Create Position

CONTENTS

PURPOSE

This is for HR Partners to create a new position, in the case of funding for new positions, or, if a position was closed and the agency needs to create a new one to replace the closed position.

You will need the following items to create a position:

1. Supervisory Organization (Supervisor's Name or Supervisor's Employee ID Number).
2. Title of the job posting.
3. Number of positions.
4. Availability Date or Earliest Hire Date.
5. Job Family (Bargaining Unit/Classification).
6. Job Profile (Job Code/Job Title).
7. Location of position.
8. Time Type (full time/part time).
9. Worker Type (employee/contingent worker).
10. Worker Sub-Type (regular, Agency temporary, SOS temporary, intern, etc.)
11. Cost Center.
12. Security Business Unit.
13. Pay Guidelines for this position from the pay plan.

LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, http://link.nebraska.gov/.

    a. **If you have an @nebraska.gov email**, click the first link that says, "Log in with your @nebraska.gov email." On the next screen, type your email address and your email address password.

    b. **If you do NOT have an @nebraska.gov email**, click the second link that says, "Log in with your User Name / Workday password." On the next screen, type your User Name and Workday password.

2. Click Sign In (or press Enter).

CREATE POSITION

1. Type create position in the Search box … if the task displays in the suggested links, go ahead and click it.

2. Type part or all of the name of the desired Supervisory Organization or type the manager's name for the Sup Org in which you want to create the new position. Some managers have more than one Supervisory Organization, so be sure to select the correct Sup Org where you want to create this position.

3. On the next screen, at a minimum, complete the fields below that are listed as required:

   a. Position Request Reason – **REQUIRED** – Select one of the following.

      i. Create Position > Created Position > Authorized.

      ii. Create Position > Created Position > Contingent (e.g., non-state employee who supervises state employees).

      iii. Create Position > Created Position > Temporary Overlap (when there is an overlap from retirement and a new hire (e.g., you hire someone to be trained by the person retiring)). The temporary overlap can only be open for 30 days. When you transfer the new person into the previous employee's position, be sure that the Close Position box is checked.

   Position Request Reason

   X Create Position > Created Position > Authorized

   b. Job Posting Title **– REQUIRED** – This can be considered a working title.

   Job Posting Title * Dovi's Assistant

   c. Number of Positions -- **REQUIRED** – This is the number of positions for this title.

   Number of Positions * 1

   d. Availability Date and Earliest Hire Date – **REQUIRED** – You will not be able to hire someone into the position until the Earliest Hire Date. For example, if you use an Earliest Hire Date of 8/6/20XX, you cannot hire someone into this position who started on 7/30/20XX.

   Availability Date * 09 / 12 / 2016

   Earliest Hire Date * 09 / 12 / 2016

   e. Do NOT check the No Job Restrictions box.

   No Job Restrictions ☐

f. Job Family – Select the Job Family field to search for the appropriate job family (bargaining unit). Once you select a Job Family, all Job Codes in that family will auto-populate in the next field, Job Profiles for Job Family. You can find the correct job code and job title by scrolling through that list.

Job Family

X Administrative Professional Bargaining Unit

Job Profiles for Job Family

A86530 - FORMS MANAGEMENT ANALYST
A82330 - SAFETY COORDINATOR
A82310 - SAFETY SPECIALIST
A76410 - COMPLIANCE SPECIALIST
A74210 - Dhhs Policy/Regulation Coord (in
⊕ More (158)

g. Job Profile – Enter the Job Profile code, if known, OR click the field to search for it in the drop down menu.

Job Profile

X A09123 - ADMINISTRATIVE ASSISTANT III

h. Job Description Summary and the Job Description – IF either of them displays, SKIP both of these fields.

Job Description Summary

Job Description

Normal ∨ | **B** *I* U A

i. Location – Click the Location field and scroll the list to find and select your desired Location OR type part of the name of the location, press enter, and then select the correct Location from the results.

Location

X 1526 Building - Lincoln

j. Time Type – Select the Time Type field to choose whether this position is either Full Time or Part Time.

Time Type

X Full time

k. Worker Type – Select either Contingent Worker or Employee from the Worker Type drop down menu. Once you select the Worker Type, the Worker Sub-Type field will display below that; see next item.

Worker Type

X Employee

l. Worker Sub-Type. The Worker Sub-Type options that you see are dependent upon the Worker Type you picked in the field just before this one.

Worker Sub-Type   ✕ Regular ☰

    i. If you selected Contingent Worker, your choices for Worker Sub-Type are:

      1) Contingent - Commissioner/Board/Committee Member (appointed)

      2) Contingent - Commissioner/Board/Committee Member (elected)

      3) Contingent - Consultant/Contractor

      4) Contingent - Supervisor

    ii. If you selected Employee, your choices for Worker Sub-Type are:

1) Agency Temporary < 6 mo.	6) Patient Worker
2) Agency Temporary > 6 mo.	7) Per Diem
3) Inmate Worker	8) Regular
4) Intern	9) SOS Temporary < 6 mo.
5) On-call	10) SOS Temporary > 6 mo.

m. Critical Job check box and the Difficulty to Fill field – IF they display, **do not enter any information in either of those fields**. We do not use this information in Workday.

Critical Job   ☐

Difficulty to Fill   ☰

4. Comments are optional.

5. Click Submit. You will be directed to the next step, which is Change Organization Assignments. Click Open.

You have submitted **Create Position: Test Position** •••

Up Next

Change Organization Assignments
Due Date

Open ←
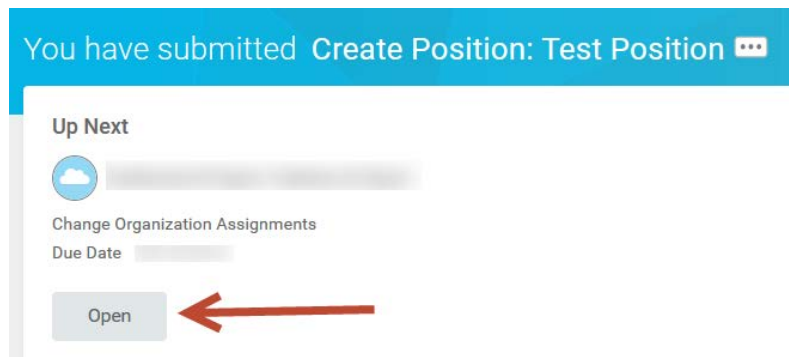
CHANGE ORGANIZATION ASSIGNMENTS

1. Company – Select State of Nebraska from the menu.

2. Cost Center – Select the appropriate cost center (formerly referred to as home business unit) from the Cost Center section. Type your two-digit agency number and then press enter to narrow the results to the cost centers associated only with your agency. Be sure to click the correct cost center.

3. Skip Region, Business Unit, and Costing sections; these are not used.

4. Other

    a.   Security Business Unit– select the appropriate security business unit for this position. Type the letter s followed by your two-digit agency number, and then press enter to narrow the results to the security business units associated only with your agency. Be sure to select the correct security business unit.

    b.   Enter any additional information that is known about this position in the Other section fields. These fields are not required. HOWEVER, we do ask that you complete the EDC Group and the Budget Program Number for each new position. (Specialty fields -- DHHS uses the Position Tracking field and NDOT uses the Organization Element field.)

        i.   Grandfathered Employees - Benefits – **Do not use**.

        ii.   Business Unit – **Do not use**.

        iii.   Position Tracking – DHHS only.

        iv.   EDC Group – should be completed for every position.

        v.   Matrix Orgs – NOT USED.

        vi.   Budget Program Number – should be completed for every position.

        vii.   Organization Element – NDOT only.

        viii.   Department – SKIP

5. Click Submit once finished.

6. You will be directed to the next step, which is Request Default Compensation for Position Event. Click Open.
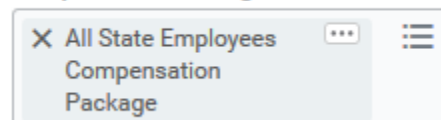

REQUEST DEFAULT COMPENSATION

You will not be able to make any changes to the Effective Date & Reason section.

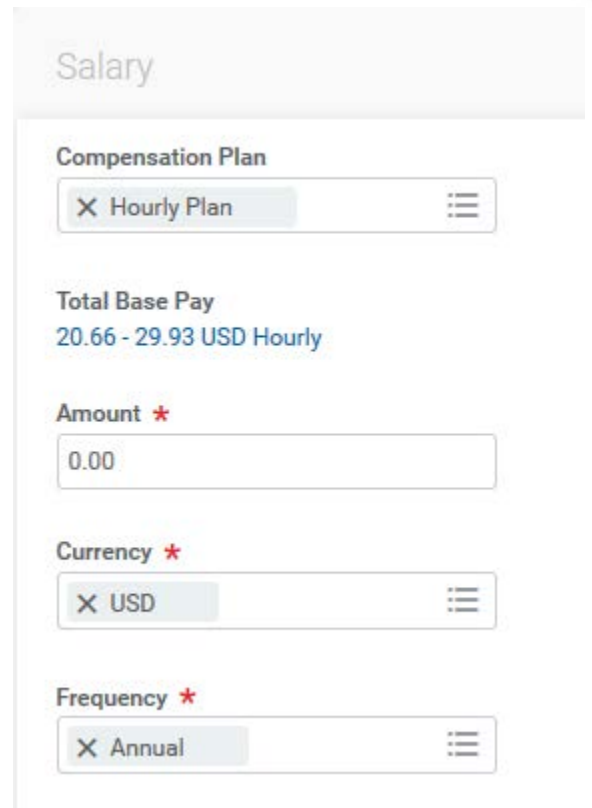1. Scroll to the Guidelines section and, in the Compensation Package, select All State Employees Compensation Package.

2. The class code should default in the Grade field or search for it in the drop down menu.

3. Scroll to the Salary section. Click Add, and complete the following fields:

    a. In the Compensation Plan field, type Hourly or Salary, whichever is appropriate for this position, based on the Pay Rate Type, and press enter. Be sure it defaults to Hourly Plan or Salary Plan.

    b. Enter an amount in the Amount field. The amount can be either an hourly rate or annual rate.

    c. The default currency will be USD.

    d. Select the pay frequency in the Frequency field drop down. Be sure that it matches the rate you entered in the amount field (for example, hourly if you entered an hourly rate; annual if you entered an annual rate).

    NOTE: Regardless whether the position is salary or hourly, we always use the Salary line. Do not use any of the following to input your compensation: Hourly, Period Salary, Unit Salary, Allowance, Merit, Bonus, Stock, or Commission.

4. Enter Comments as to why you are creating a position, etc.

5. Click Approve. If you click Approve AND you are in a Code agency, you will see a screen telling you that your request has been forwarded to State Personnel (and from there, to the State Budget Division) for approval.

6. Click Done.

Salary

Compensation Plan

X Hourly Plan

Total Base Pay
20.66 - 29.93 USD Hourly

Amount *

0.00

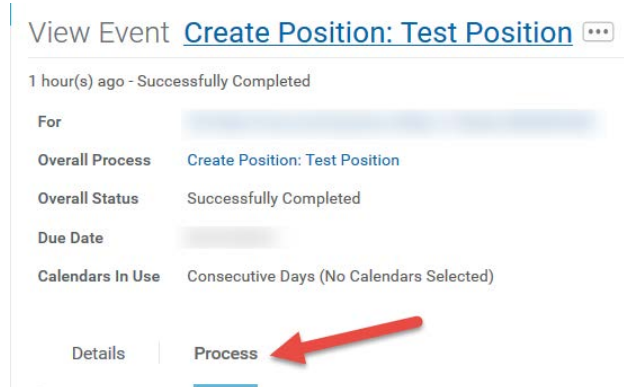**Currency** *

X USD

Frequency *

X Annual

CHECK THE STATUS OF YOUR CREATE POSITION REQUEST

1. Click the Inbox icon on your home page.

2. Select the Archive tab.

3. Find the Create Position message from the Archive list and check the Overall Status section for the status of the request.

    a. If the request has been approved, you will see the Overall Status of "Successfully Completed".

    b. If the request is still pending approval, the Overall Status will show "In Progress".

For

Overall Process   Create Position: Test Position

Overall Status   Successfully Completed

Due Date

Create Position

4. If you want more information about the overall process, select the Process tab on the View Event screen.

5. Check the Status column of the Process History to view the steps that are completed and those that are currently in progress (or Not Required).

Process History 5 items

Process	Step	Status	Completed On	Due Date	Person
Create Position	Create Position	Step Completed			
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted			
Change Default Compensation	Change Default Compensation	Approved			
Create Position	Consolidated Approval by State Personnel Office	Not Required			
Create Position	Consolidated Approval by State Budget Division	Not Required			

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234