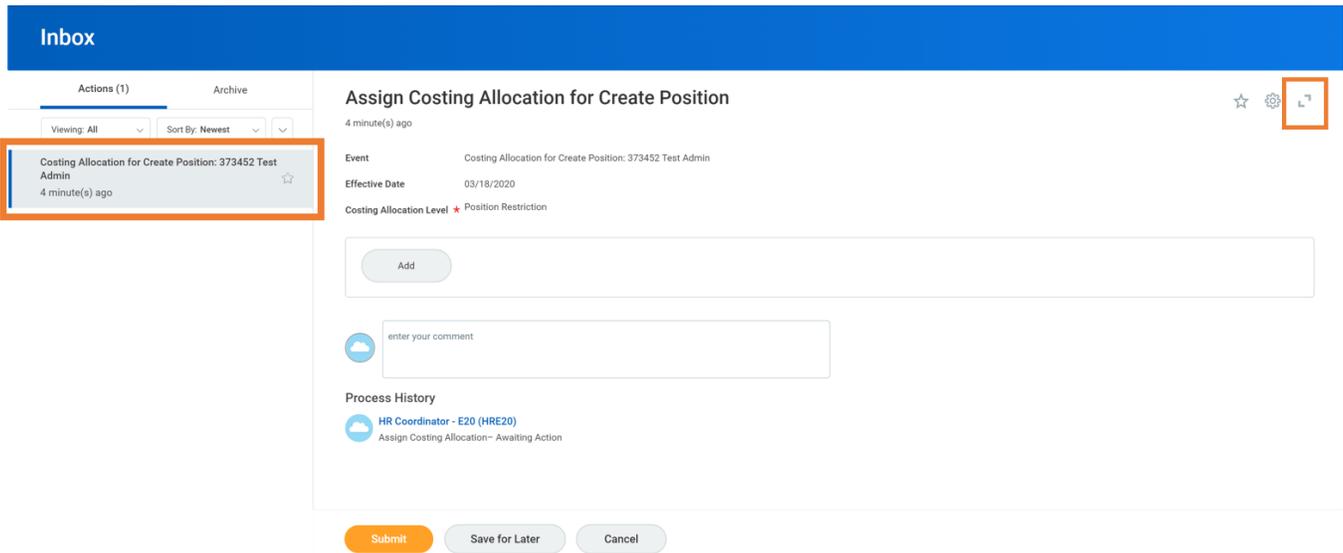
1. Click the **Inbox**  icon.



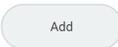
2. Or click the View Inbox [Go to Inbox](#) hyperlink to view task details.

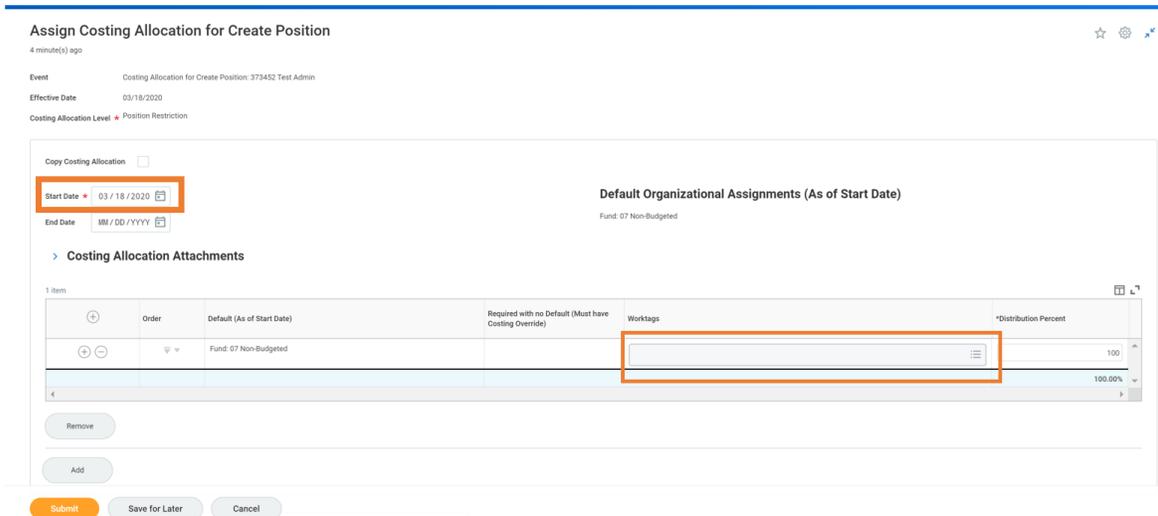


- On the Actions tab, identify and click the "Costing Allocation for Create Position" task in the list. The task will include the Job Title for the position.



The screenshot shows an 'Inbox' interface. On the left, under 'Actions (1)', there is a task titled 'Costing Allocation for Create Position: 373452 Test Admin' with a star icon and a highlighted expand icon. The main area shows the details for 'Assign Costing Allocation for Create Position', including an 'Add' button, a comment field, and a 'Process History' section.

- Click the arrow  to expand the view of the page.
- Confirm that the task contains the right position. Then, click the Add  button.



The screenshot shows the expanded form for 'Assign Costing Allocation for Create Position'. It includes a 'Start Date' field with a calendar icon, an 'End Date' field, and a table titled 'Default Organizational Assignments (As of Start Date)'. The table has columns for 'Order', 'Default (As of Start Date)', 'Required with no Default (Must have Costing Override)', 'Worktags', and '\*Distribution Percent'. A highlighted cell in the 'Worktags' column shows a dropdown menu.

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
	Fund: 07 Non-Budgeted		<input type="text" value="Fund: 07 Non-Budgeted"/>	100
				100.00%

- Use the Calendar  icon to select the Start Date.
- In the Worktags column, type or use the prompt to select the appropriate fund code.

8. In the Distribution Percent column, type the distribution percent.



**Information:** More than one fund can be entered by adding additional rows. The fund information will come from Budget/Finance personnel. The Distribution Percent must add up to 100%.

9. To add another fund, click the Add a New Row  icon. Then enter the fund and distribution percent.

10. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

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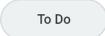
Success! Event submitted  
Costing Allocation for Create Position: 373452 Test Admin Actions  
4 minute(s) ago

**Up Next**  
 HR Coordinator - E20  
Create Job Requisition  
  
> **Details and Process**

**Do Another**  
[Assign Costing Allocation](#)

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12. The next task displays on a new page as "Create Job Requisition." To open the task, click the To Do  button.



**Information:** If you want to complete the Job Requisition at a later time, click the **Done** button. The next step in the business process is for the job requisition to be created.



- Tip:** After completing a task in the business process you can view the next step.
- Click the drop-down arrow next to **Details and Process** to expand the section.
  - Click the **Process** tab to see the path that the process will take.
  - See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

13. The System Task is complete.

## Create a Job Requisition

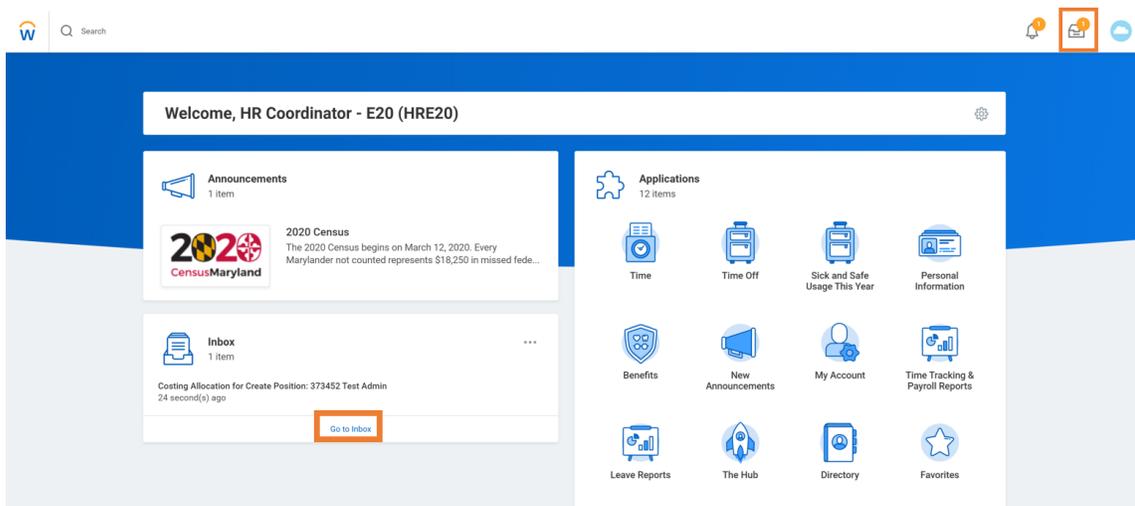
After the position has been created and approved, the next step in the business process is Create Job Requisition. There is an item in your Inbox to create a job requisition for the newly created position.

### NOTE:

- Job requisitions are only completed when a recruitment is required in JobAps or if there is an overlap in a position.
- You can also create a Job Requisition for existing vacancies that require a JobAps recruitment. Search for the open position(s) on the **SPMS View All Positions** report. Use the related actions menu for that position to select **Job Change** and then **Create Job Requisition**.
- Note that a Job Requisition in Workday is different than a Job Requisition in JobAps. The Workday Job Requisition allows the position to be sent to JobAps as an available to fill position through the daily integration. The JobAps Job Requisition is used by Agencies to set up all the information regarding the recruitment process for that position in JobAps.

### Procedure:

1. Click the **Inbox**  icon.



2. Or click the View Inbox [Go to Inbox](#) hyperlink to view task details.

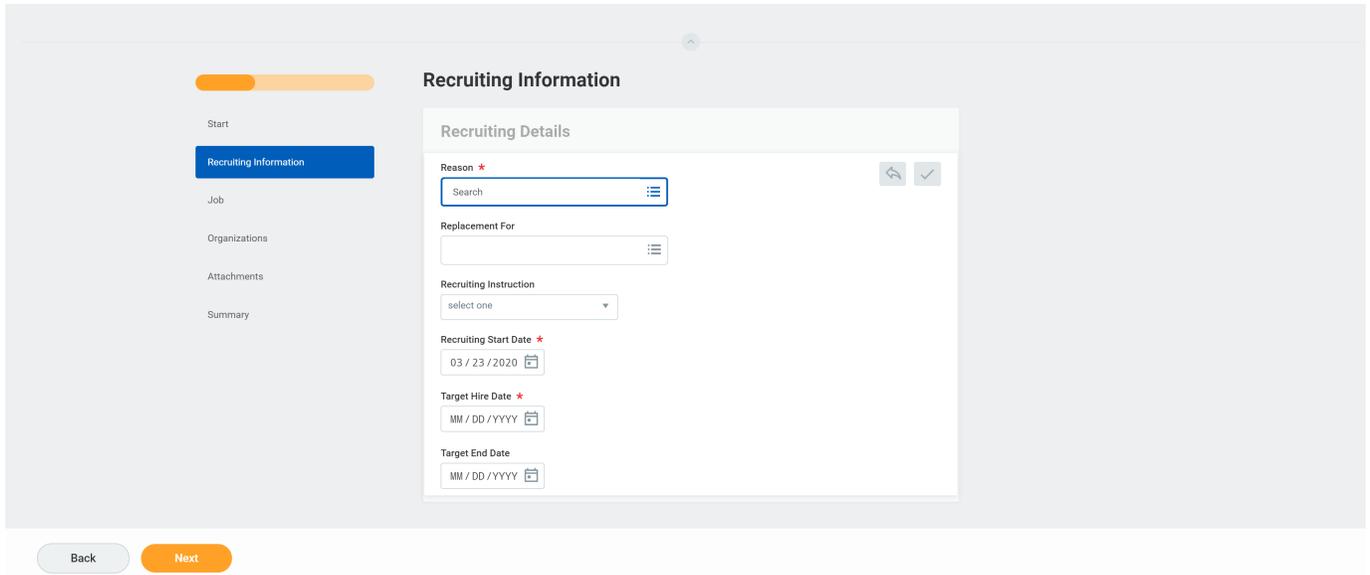


3. On the Actions tab, click the “Create Job Requisition: Create Position” task for the position that you created.

4. Type or use the prompt to select the Supervisory Organization where the position belongs.
5. Click the **For Existing Position** radio button.
6. Type or use the prompt to select the Existing Position. This is the position you created.

## Create Job Requisition

9. Type or use the prompt to select the Worker Type. This should be the same worker type entered for the position.
10. Click the **OK**  button.



11. In the Recruiting Details section, click the Edit  icon. Fields in this section will open to be updated.
12. Type or use the prompt to select the JobAPs > JobAPs Recruitment Reas
13. Use the Calendar  icon to select the Recruiting Start Date.
14. Use the Calendar  icon to select the Target Hire Date.
15. Click the **Next**  button.



**Title:** Create Position  
**Functional Area:** Staffing

**Job**

Start  
Recruiting Information  
**Job**  
Organizations  
Attachments  
Summary

**Job Details**

**Job Posting Title \***  
Test Admin

**Justification**

**Job Profile \***  
PSCS A/D Professional Counselor Advanced-4711

**Job Description Summary**

**Job Description**  
**NATURE OF WORK**

The PSCS Alcohol and Drug (A/D) Professional Counselor Advanced is the advanced level of professional alcohol and drug counselor work, at the licensed Master's Degree level, providing counseling services, as an expert in a specialty area, to clients with substance use disorders by using intervention, treatment and rehabilitation in the Department of Public Safety and Correctional Services (PSCS). As an expert in a specialty area, the employee provides instruction, direction and consultation to lower-level PSCS Alcohol and Drug Counselors, other professional level counselors and support staff. Employees in this classification do not supervise other PSCS Alcohol and Drug Counselors.

Employees in this classification receive general supervision from a PSCS Alcohol and Drug Professional Counselor Supervisor or a program administrator. Employees in this classification may be required to work evenings and weekends. The work is performed in State addiction programs located in State institutions, facilities and offices including jails, detention centers, prisons, halfway house facilities and community-based programs.

Positions in this classification are evaluated using the classification job evaluation methodology. The use of this method involves comparing the assigned duties and responsibilities of a position to the job criteria found in the Nature of Work and Examples of Work sections of the classification specification.

The PSCS Alcohol and Drug Professional Counselor Advanced is differentiated from the PSCS Alcohol and Drug Professional Counselor, in that the PSCS Alcohol and Drug Professional Counselor Advanced performs an advanced level of work in a specialty area while the PSCS Alcohol and Drug Professional Counselor performs the full range of issues and responsibilities under general supervision. The PSCS Alcohol and Drug Professional Counselor Advanced is differentiated from the PSCS Alcohol and Drug Professional Counselor Supervisor in that the PSCS Alcohol and Drug Professional Counselor Supervisor has supervisory responsibility for lower-level PSCS Alcohol and Drug Professional Counselors.

Back Next

16. Review the information on the Job page. Then, click the Next  button.

**Organizations**

Start  
Recruiting Information  
Job  
**Organizations**  
Attachments  
Summary

**Company**

**Company \***  
State of Maryland 

**Cost Center**

**Cost Center \***  
240103001000-- COMP Bureau of Revenue Estimates [SP 000] [Pseudo --] 

**Costing**

**Fund**  
07 Non-Budgeted 

**Other**

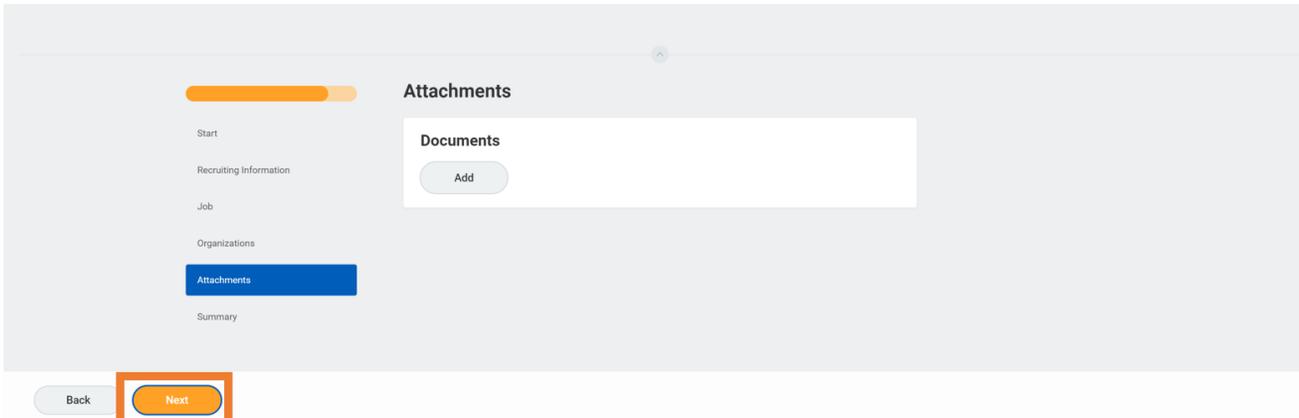
**Appointment**  
Special Appointment 

**Authorized By**  
01 - General Assembly 

Background Check 

Back Next

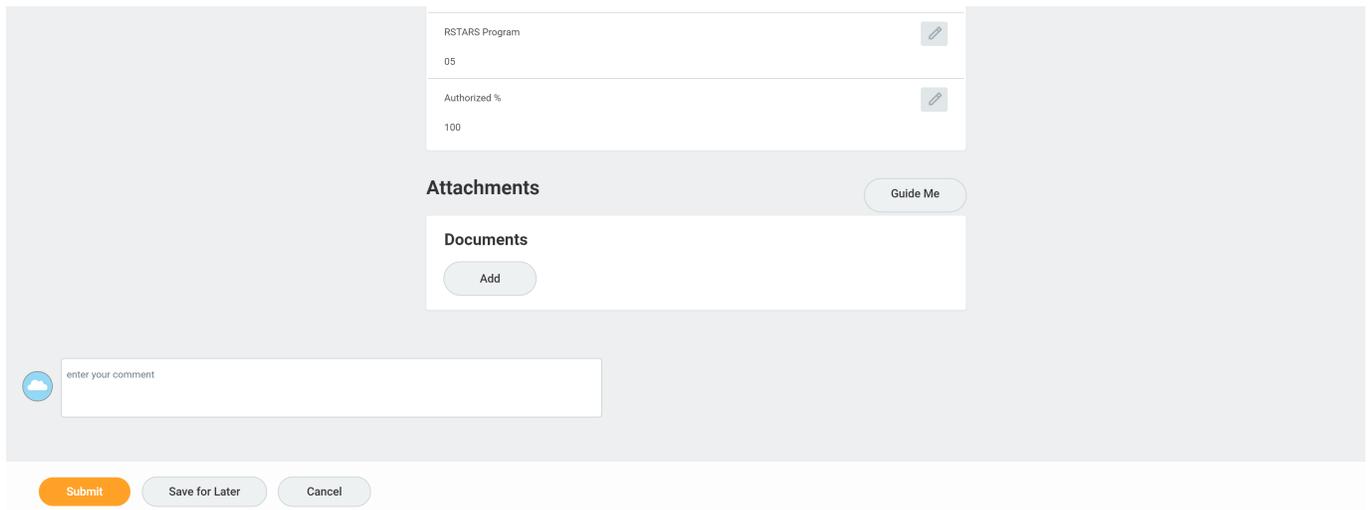
17. Review the information on the Organizations page. Then, click the Next  button.



18. No attachments are necessary. Click the Next  button.



**Information:** The Summary page displays all information that you entered on the previous pages.



19. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- a. Click **Save for Later** to save your changes but not submit.
- b. Click **Cancel** to cancel the process and start at another time.

20. The System Task is complete.