

## Create Position



People • Service • Business

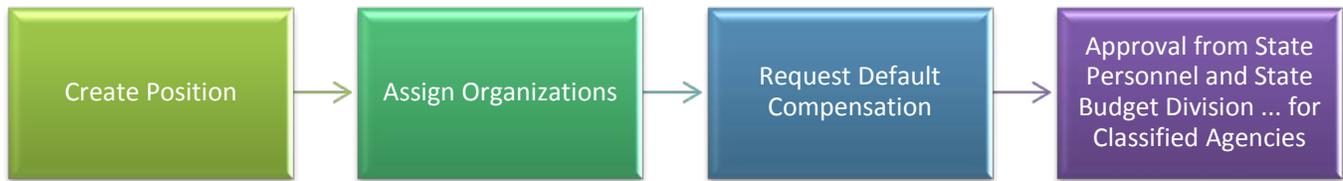
LINK

## Table of Contents:

Create Position Process Flow .....	3
Create Position Checklist.....	3
Log in to the Employee Work Center .....	4
Create Position .....	4
Assign Organization.....	9
Request Default Compensation.....	11
Check the Status of Position Request .....	13
LINK Help Desk Contact Information .....	13

## Create Position Process Flow

---



## Create Position Checklist

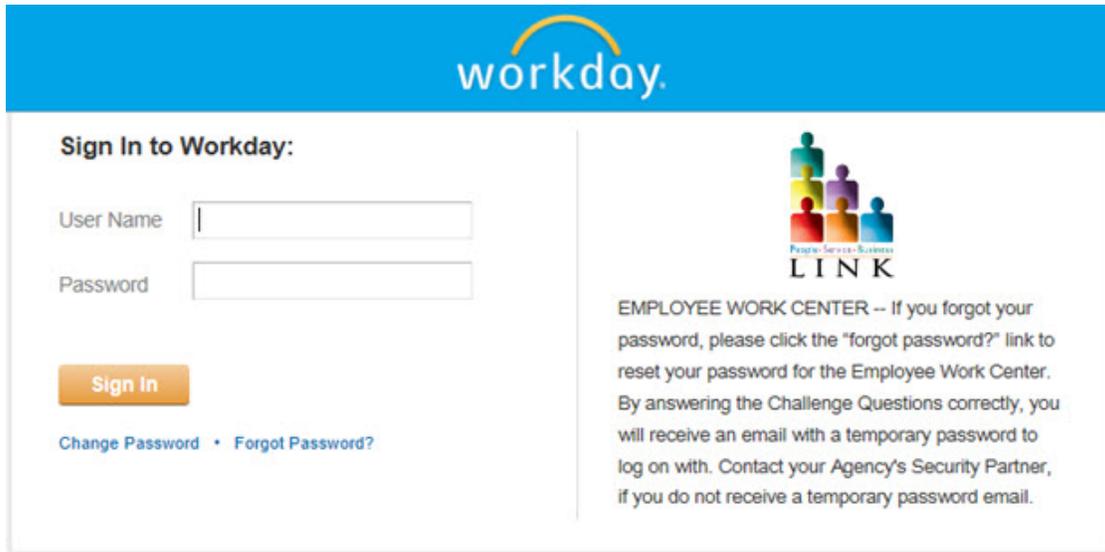
---

You will need the following items to create a position:

- Supervisory Organization (Supervisor's Name or Supervisor's Employee ID Number).
- Title of the job posting.
- Number of positions.
- Availability Date or Earliest Hire Date.
- Job Family (Bargaining Unit/Classification).
- Job Profile (Job Code/Job Title).
- Location of position.
- Time Type (full time/part time).
- Worker Type (employee/contingent worker).
- Worker Sub-Type (regular, Agency temporary, SOS temporary, intern, etc.)
- Cost Center (formerly known as home business unit).
- Security Business Unit.
- Pay Guidelines for this position from the pay plan.

## Log in to the Employee Work Center

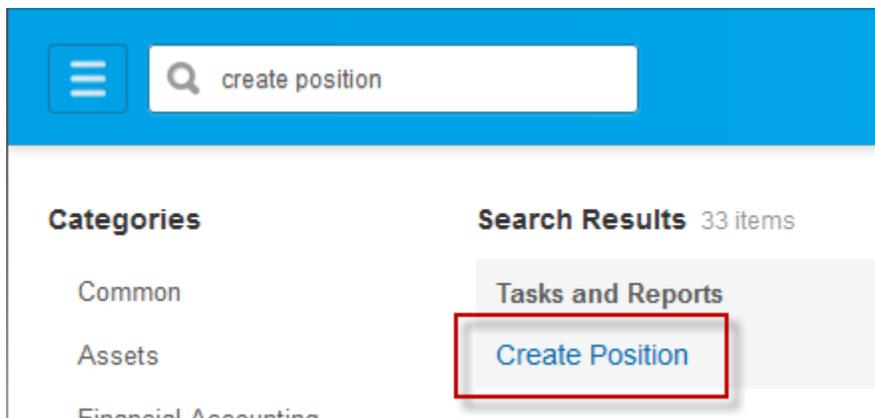
1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



The screenshot shows the Workday login interface. At the top, the Workday logo is displayed. Below it, the text "Sign In to Workday:" is followed by two input fields: "User Name" and "Password". A "Sign In" button is positioned below the password field. To the left of the button are links for "Change Password" and "Forgot Password?". On the right side of the login area, there is a logo for "LINK" (People Services System) and a text block that reads: "EMPLOYEE WORK CENTER -- If you forgot your password, please click the 'forgot password?' link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email."

## Create Position

1. Type **create position** in the **Search** box and then press enter.
2. Click the hyperlink for **Create Position** task.



The screenshot shows the search results page in Workday. At the top, there is a search bar with the text "create position" and a magnifying glass icon. Below the search bar, there are two columns: "Categories" and "Search Results 33 items". Under "Categories", there are links for "Common", "Assets", and "Financial Accounting". Under "Search Results", there is a link for "Tasks and Reports" which is highlighted with a red box, and a sub-link for "Create Position" also highlighted with a red box.

3. Search for the supervisory organization (sup org) by clicking the **Supervisory Organization** prompt OR type the name of the sup org manager OR type the Employee ID of the sup org manager.



The screenshot shows the "Create Position" dialog box. The title is "Create Position". Below the title, there is a field for "Supervisory Organization" with a red asterisk and the text "dovi" entered. To the right of the field is a search icon and a back arrow. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

## Create Position

4. Select the appropriate sup org from the drop-down list, and then click **OK**.

### Create Position

Supervisory Organization \* dovi

dovi

Top > dovi

AS State Personnel (Dovi Mueller (100239))

AS State Personnel TMS (Dovi)

Create Position screen; explanation of the items are on the next few pages:

### Create Position

1

Supervisory Organization AS State Personnel (Dovi Mueller (100239)) 2

Position Request Reason search 3

Job Posting Title \* 4

Number of Positions \* 1 5

Job Description 6

**Hiring Restrictions** 7 XXXXXXXX

Availability Date \* / / 8

Earliest Hire Date \* / / 9

No Job Restrictions  10

Job Family search 11

Job Profiles for Job Family (empty) 11 a

Job Profile search 12

Location search 13

Time Type search 14

Worker Type search 15

Worker Sub-Type (empty) 16

Critical Job  17

Difficulty to Fill search 18

## Create Position

1. **Change** – Hover over the Create Position task at the top of the page, and then click change if you need to change the sup org.

**Create Position**

Change

2. **Supervisory Organization** info – click the related actions icon on the sup org name to get additional information on that sup org.

Supervisory Organization AS State Personnel (Dovi Mueller (100239))

3. **Position Request Reason** – There are three options from which to select when you create a position. Below are the reasons and a brief explanation for each:

Position Request Reason

✕ Create Position > Created Po ...

- a. **Authorized** – authorized position.
- b. **Contingent** – contingent worker (e.g., non-state employee who supervises state employees).
- c. **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).

**NOTE: 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.**

Create Position > Created Position > Authorized

Create Position > Created Position > Contingent

Create Position > Created Position > Temporary Overlap

4. **Job Posting Title** (\*required field) – type the job title. This can be considered a working title.

Job Posting Title

\*

Dovi's Assitant

5. **Number of Positions** (\*required field) – type the number of position(s) for this title.

Number of Positions

\*

1

6. **Job Description** – if desired, type a brief description of the position(s).

Job Description

Type a brief description of the job here

7. **Hiring Restrictions & Qualifications** tabs – you can toggle between the two tabs. HOWEVER, **NOTE: WE DO NOT USE THE QUALIFICATIONS TAB.**

Hiring Restrictions

XXXXXXX

## Create Position

8. **Availability Date** (\*required field) – enter the date the position will be available. You can use the calendar prompt to select the date.

Availability Date \* 05/01/2014 

Earliest Hire Date \* 05/01/2014 

9. **Earliest Hire Date** (\*required field) – enter the earliest date to hire for this position. You can use the calendar prompt to select the date (see screenshot above, in #8).

**NOTE: YOU WILL NOT BE ABLE TO HIRE SOMEONE INTO THE POSITION UNTIL THE EARLIEST HIRE DATE. EXAMPLE: IF YOU USE A HIRE DATE OF 8/6/20XX, YOU WILL NOT BE ALLOWED TO HIRE SOMEONE IN THIS POSITION WHO STARTED ON 7/30/20XX.**

10. **No Job Restrictions** – **DO NOT CHECK THIS BOX.**

No Job Restrictions

11. **Job Family** – click the search prompt to search for the job family (bargaining unit).

- a. All jobs in that job family will auto-populate, you will need to scroll through the list to select the correct job title and job code.

Job Family

search 

✕ Administrative Support Bargaining Unit

12. **Job Profile** – Type the Job Profile code, if you know it, OR click the search prompt to search for the job profile code and then click the correct code.

**NOTE: WHEN YOU ENTER THE JOB PROFILE, IT WILL AUTO-POPULATE TO THE LINE BENEATH THE SEARCH PROMPT FIELD.**

Job Profile

search 

✕ K09123 - ADMINISTRATIVE ASSISTANT III

13. **Location** – click the prompt and select the correct location. Or, you can type part of the name of the location, and then select from the resulting list.

Location

search 

✕ 1526 Building - Lincoln

14. **Time Type** – click the prompt and select either **Full time** or **Part time**.

Time Type

✕ Full time 

15. **Worker Type** – click the prompt and select either **Contingent Worker** or **Employee**.

Worker Type

✕ Employee 

16. **Worker Sub-Type** – after adding worker type, the search prompt will automatically appear in the Worker Sub-Type box. Select the appropriate worker sub-type, as listed here (see next page).

Worker Sub-Type

search 

✕ Regular

## Create Position

17. **Comment** – enter any comments. Be selective of any comments, because they will become part of the permanent record for this position.



This position will assist Dovi in all of her training responsibilities.

18. **Critical Job** and **Difficulty to Fill** – We do not use either of these fields. PLEASE do not enter information.

19. When you are done, select one of the following options:

- Submit** – to submit.
- Save for Later** – to save your changes but not submit.
- Cancel** – cancel the process.

**Submit**

**Save for Later**

**Cancel**

[View Comments \(0\)](#)  
[Process History](#)  
[Related Links](#)

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

**You have submitted**  
[Create Position: Dovi's Assitant](#) 

### Up Next

 Loraine S Epperly

Change Organization Assignments

Due Date 04/26/2014

**Open**

## Assign Organization

The HR Partner will assign the organizations for the vacant position(s).

Proposed Organizations 17 items

Organization Type	Proposed Organization
Company	State of Nebraska
Cost Center	65080002 PERSONNEL SYSTEM
Region	
Grant	
Program	
Business Unit	
Fund	
Security Business Unit	S650080000 AS STATE PERSONNEL

1. **Company** – Company is **always** State of Nebraska.

2. **Cost Center** (used to be referred to as home business unit) – click this field to get the search prompt. Select the appropriate cost center.

**NOTE: ENTER YOUR AGENCY NUMBER AND THEN PRESS ENTER FOR A QUICKER SEARCH. THIS WILL GIVE YOU COST CENTERS ASSOCIATED ONLY WITH YOUR AGENCY. BE SURE TO CLICK THE CORRECT COST CENTER.**

3. **Security Business Unit** – click this field to get the search prompt, and then select the appropriate security business unit.

**NOTE: TYPE AN S AND THEN YOUR TWO-DIGIT AGENCY NUMBER FOR A QUICKER SEARCH. THIS WILL RETURN SECURITY BUSINESS UNIT NUMBERS ONLY FOR YOUR AGENCY AND NOT FOR THE ENTIRE STATE.**

**NOTE: IF YOU KNOW YOUR DIVISION NUMBER, YOU CAN TYPE AN S, THEN YOUR TWO-DIGIT AGENCY NUMBER, AND THEN YOUR DIVISION NUMBER TO NARROW THE SEARCH EVEN FURTHER (E.G., FOR STATE PERSONNEL, I TYPED s65008).**

## Create Position

4. **Custom Organizations** – You can add the information to these custom orgs, if you know the information, and if your agency has arranged to enter information in these fields:
  - a. **EDC** – If you know the EDC Group, add it here.
  - b. **Budget Program Number** – If you know the Budget Program Number, add it here.
  - c. **Position Training** – DHHS; if you know this assignment, add it here.
  - d. **Organization Element** – Roads; if you know this assignment, add it here.

Position Tracking	<input type="text"/>
EDC Group	<input type="text"/>
Matrix Orgs	<input type="text"/>
Budget Program Number	<input type="text"/>
Organization Element	<input type="text" value="search"/>

5. **Comments** – enter any comments.

View Comments (0)  
Process History  
Related Links

6. Select one of the following options:
  - a. **Submit** – to submit.
  - b. **Save for Later** – to save your changes but not submit.
  - c. **Cancel** – cancel the process.

View Comments (0)  
Process History  
Related Links

**NOTE: PLEASE, DO NOT USE REGION, GRANT, PROGRAM, FUND, GRANDFATHERED EMPLOYEES – BENEFITS, HEALTH FITNESS, OR BUSINESS UNIT FIELDS.**

You will be directed to the next step, which is **Request Default Compensation**. Click **Open**.

**Success! Event submitted**

[Assign Organizations: Create Position: Dovi's Assitant](#) ⋮

### Up Next

 Loraine S Epperly

Request Default Compensation for Position Event

## Request Default Compensation

Default Compensation Change screen:

**Default Compensation Change**  
**Dovi's Assitant (1 Position Requested)**  
**AS State Personnel (Dovi Mueller ( ))**

Compensation	Current	Proposed
Effective Date & Reason	Effective Date 05/01/2014 <b>1</b>	
Total Base Pay	Total Base Pay	<b>a.</b> Total Base Pay 0.00 USD Hourly
Guidelines	Pay Range	<b>b.</b> Pay Range 19.30 - 27.95 USD Hourly
Salary		<b>c.</b> Click the plus to add a Salary Plan

1. **Effective Date**, the date this compensation will be effective.
2. **Compensation:**
  - a. **Total Base Pay** – total base pay for the position (there will not be a dollar amount here unless you enter a Salary Plan).
  - b. **Guidelines** – pay range for this position title, plus the minimum and maximum amount you can pay this position.
  - c. **Salary Plan** – This will show the compensation information for the position, once it is entered.

**NOTE: REGARDLESS WHETHER THE POSITION IS SALARY OR HOURLY, WE WILL ALWAYS USE THE SALARY PLAN LINE.**

**NOTE: WE DO NOT USE THE FOLLOWING:**

- |                         |                     |                        |
|-------------------------|---------------------|------------------------|
| i. Hourly Plans         | iv. Allowance Plans | vii. Stock Plans       |
| ii. Period Salary Plans | v. Merit Plans      | viii. Commission Plans |
| iii. Unit Salary Plans  | vi. Bonus Plans     |                        |

3. **Salary Plan** – click the plus sign on the Salary row to add the compensation information for the position.
  - a. In **Compensation Plan**, click the prompt, click **All Compensation Plans**, and then select **Hourly Plan** or **Salary Plan**, whichever one fits within your guidelines.

The screenshot shows two overlapping windows. The background window is a search interface for 'All Compensation Plans' with a search bar and a list containing 'Hourly Plan' and 'Salary Plan'. The foreground window is titled 'Compensation Plan' and shows a search bar, 'Total Base Pay 19.30 - 27.95 USD Hourly', 'Assignment Details (empty)', and a 'Done' button.

## Create Position

- b. In the **Amount** field, type the pay rate (either an hourly or annual).

**VERY IMPORTANT: ENSURE THAT THE FREQUENCY MATCHES THE RATE YOU ENTER IN THE AMOUNT FIELD (HOURLY IF YOU ENTERED AN HOURLY RATE; ANNUAL IF YOU ENTERED AN ANNUAL RATE).**

The screenshot shows a form titled 'Create Position' with the following fields and values:

- Compensation Plan:** Hourly Plan (with a close icon)
- Total Base Pay:** 19.30 - 27.95 USD Hourly
- Amount:** 25.623 (highlighted with a red box)
- Currency:** USD (with a close icon)
- Frequency:** Hourly (highlighted with a red box)
- Additional Details:** (expandable section)
- Assignment Details:** 25.623 USD Hourly
- Done:** (button)

4. Click **Done**.
5. Click anywhere else on the screen to view your changes.
6. **Comments** – enter comments, if applicable.

The screenshot shows a comment input field with a placeholder text 'enter your comment' and a user profile icon.

7. At the bottom of the screen, select one of the following options:
  - a. **Approve** – approve the compensation plan.
  - b. **Deny** – deny the compensation plan.
  - c. **Save for Later** – returns the item to your workfeed.
  - d. **Close** – close the compensation screen; does not save any changes.

If you click Approve AND you are a Code agency, you will get a screen to let you know that your request has been forwarded to State Personnel and State Budget Division for approval. Click **Done**.

The screenshot shows a success message and an 'Up Next' section:

- Success! Event approved**
- Default Compensation:** AS State Personnel (Dovi Mueller (100239)) (with a close icon)
- Up Next:** Richard C Oleary (109547)
- Create Position:** Dovi's Assitant - Consolidated Approval by State Personnel Office

## Check the Status of Position Request

- To check if the position has been approved, click the **Inbox** in the upper right-hand corner. In the Inbox, click the Archive tab (which is now your requests, and items that you have touched).
- Find the particular item in the list, and click once on it. If it has been approved, under Overall Status, it will say **Successfully Completed**.

Overall Status      Successfully Completed

- If the Overall Status says **In Progress**, as shown below, click the Process tab (see the red rectangle in the next screenshot) to see the status of the entire B.P.

**View Event**  
**Create Position: Dovi's Assitant** ...

For [AS State Personnel \(Dovi Mueller \(100239\)\)](#)

Overall Process [Create Position: Dovi's Assitant](#)

Overall Status	In Progress
Due Date	05/01/2014

- In the **Status** column, you will see the status of each of the steps, i.e., steps that:
  - Were Completed,
  - Were Submitted,
  - Were Approved, or
  - Are Awaiting Action.

Details      **Process**

Process History 5 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	04/24/2014 04:51:43 PM	05/01/2014		Loraine S Epperly: This position will assist Dovi in all of her training responsibilities.
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	04/24/2014 05:35:18 PM	04/26/2014		
Change Default Compensation	Change Default Compensation	Approved	04/24/2014 06:13:16 PM			
Create Position	Consolidated Approval by State Budget Division	Awaiting Action				
Create Position	Consolidated Approval by State Personnel Office	Awaiting Action				

## LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/>

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234