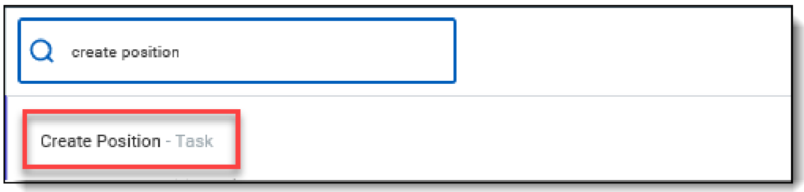
Position, create (including non-budgeted)

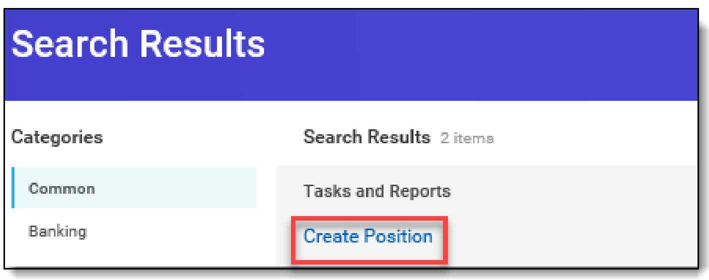
This job aid will provide step by step instructions on how to create a position (including non-budgeted). A Manager, Recruiter or an HR Partner can initiate this task.

⚠	If this is for a true non-budgeted position, please make sure to include in the *Comments* how you plan to resolve the budget for the position. It is the agency's responsibility to monitor the use of positions, including those that are non-budgeted.

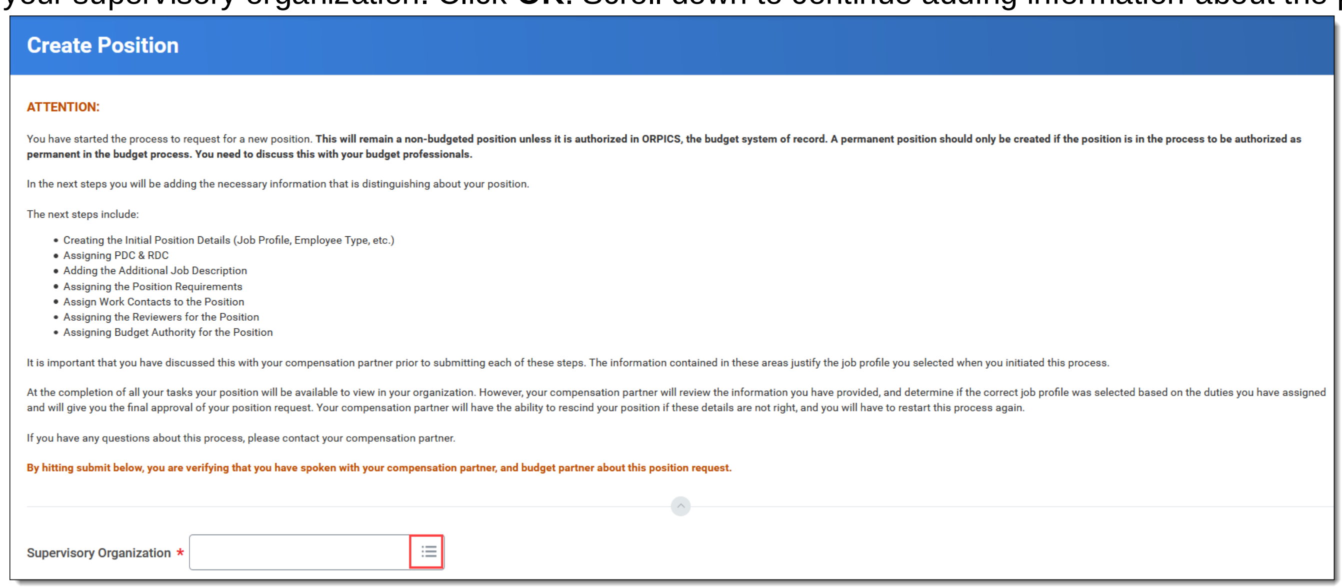
Step 1: In the Search bar, type **Create Position**.



Step 2: Select **Create Position.**



Step 3: Confirm your position is ready to be created by reading the message. Use the prompt to select your supervisory organization. Click **OK**. Scroll down to continue adding information about the position.



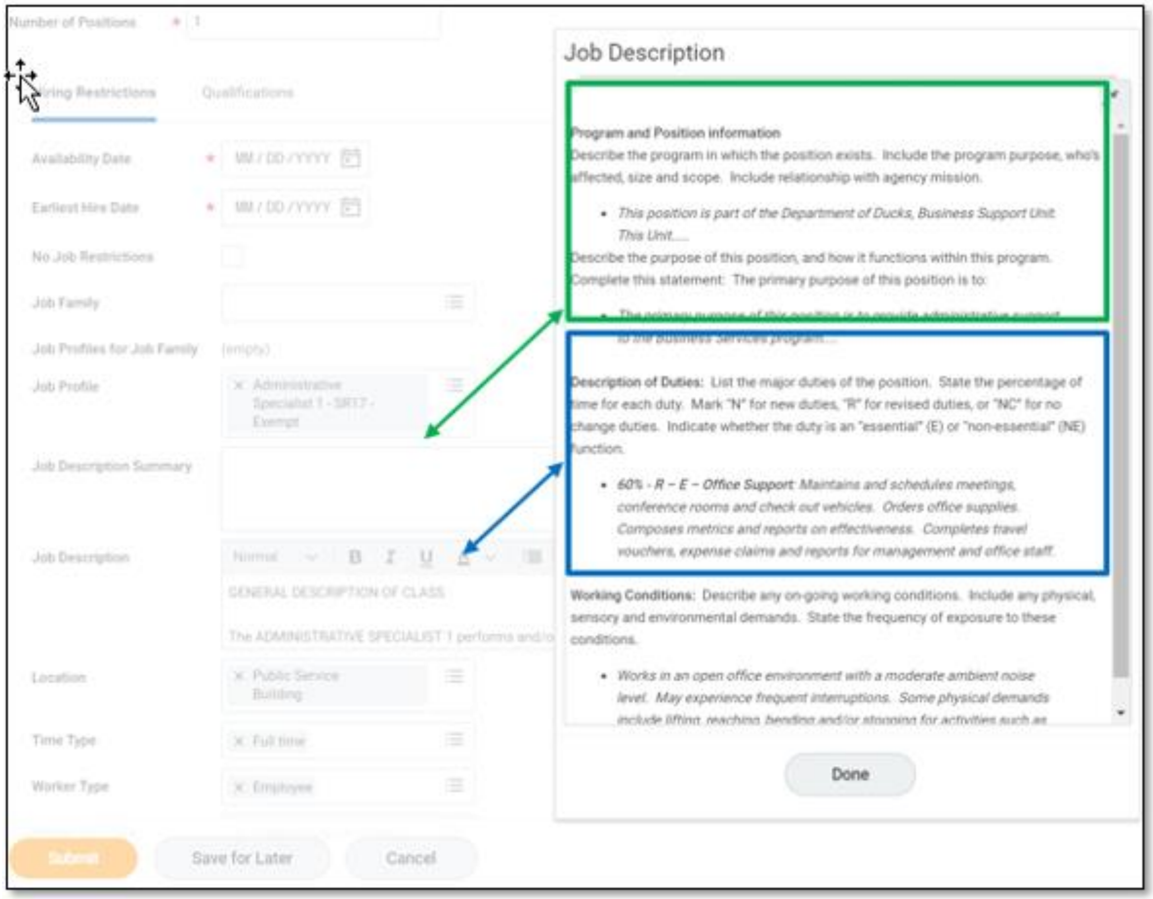
Step 4: Enter the position information. Workday system required fields are notated by a red asterisk (*), however, the State requires additional fields for creating a non-budgeted position (see the red highlighted fields below).

	A permanent position should only be created if the position is in the process to be authorized as permanent in the budget process.

Step 5: Enter the *Program and Position Information* in the **Job Description Summary** box:

- Program and Position Information – This information will load to *Section 2* of the position description.
    - Describe the program in which the position exists. Include the program purpose, who is affected, size and scope. Include relationship with agency mission.
    - Describe the purpose of this position and how it functions within this program. Complete this statement:

The primary purpose of this position is to . . .



Step 6: Enter/overwrite the general class specifications populated in the *Job Description* box with the position description information:

- Description of Duties - This information will load to *Section 3* of the position description.
    - List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties, or “NC” for no change duties. Indicate whether the duty is an “essential” (E) or “non-essential” (NE) function.
    - Example:

        60% - R – E – Office Support: Maintains and schedules meetings, conference rooms and check out vehicles. Orders office supplies. Composes metrics and reports on effectiveness. Completes travel vouchers, expense claims and reports for management and office staff.

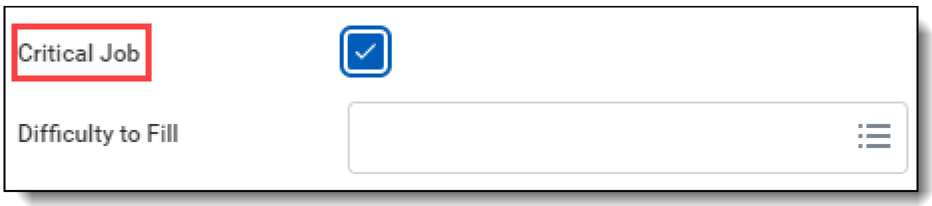
Note: This process is to add additional job description information only.

Enter Location, Time Type, Worker Type, and Worker Sub-Type.

Do not use the "X" to remove the current location, instead use the menu prompt or type in the search field to select a new location. Clicking on the X will remove the job classification field.

Step 7: Check the check box if this is a **Critical Job.**

Critical Job is the Workday term we know as "Essential Position." Refer to policy and/or CBA to determine Critical Job (Essential Position) designation.



Reminder: If this is for a true non-budgeted position, please make sure to include in the *Comments* how you plan to resolve the budget for the position. It is the agency's responsibility to monitor the use of positions, including those that are non-budgeted

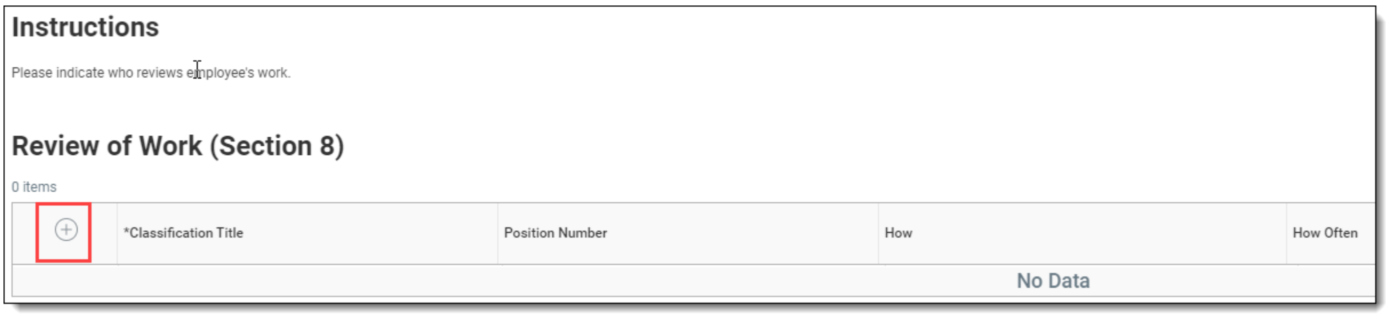
Click **Submit**.

Up Next displays *Edit Additional Data* for the position. The Manager and Workforce Liaison will receive inbox tasks to complete or click **Edit Additional Data** to begin the process. Complete all tasks.

The following tasks may not appear in this exact order. Answer as they appear. Values in the first column of each section must be unique and cannot be repeated for multiple rows in the same section. Example: *Work Contacts* use *1. Public Agencies,* and then on the next row *2. Public Records Enforcement* to list multiple public contacts.

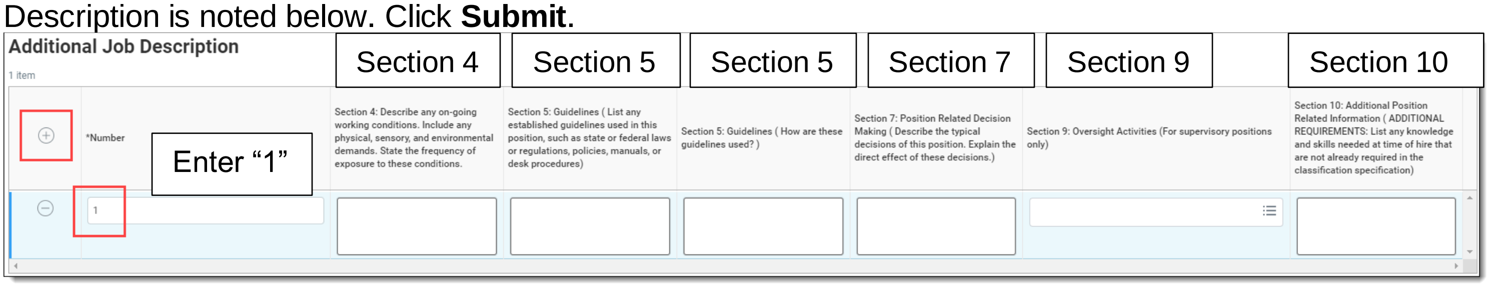
Step 8: Click **Edit Additional Data**. Click on the plus icon (+) to add a row. Enter/update *Budget Authority* information if the position has authority to commit agency operating money. This information will load to *Section 11* of the Position Description. If no budget authority, simply Click **Submit**.

Step 9: Click **Edit Additional Data**. Click the plus icon (+) to add a row. Enter/update *Review of Work* information in the fields below. The *Position Number* should be the WD Position ID for the person who reviews the work. This information will load to *Section 8* of the Position Description. Click **Submit.**



Step 10: Click **Edit Additional Data**. Click the plus icon (+) to add a row. Enter/update *Work Contacts* information. Click **Submit**. This information will load to *Section 6* of the Position Description.

Step 11: Click **Edit Additional Data**. Click the plus icon (+) to add a row. Enter/update *Additional Job Description* information. **<u>Always enter "1" in the *Number column and make sure the information you want to show up in the position description is in the first row.</u>** The *Section* information for the Position Description is noted below. Click **Submit**.



Step 12: Click **Edit Additional Data**. Enter the *PDC & RDC* numbers into the applicable fields. If this is a new position created as part of the Legislative Process, the *PPDB Position Number* can be left blank. If provided it serves as an internal reference within the agency to the historical records related to the position and may help track the position until its Workday ID is assigned in ORPICS. It may also serve as a tie for two individuals who job share as they are recommended to have the same number in this field. (Do not add a PPDB Position Number for non-budgeted positions). Check the **Position Pending Budget Approval** box to identify position awaiting Budget Authorization and funding. Click **Submit**.

Position Details

PPDB Position Number

PDC Number

RDC Number

Position Pending Budget Approval

To ensure a non-budgeted position is correctly selected for the PICS Roll process, the *Position Pending Budget Approval* box must be checked as it is used to identify non-budgeted positions awaiting Budget Authorization and funding.

Step 13: Click **Edit Additional Data**. Select from the list to assign *Position Requirements*. Click **Submit**.

Instructions

In this area please indicate all required assets to be used by the person filling this position.

Position Requirements

Uniform

Fingerprint Required

Boots

Safety Glasses

Rain Gear

ATV Safety Equipment

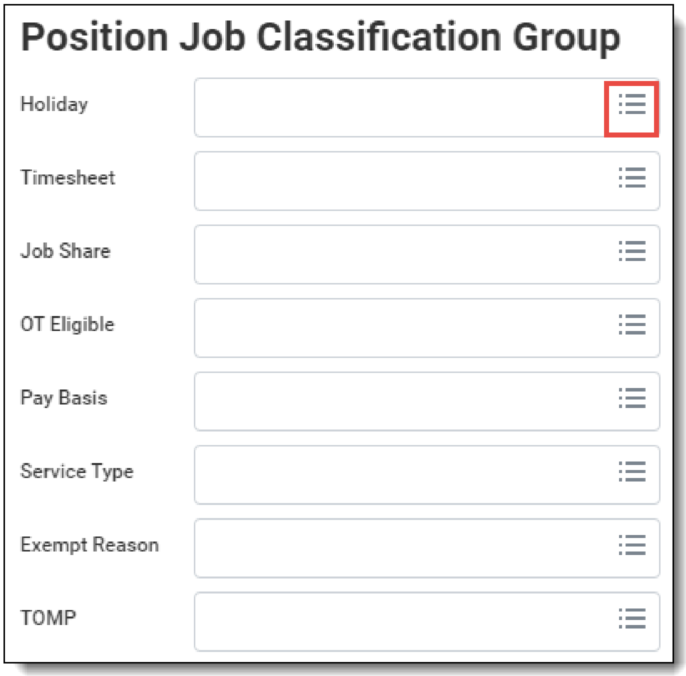
Tool Allowance

CDL is Required

Driving Required

Clothing Allowance Required

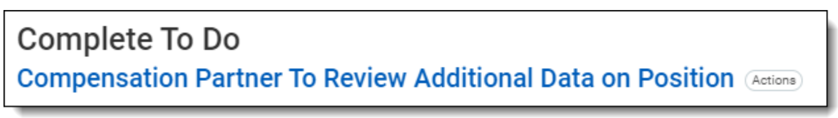
Step 14: If a Manager initiated the task, *Up Next* will be the Workforce Liaison and HR Partner to complete the task to *Edit Additional Data: Position Job Classifications Group*. If the task was initiated by the HR Partner, the *Who Reviews Employees Work* task will route to the Manager and Workforce Liaison to complete. Use the menu prompt to select the *Job Classification* for each of the required fields listed below.



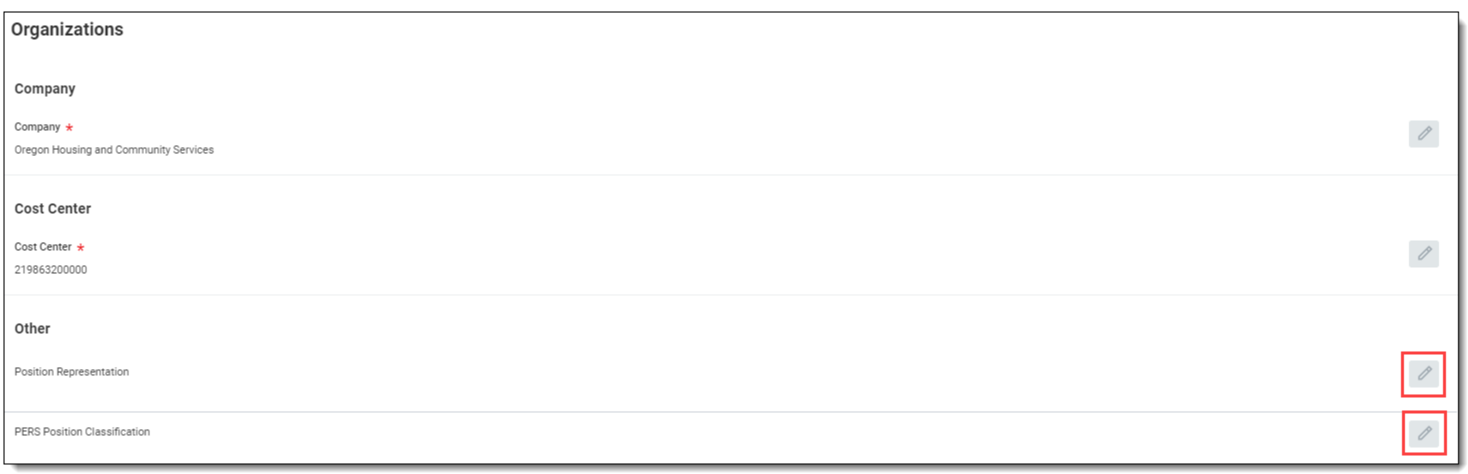
Required Job Classifications:

- Holiday Code
- Timesheet Code
- Overtime Eligible
- Pay Basis Code
- Service Type Code

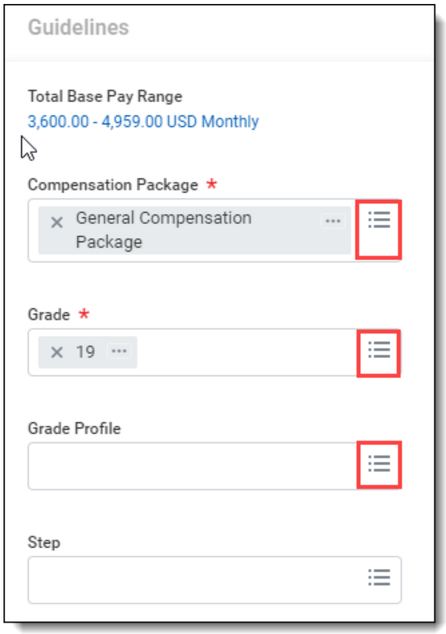
Step 15: The Compensation Partner will receive a To Do task to Review Additional Data on Position. Click **Submit**.



Step 16: *Up Next* the Compensation Partner will assign *Organizations* to the position. Click **Open** or click on the inbox task. Scroll down to the *Organizations* section*.* Click on the pencil icon to edit each of the fields in the *Other* section. Click the checkmark to save. Click **Submit**.



Step 17: *Up Next* the Compensation Partner will *Assign Compensation* to the position. Click **Open** or click on the inbox task. Scroll down to the *Guidelines* section. Click on the pencil icon to edit the *Compensation Package* and select **General Compensation Package**. Select the *Grade, Grade Profile (PERS eligible grade (if appropriate))* and *Step (first available step)* for the default compensation. Click the checkmark to save the changes. Click **Approve**.



The process is now complete.

	Verify the position has been added to the Supervisory Organization by looking at the org chart or the Supervisory Organizations details →*Unavailable to Fill.* A requisition can now be created to fill the non-budgeted position. Note: Compensation Partners do not have the ability to view the Unavailable to Fill tab.