

What you need to know about Position Management in Workday:

It's very important to be mindful of the difference between the Position Restrictions and the position. The position restrictions is the framework or base of a position in Workday. The position is the person. The position (person) will not always be set up the same as the position restrictions (base position). An example of this is an under or overfill. It is important for Managers, HR and Budget Professionals to communicate this information with each other.



- Actions completed in Workday feed to OSPA at 3:00 p.m. each day via an integration file. The file can take several hours to run. Changes will be displayed in OSPA the next morning.
- If you find that a task did not complete in OSPA the Budget or HR Professional should contact the Workday Helpdesk to have the file sent over.
- Some tasks allow for multiple actions to be completed on a worker in the same day. Other tasks must be completed over a period of time allowing each to feed to payroll before the next can be completed. Keep in mind the 3:00 p.m. integration. Checking OSPA before entering the next task is recommended, so communication between HR and Payroll is essential.
- The four (4) key fields on the Position Restrictions Organization Assignments are Company, Cost Center, Position Representation and PERS Position Classification. This is specific job classification data about the position separate from the employee information.
- The six (6) key fields on a Position are Holiday Code, Overtime Eligible, Pay Basis Code, PERS Class Plan, Service Type Code, and Timesheet Code. This is information about the employee.
- Mis-matches in labor cost codes between Workday and OSPA need to be corrected. If OSPA is incorrect, Budget or HR Professionals should contact the Workday Helpdesk to have the file sent over.

- The Default Cost Center must be changed on the Organization Assignment.
- When changing the default cost center on position restrictions, be sure there is not a future effective dated change on the worker. This will override the worker cost center change and it will not feed to payroll.
- Assign Costing Allocation should only be used when the default Cost Center is being temporarily changed; position split across more than one fund or cost center.
- Cost Allocations should be put on the Position Restrictions, not on the Worker. Only Cost Allocations on the Position Restrictions will feed over to payroll.
- There is a current payroll limit of four active cost allocations that will feed to payroll.
- When changing Cost Center or Costing Allocations, check the Business Process History on the position to ensure any changes you need to make will not interfere with prior actions or actions that are still in progress.
- RDC and PDC are assigned to the Position Restrictions, not the position.
- View [Worker History](#) on a current or terminated employee to see Staffing, Organization, Compensation and other information from the prior Human Resource Information System (PPDB). For information on a former employee who has transferred to another agency, you will need to contact the new agency.

Below is a list of reports to help you manage positions in Workday:

- **BGT - Position Management Detail Report:** This report shows both non-budgeted and budgeted positions. The report includes data for both worker and position restrictions (e.g., Job Profile, RDC, PDC, Agency Reporting Cross Reference, Union, Phase-in/out, Worker vs Position Rate and Step). This report has over 85 fields and will take a while to run. This report is typically downloaded. This report can be used to filter for position pending Budget Approval and position to be Abolished - Budget Action.
- **BGT - Position Management Report:** This report shows both non-budgeted and budgeted positions. The report includes data for both worker and position restrictions. This report has less fields than Position Management Detail and will run much faster.
- **BGT - All Workers Costing Allocations:** This report runs default Cost Center and Costing Allocation (or Labor Cost Code) associated with a Worker.
- **BGT - Workers with Costing Allocations:** This report runs default Cost Center and Costing Allocation (or Labor Cost Code) associated with a Worker. Only returns the Worker if they have a Costing Allocation assigned.
- **HCM Budgeted, Non-Budgeted, Salaried and No Pay Positions Report:** This report shows both non-budgeted and budgeted position. The report includes data related to the workers position. This report is limited to Permanent, Limited Duration (Fixed Term), Temporary (Fixed Term) and Seasonal In-Season (Seasonal) (Seasonal).