



STATEWIDE PERSONNEL
— S Y S T E M —

Create Position

March 2020



Table of Contents

Create Position Business Process	3
Create Position.....	5
Change Organization Assignments	10
Assign Costing Allocation	14
Create a Job Requisition.....	17



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
Initiate Create Position	HR Coordinator	Enter position details and restrictions.
Change Organization Assignments	HR Coordinator	Assign agency budget code and fund for the position.
Agency Approvals	HR Partner	HR Director approval.
	Appointing Authority Partner	Appointing Authority approval.
	Agency Budget/Finance Partner	Agency budget approval.
DBM Approvals	Central Class Partner	DBM CAS approval.
	Budget Administrator	DBM OBA budget approval.
Assign Costing Allocation	HR Coordinator	Assign costing allocation for the position.
Create Job Requisition	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 a blue header with the unit name and an 'Actions' button (1). Below the header, there are tabs for 'Details', 'Members', 'Staffing', and 'Roles'. The 'Staffing' tab is active, showing a list of 'Positions without Job Requisition' (24 items). A table lists positions like 'TE01 Accountant I-1 (Unfilled)', 'TE02 Accountant I-2 (Unfilled)', etc. A 'Staffing' menu is open, and the 'Create Position' option is highlighted (3). 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:** (Dropdown menu)
- Job Posting Title:** (Text input, required)
- Number of Positions:** 1 (Text input, required)
- Hiring Restrictions:** (Section header)
- Qualifications:** (Section header)
- Availability Date:** (Date picker, required)
- Earliest Hire Date:** (Date picker, required)
- No Job Restrictions:** (Checkbox)
- Job Family:** (Text input)
- Job Profiles for Job Family:** (empty)
- Job Profile:** (Text input)
- Job Description Summary:** (Text area)
- Job Description:** (Rich text editor with formatting options)

At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

Create Position

Create Position

Supervisory Organization SPS Training Unit E17

Position Request Reason 

Job Posting Title *

Number of Positions * 1

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 (closed)

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
Company	Required. This is company name.	Enter value in Company . Example: State of Maryland
Cost Center	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 Cost Center . Example: 112233445566778
Fund	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 Fund . Example: 01 General
Appointment	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 Appointment . Example: Special Appointment
Authorized By	Required. Used to designate who authorized the creation of the Position. This field should be completed for all Positions.	Enter value in Authorized By . Example: 01 General Assembly
Authorized %	Required. Used to designate the headcount authorized for the Position. This field should be completed for all Positions.	Enter value in Authorized % Example: 100
Background Check	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 Background Check . Example: Background Check Required



Title: Create Position
Functional Area: Staffing

Field Name	Description	Values
	background check according to the law or as approved by DBM.	
Bargaining Status	Required. Used to designate if the Position participates in bargaining or not. This field should be completed for all Positions.	Enter value in Bargaining Status . Example: Yes or No
Budget Status	Required. Used to designate if the Position is budgeted through Position Control. This field should be completed for all Positions.	Enter value in Budget Status . Example: Budgeted Position
Check Distribution Code	Optional. Used to designate the Check Distribution Code. This field is optional depending on whether the Agency utilizes Check Distribution Codes	Enter value in Check Distribution Code . Example: 001
Compressed Work Week	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 Compressed Work Week . Example: Eligible for Compressed Work Week
Drug Sensitive	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 Drug Sensitive . Example: Drug Sensitive Designation
Essential Personnel	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 Essential Personnel . Example: Essential Personnel
High Risk Job	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 High Risk Job . Example: High Risk Job
Retirement System	Required. Used to designate the Retirement System associated with the Position. This field should be completed for all Positions.	Enter value in Retirement System . Example: 00 Not Eligible
Telework	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 Telework . Example: Eligible for Telework
RSTARS Financial Agency	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 RSTARS Financial Agency . Example: B75



Field Name	Description	Values
	from the Agency Budget Finance Partner.	
RSTARS Subprograms	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 RSTARS Subprograms . Example: 7510
RSTARS Unit	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 RSTARS Unit . Example: B75801
RSTARS Program	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 RSTARS Unit . Example: 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.

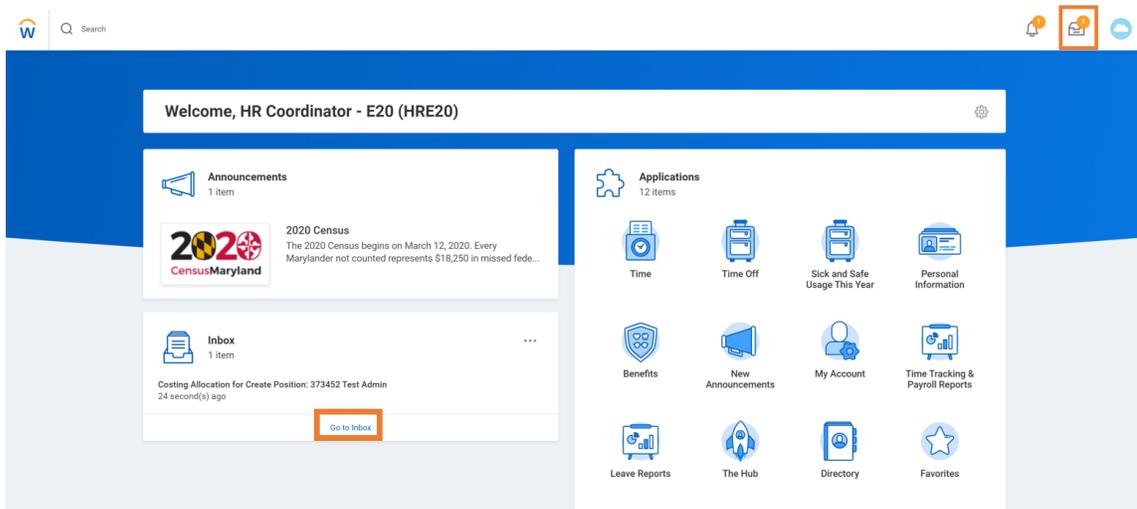
Assign Costing Allocation

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.

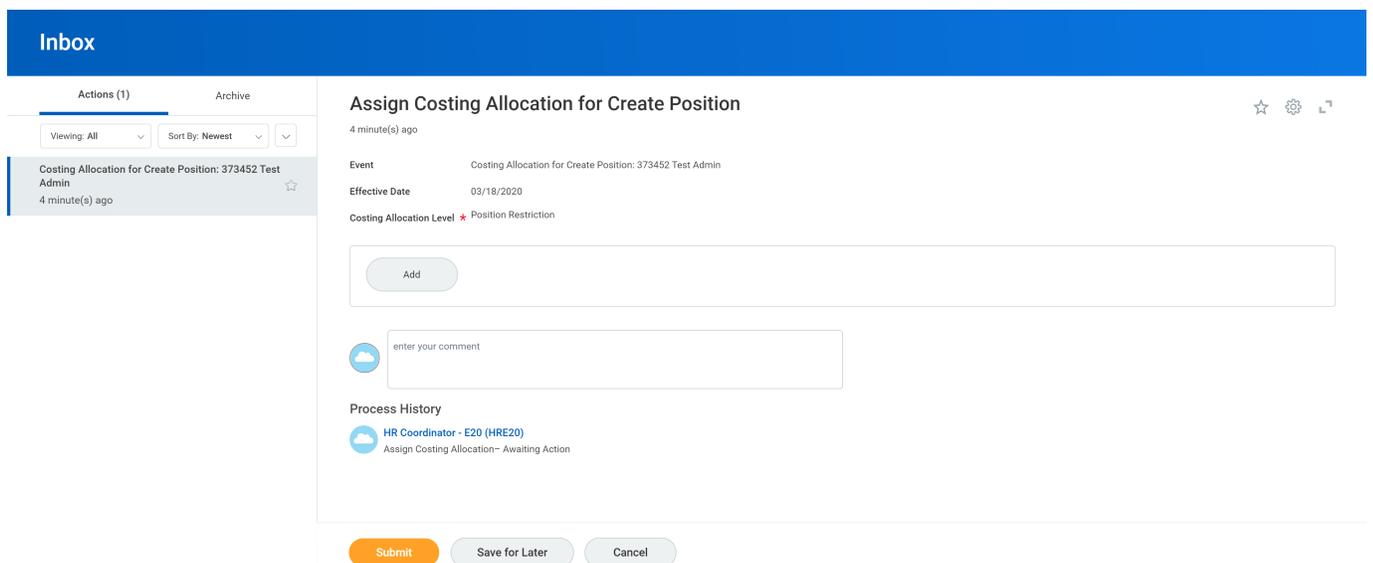
A “*Costing Allocation for Create Position*” task will be available in your Inbox. The Job Title for the position is included in the task name.

Procedure:

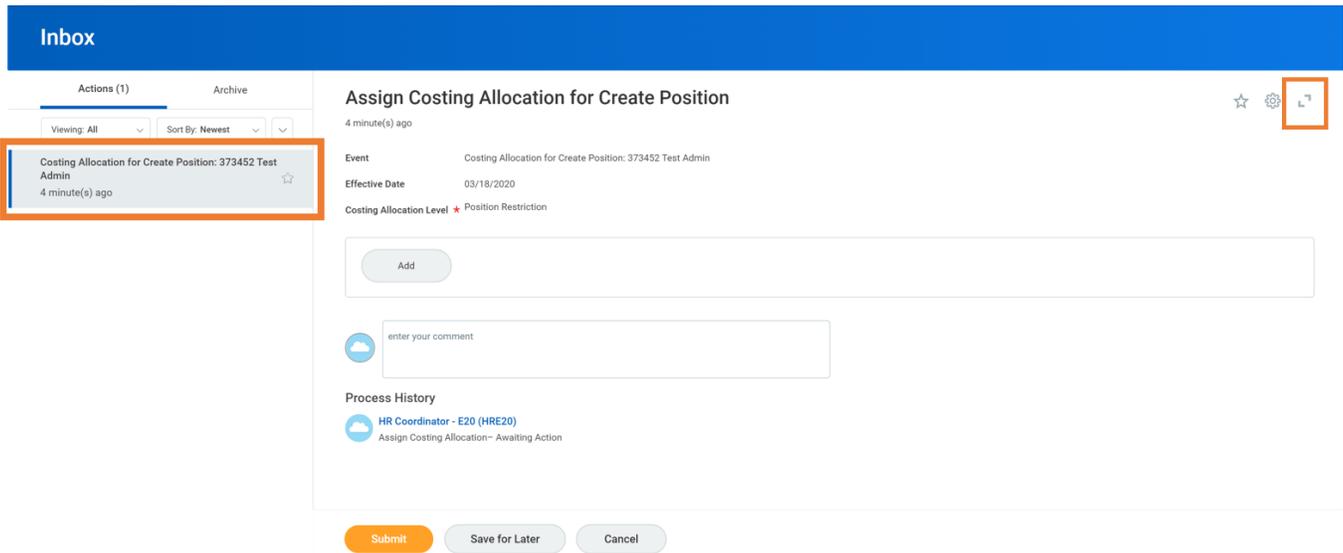
1. Click the **Inbox**  icon.



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.



Inbox

Actions (1) Archive

Viewing: All Sort By: Newest

Assign Costing Allocation for Create Position 4 minute(s) ago

Event Costing Allocation for Create Position: 373452 Test Admin

Effective Date 03/18/2020

Costing Allocation Level Position Restriction

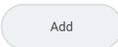
Add

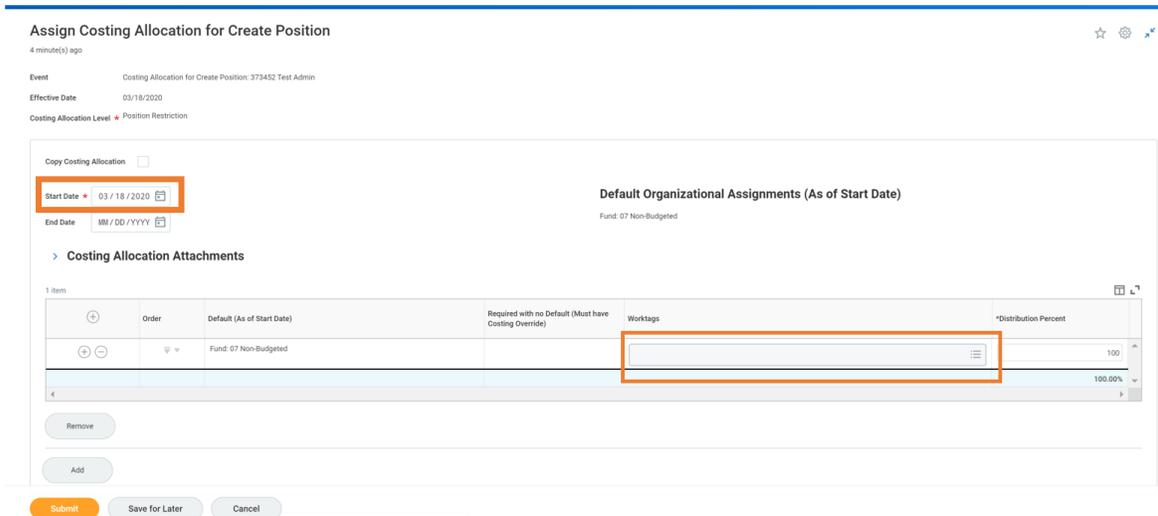
enter your comment

Process History

HR Coordinator - E20 (HRE20)
Assign Costing Allocation- Awaiting Action

Submit Save for Later Cancel

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



Assign Costing Allocation for Create Position 4 minute(s) ago

Event Costing Allocation for Create Position: 373452 Test Admin

Effective Date 03/18/2020

Costing Allocation Level Position Restriction

Copy Costing Allocation

Start Date 03 / 18 / 2020

End Date MM / DD / YYYY

Default Organizational Assignments (As of Start Date)
Fund: 07 Non-Budgeted

Costing Allocation Attachments

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Worktags	*Distribution Percent
	Fund: 07 Non-Budgeted			100
				100.00%

Remove Add

Submit Save for Later Cancel

- 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:

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

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

Up Next

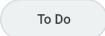
 HR Coordinator - E20
 Create Job Requisition



> **Details and Process**

Do Another
[Assign Costing Allocation](#)



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

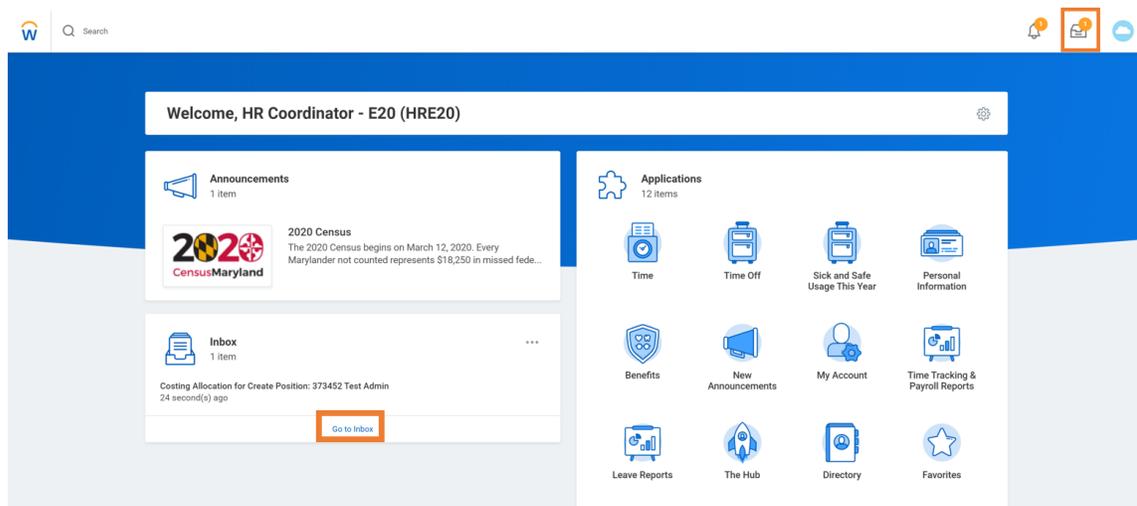
After the position has been created and approved, the next step in the business process is Create Job Requisition. There is an item in your Inbox to create a job requisition for the newly created position.

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.

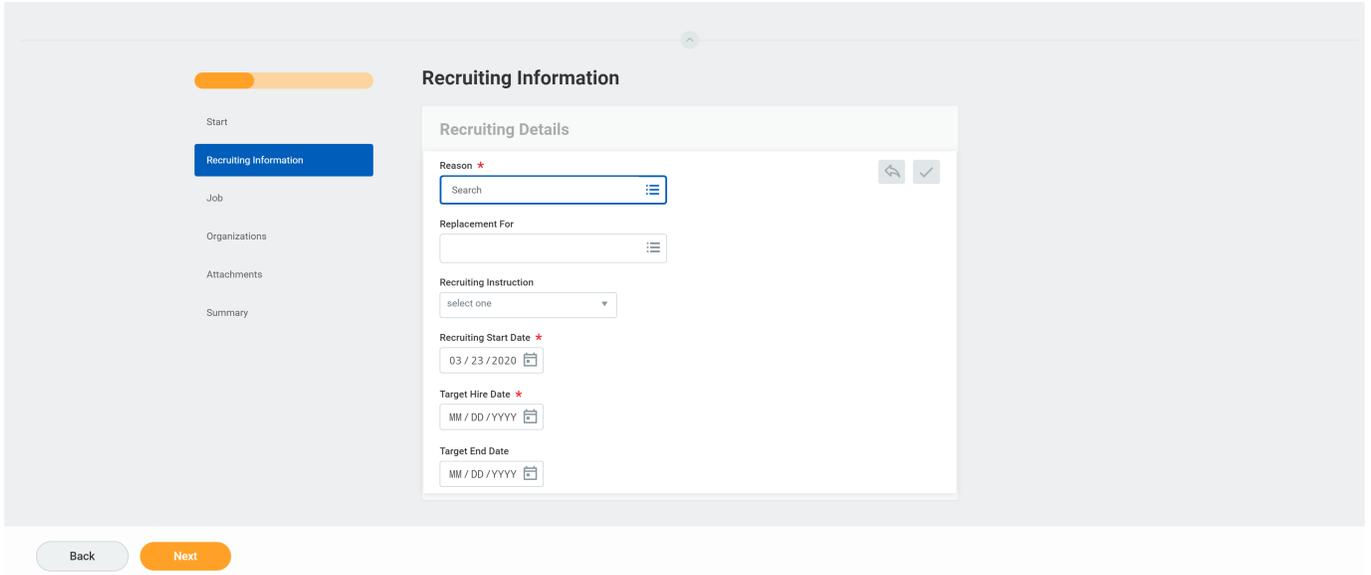


3. On the Actions tab, click the “Create Job Requisition: Create Position” task for the position that you created.

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 addictions 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

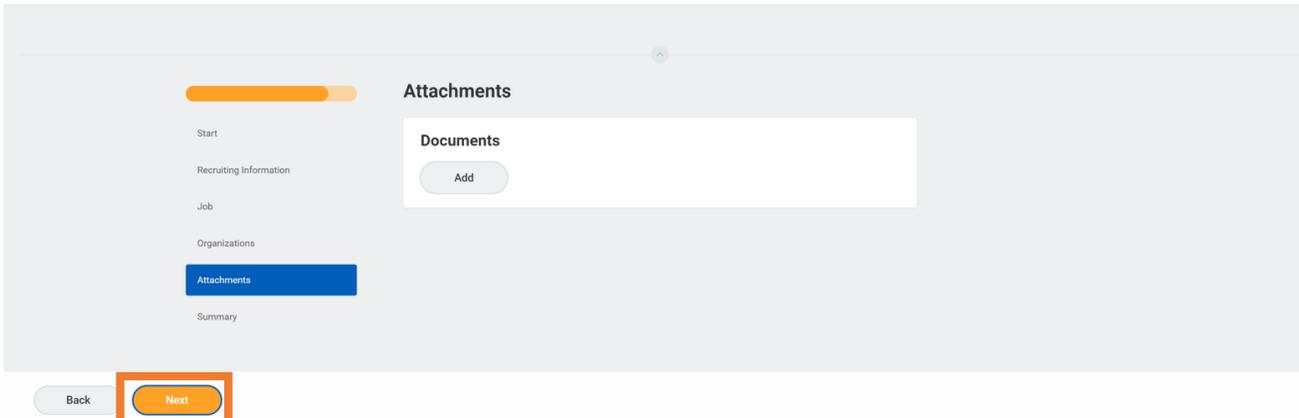
Appointment
Special Appointment

Authorized By
01 - General Assembly

Background Check

Back Next

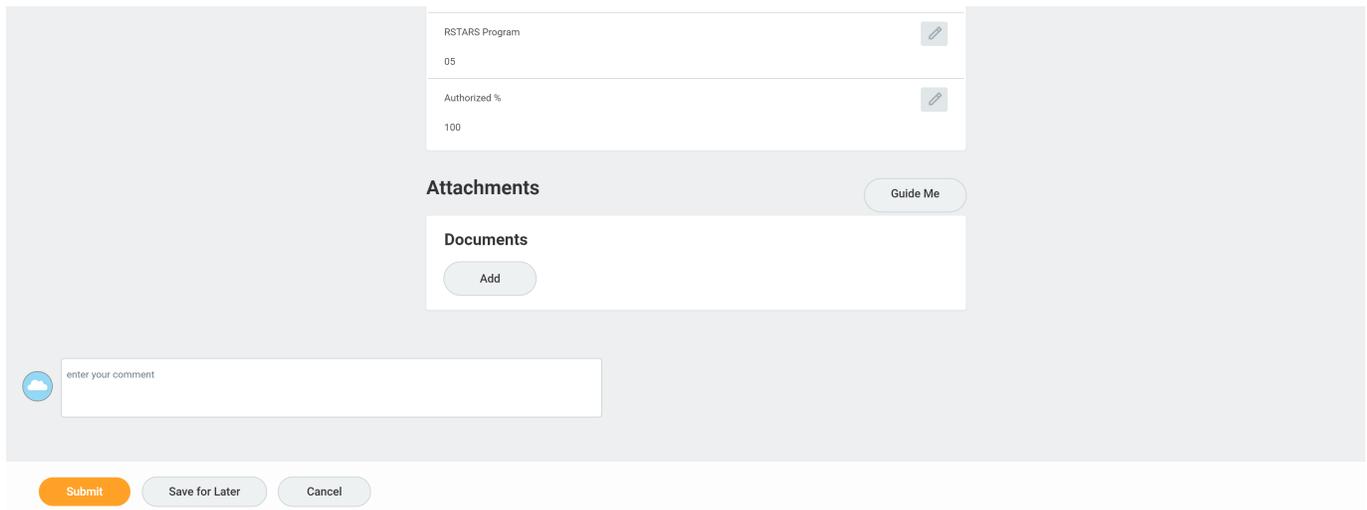
17. Review the information on the Organizations page. Then, click the Next 



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.