

Request SOS Temporary (Create Position and Create Requisition)

Request SOS Temporary Position

The objective of this guide is to Request an SOS Temporary Position.

Security Role

- Recruiter / SOS Position Requester

Contents

Create SOS position.....	Error! Bookmark not defined.
Change Organization Assignments.....	2
Request Compensation.....	2
Assign Pay Group.....	2
Create SOS Position.....	1
Change Organization Assignments.....	2
Request Compensation.....	2
Assign Pay Group.....	3
Goes to State Recruiting for Review. Once approved, it will come back to your Workday Inbox.....	3
Create Requisition.....	3
Recruiting Information.....	4
Job.....	4
Organizations.....	5
Attach any needed documentation.....	5
Review the Summary.....	5
Click Open to proceed to the Request Requisition Compensation.....	5
Click Edit Additional Data.....	6
Click Open to Configure Supplementary Questionnaires for Job Requisition.....	6
Goes to State Recruiting for Action. SOS Recruiter will follow-up with next steps for placement.....	7

Create SOS Position

1. Start the process by typing Create Position into the search bar. Select the task.

Request SOS Temporary (Create Position and Create Requisition)

2. Update the Supervisory Organization to "SOS Temps."

Create Position

SOS Temp Positions must be created in the SOS Temp supervisory organization. SOS Temp job profiles must begin with "R", no other job profiles are valid.

Supervisory Organization *

× SOS Temps (Kaitlyn J Betz
(6076626))

OK

Cancel

3. Select Create Position > Created Position > SOS Temporary as the Position Request Reason.
4. Update Job Posting Title to appropriate title, including "SOS" in the title (e.g. SOS Office Technician).
5. Update the Number of Positions if applicable.
6. Update the Availability Date (use today's date).
7. Update the Earliest Hire Date (use desired start date of SOS).
8. Select appropriate Job Profile.
 - a. NOTE: The class code on the Job Profile MUST start with an "R" to reflect that it is a temporary position.
9. Select appropriate Location and Time Type.
10. Select Employee for Worker Type.
11. Select SOS Temporary < 6 mo. or SOS Temporary > 6 mo. for Worker Sub-Type (selection is dependent on anticipated length of assignment).
12. Click Submit.

Change Organization Assignments

13. Click Open to proceed to Change Organization Assignments.
 - a. Enter Company – State of Nebraska
 - b. Enter Cost Center – 65080001 SOS
 - c. Continue down the page to complete any other information as needed. The following are required, although not marked with an asterisk.
 - i. SBU – S650770000 AS State Office Support
 - ii. EDC Group – Complete based on agency where SOS will work.
 - iii. Budget Program Number – 065-605 Personnel Division
 - iv. Type of Location – Complete based on assignment
14. Click Submit.

Request Compensation

15. Click Open to proceed to Request Default Compensation for Position
16. The Guidelines should populate in.
17. In the Salary section, verify that the Hourly Rate is the Minimum Hire Rate. If necessary, change the amount.
 - a. The ONLY two Frequencies we use are Hourly and Annual. We do not use ANY OTHER frequencies.

Request SOS Temporary (Create Position and Create Requisition)

- i. Hourly Plan – use when the Pay Rate Type is Hourly Exempt or Hourly Non-Exempt and ALWAYS use this for Part time positions.
(1) Hourly comp amounts always need to have three decimal places!
- ii. Salary Plan – Not used for SOS.

18. Click Approve.

Assign Pay Group

- 19. Click Open to proceed to Assign Pay Group for Position Restriction.
- 20. Enter Biweekly-10 day Lag for Proposed Pay Group.
- 21. Click Submit.

Goes to State Recruiting for Review. Once approved, it will come back to your Workday Inbox

Create Requisition

- 22. Start the process by accessing the Complete To Do task. Click orange Create Job Requisition button.

Complete To Do Create Job Requisition for Approved SOS Temp Position

Created: 09/26/2023 | Due: 09/27/2023 | Effective: 09/26/2023

For SOS Temps (Kaitlyn J Betz (6076626))

Overall Process Create Position: SOS Office Technician

Overall Status Successfully Completed

Due Date 10/03/2023

Instructions Your SOS Temp position has been approved. Complete the Job Requisition for this position.
When finished, return to this To Do and click "Submit" to clear it from your Inbox.

Create Job Requisition

- 23. Update Supervisory Organization to SOS Temps.

- 24. Select For Existing Position and search for the position # or title of the position just created.

Create Job Requisition

Position must be created and approved prior to requesting a job requisition be opened to fill the position.

Job Description Summary - Description, Examples of Work
Job Description - Minimum Qualifications, Preferred Qualifications
Additional Job Description - Other Qualifications, Knowledge, Skills and Abilities

Copy Details from Existing Requisition

Supervisory Organization * SOS Temps (Kaitlyn J Betz (6076626))

Create New Position
 For Existing Position 60016992 Office Technician (Unfilled)
 For Multiple Existing Positions

Worker Type * Employee

OK Cancel

Request SOS Temporary (Create Position and Create Requisition)

25. Click **OK**.
26. Recruiting Information page will display.

Recruiting Information

Click the **Pencil Icon** to edit the sections you need to edit.



27. Add a **Reason**.
 - a. Select Addition > SOS Temp Position.
28. Is this a spotlight job – if yes, check the box. Spotlight a job requisition in Workday means that the job posting will be given more visibility and prominence on the Workday platform.
 - a. Use this option sparingly.
29. Click **Recruiting Instructions**.
 - a. Post Internal Only (Agency Specific) – Do not select; Not applicable for SOS.
 - b. Posting Internally Only (Statewide) – Do not select; Not applicable for SOS.
 - c. Posting Not Required.
 - d. Post Internally and Externally.
30. Enter in **Recruiting Start Date**, **Target Hire Date** and if needed **Target End Date**.
 - a. Recruiting Start Date – when you will start the recruiting process.
 - i. You will enter the Posting Start Date and End Date later in this process.
 - b. Target Hire Date – when would you like to have this person begin work?
 - c. Target End Date – not required.
31. Click **Next**.

Job

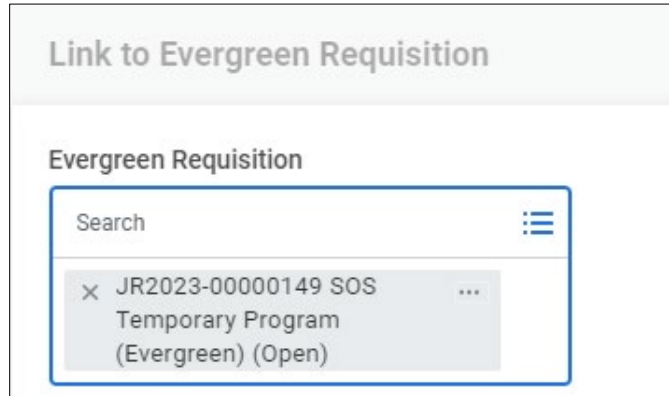
Click the **Pencil Icon** to edit the sections you need to edit.

32. Enter **Job Posting Title** – this can be your Working Title and this is what will show in the “advertisement.”
33. **Job Profile** will default in from the Position Restrictions.
34. Enter the **Job Description Summary**.
 - a. Description, Examples of Work.
35. Enter the **Job Description**.
 - a. Minimum Qualifications, Preferred Qualifications.
 - i. NOTE: Minimum qualifications MUST match assigned class specification.
36. Enter the **Additional Job Description**.
 - a. Other Qualifications, Knowledge, Skills, and Abilities.
37. Worker Sub-Type, Time Type, and Primary Location will default from position restrictions.
 - a. The Primary Job Posting Location will update based on the Primary Location selected.
38. If the Job is Part time, enter a Scheduled Weekly Hours value less than 40.

Request SOS Temporary (Create Position and Create Requisition)

39. Link to Evergreen Requisition.

- a. Select the SOS Temporary Program evergreen.



40. Questionnaires.

- a. Leave both the Internal Posting Questionnaire and the External Posting Questionnaire.
- b. If any additional questionnaires are needed, they need to have been created prior to you starting this process. If that is true, you need to CANCEL this event and start it over.

41. Click **Next**.

Organizations

42. Continuing through the process, click the **Pencil Icon** to edit any of the **Organization Assignments**.

These are the Organization Assignments that you have come to know and love. Enter all appropriately.

- a. Enter **Company**.
- b. Enter **Cost Center**.
- c. Continue down the page to complete any other information as needed. The following are required, although not marked with an asterisk.
 - i. SBU
 - ii. EDC Group
 - iii. Budget Program Number
 - iv. Type of Location

43. Click **Next**.

Attach any needed documentation.

Track any documentation related to your requisition.

44. Click **Next**.

Review the Summary

You can edit items on the Summary screen, if needed.

45. Click **Submit**, if ready to move forward, or **Save for Later**.

Click Open to proceed to the Request Requisition Compensation

46. The Guidelines should populate in.

47. In the Salary section, verify that the Hourly Rate is the Minimum Hire Rate. If necessary, change the amount.

- a. The **ONLY** two Frequencies we use are Hourly and Annual. We do not use ANY OTHER frequencies.

Request SOS Temporary (Create Position and Create Requisition)

- i. Hourly Plan – use when the Pay Rate Type is Hourly Exempt or Hourly Non-Exempt and ALWAYS use this for Part time positions.
(1) Hourly comp amounts always need to have three decimal places!
- ii. Salary Plan – Not used for SOS Temporary Positions

48. Click **Submit**.

Click Edit Additional Data

49. Complete all fields:

- a. Hiring Agency – Agency where SOS teammate will be working.
- b. Supervisor Name – Name of assignment supervisor in agency where SOS teammate will be working.
- c. Projected Assignment End Date – Note, can be edited later as needed.
- d. Dress Code – Dress code for SOS teammate occupying position.

Edit Additional Data Job Requisition: JR2023-00000309 SOS TEST TEST TEST ...

Custom Object SOS Temp Details

Instructions

Complete the applicable information for this SOS Position.

SOS Temp Details

Hiring Agency	<input type="text" value="Department of Administrative Services"/>
Supervisor Name	<input type="text" value="Jane Doe"/>
Projected Assignment End Date	<input type="text" value="01/05/2024"/>
Dress Code	<input type="text" value="Business Casual (Friday Jeans)"/>

50. Click **Submit**.

Click Open to Configure Supplementary Questionnaires for Job Requisition

51. You can add other questionnaires.

- a. However, the questionnaire would have had to have been created prior to this process being started.

52. Click **Submit**.

Success! Event submitted.

Request SOS Temporary (Create Position and Create Requisition)

Goes to State Recruiting for Action. SOS Recruiter will follow-up with next steps for placement.

53. Return to Inbox and Click Submit on Create Job Requisition To Do.

Complete To Do [Create Job Requisition for Approved SOS Temp Position](#) ...

Created: 09/26/2023 | Due: 09/27/2023 | Effective: 09/26/2023

For [SOS Temps \(Kaitlyn J Betz \(6076626\)\)](#)

Overall Process [Create Position: SOS TEST TEST TEST](#)

Overall Status [Successfully Completed](#)

Due Date [10/03/2023](#)

Instructions [Your SOS Temp position has been approved. Complete the Job Requisition for this position.](#)
[When finished, return to this To Do and click 'Submit' to clear it from your inbox.](#)

[Create Job Requisition](#)

enter your comment

[Submit](#) [Save for Later](#) [Close](#)