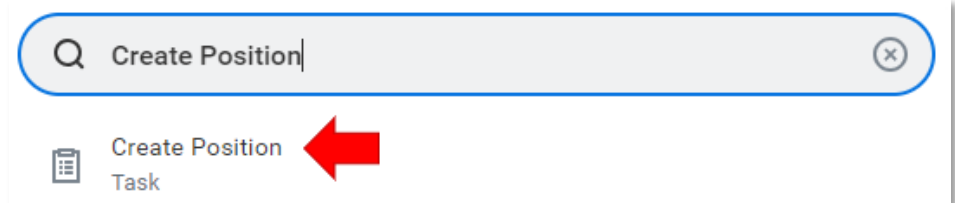


Initiated by: HR Analyst

*If new job profile is needed for position, please submit a ServiceNow request. Once the ticket has been closed, you may begin the Create Position step in Workday.*

1. Type 'Create Position' in the search bar and click the **Create Position** task.



2. Select the **Supervisory Organization** this new position will fall under.



Click **OK**.

3. Select the **Position Request Reason** (why this new position is being opened).

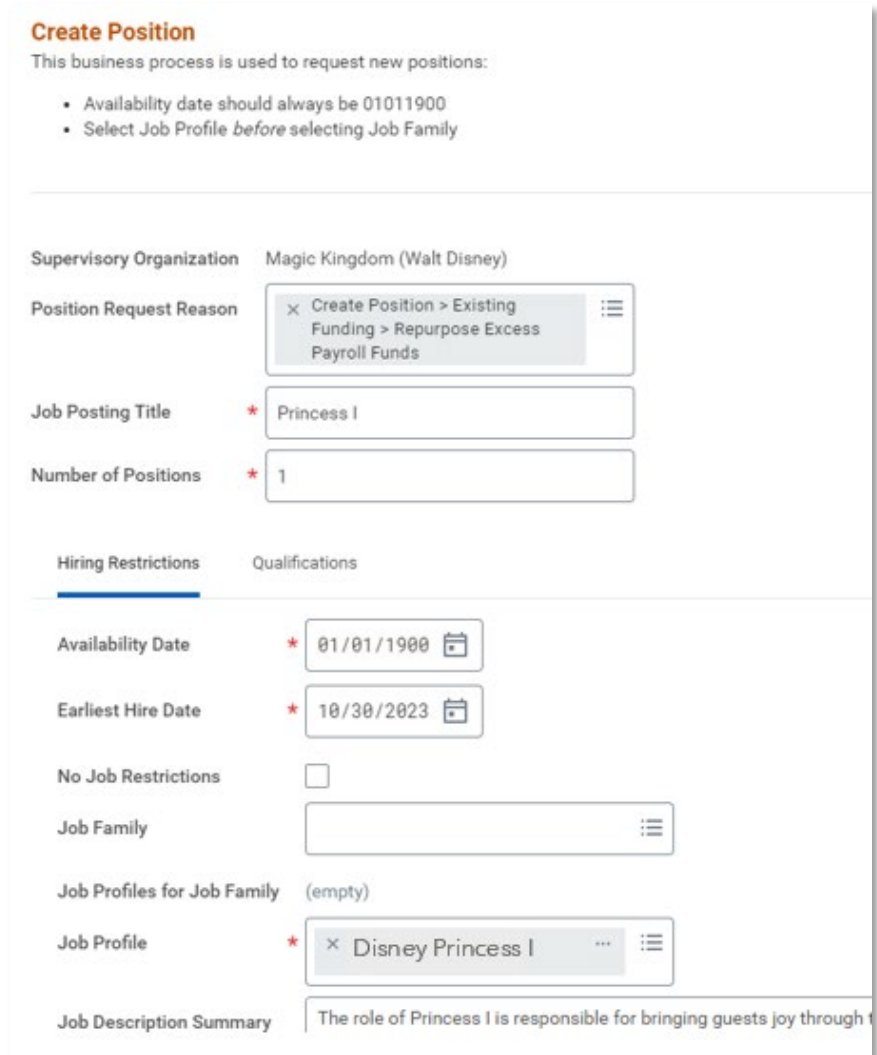
Create the **Job Posting Title** and indicate how many positions you would like (how many roles do you want to fill?).

The **Availability Date** should *always* be 01/01/1900.

Select the **Earliest Hire Date** for your new position.

Select the **Job Profile** for this role.

The **Job Description Summary** will automatically populate after you select the Job Profile.



**Create Position**  
This business process is used to request new positions:

- Availability date should always be 01011900
- Select Job Profile *before* selecting Job Family

Supervisory Organization: Magic Kingdom (Walt Disney)

Position Request Reason: × Create Position > Existing Funding > Repurpose Excess Payroll Funds

Job Posting Title: \* Princess I

Number of Positions: \* 1

**Hiring Restrictions** | Qualifications

Availability Date: \* 01/01/1900

Earliest Hire Date: \* 10/30/2023

No Job Restrictions:

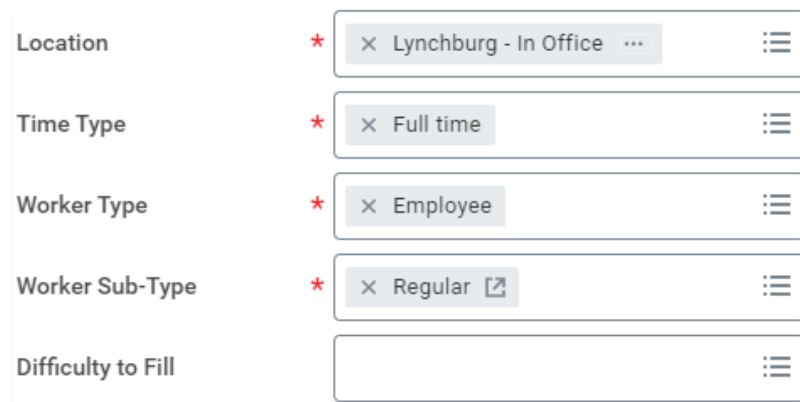
Job Family: [Empty]

Job Profiles for Job Family: (empty)

Job Profile: \* × Disney Princess I

Job Description Summary: The role of Princess I is responsible for bringing guests joy through t

4. Select the **Location** (Lynchburg – In Office, Hybrid, or Remote), **Time Type** (Full time or Part time), **Worker Type** (Contingent Worker or Regular), and **Worker Sub-Type** (Regular (Staff), Student, Adjunct, etc.).



Location: \* × Lynchburg - In Office

Time Type: \* × Full time

Worker Type: \* × Employee

Worker Sub-Type: \* × Regular

Difficulty to Fill: [Empty]

5. **Submit.**

Submit

6. You will receive a task to **Change Organization Assignments**. Here you can review and change the company/cost center if needed.

### Organizations

#### Company

Company \*

Liberty University, Inc.



#### Cost Center

Cost Center \*

U-1K1000 CIO Office



**Submit.**

Submit

7. The position will route to the **HR Partner, Compensation HR Office Partner, Finance Office Partner**, and then the **Compensation HR Office Partner** for approval.

### Success! Event submitted

Up Next: Buzz Lightyear | Create Position: Princess I - Review Position Request | Due Date 10/31/2023

[View Details](#)