



Creating a New Position

Action: Manager

Create a new position

The image shows a screenshot of the Workday web interface. At the top, the browser address bar shows the URL: <https://wd5-impl.workday.com/rhsc2/d/home.html>. The main content area features a search bar with the text "create position" entered. Below the search bar, a dropdown menu lists several tasks, with "Create Position" highlighted. An orange box highlights the search bar and the dropdown menu. To the right, a "Create Position" modal form is open, showing a "Supervisory Organization" field with a dropdown arrow. An orange arrow points from the "Create Position" task in the search results to the "Supervisory Organization" field in the modal. The modal also has "OK" and "Cancel" buttons. The background shows a "Let's Get Started" section and a list of tasks under "Awaiting Your Action".

1. Search create new position
2. Add Supervisory Organization- this is the hiring manager

workday®

Fill out required fields

Create Position

Supervisory Organization

Position Request Reason

Job Posting Title *

Number of Positions *

Hiring Restrictions

Qualifications

Availability Date *

Earliest Hire Date *

No Job Restrictions





Job Family

Job Profiles for Job Family (empty)

Job Profile

Job Description Summary

Job Description

Format  **B** *I* U   

Submit

Save for Later

Cancel

Position Request Reason

Create Position 

Supervisory Organization

Position Request Reason

Job Posting Title *


Number of Positions *

Hiring Restrictions

Availability Date

Earliest Hire Date *

No Job Restrictions

Search 

- Create Position > Create Position
- Create Position > Create Position > Budgeted
- Create Position > Create Position > Conversion
- Create Position > Create Position > Not Budgeted
- Create Position > Create Position > Replacement

Create Position 

Supervisory Organization

Position Request Reason

Job Posting Title *



Number of Positions *

Hiring Restrictions

Hiring Restrictions

Job posting title= what will show externally.


Add Required Dates

Hiring Restrictions	Qualifications
Availability Date	* 09/25/2023 
Earliest Hire Date	* 09/25/2023 
No Job Restrictions	<input type="checkbox"/>

Availability date= when it will show on Workday

Earliest hire date= can't hire prior to this date

Add specifics around job role

Earliest Hire Date * 09/25/2023 

No Job Restrictions





Job Family

Job Profiles for Job Family (empty)

Job Profile

Job Description Summary

Job Description

Format  **B** *I* U   

Location

Time Type

Worker Type

Worker Sub-Type

Critical Job

Difficulty to Fill


enter your comment

Fill in all blanks

Total Base Pay

- 19.842 USD Hourly added

Guidelines

Total Base Pay Range 

- 17.68 - 24.16 USD Hourly added

Compensation Package

- General Compensation Package added

Grade

- 889 Grade 3 added

Grade Profile
(empty)

Step



- Grade 3 - 19.84 USD added

Progression Start Date

- 09/25/2023 added

Salary

Hourly

Assignment Details  

- 19.842 USD Hourly added

Ensure merit and bonus are accurate

The screenshot displays two panels, 'Merit' and 'Bonus', each with an orange border. The 'Merit' panel shows '3.00% Annual' added, 'Delta Dental of Michigan Merit Plan' as the plan name, and '09/25/2023' as the effective date. The 'Bonus' panel shows '0% Annual' added, 'Delta Dental of Michigan Bonus Plan' as the plan name, and '09/25/2023' as the effective date. Both panels include an 'Add' button and a close icon.

Merit

Assignment Details ✕ ✎

- 3.00% Annual added

Plan Name

- Delta Dental of Michigan Merit Plan added

Effective Date

- 09/25/2023 added

Add

Bonus

Assignment Details ✕ ✎

- 0% Annual added

Plan Name

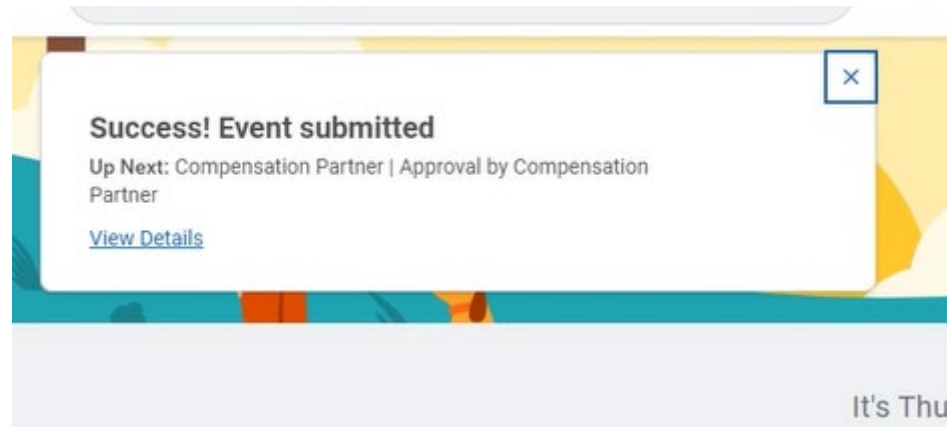
- Delta Dental of Michigan Bonus Plan added

Effective Date

- 09/25/2023 added

Add

Approval by Compensation



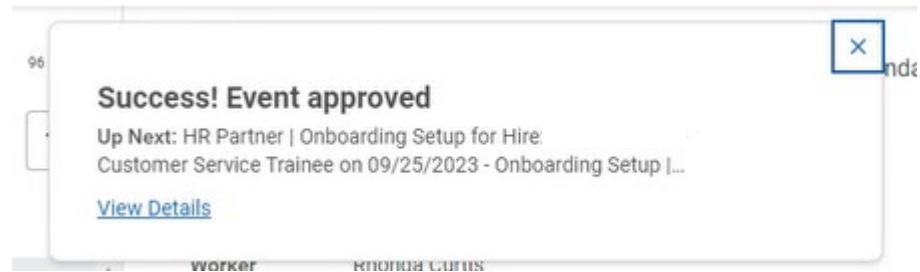
Review Tasks show under *Awaiting Your Action*

The screenshot shows a Microsoft Teams dashboard. At the top, there is a navigation bar with a 'MENU' icon, a search bar, and notification icons. Below the navigation bar is a colorful illustration of people in a park. The main content area is titled 'Let's Get Started' and includes the date 'It's Thursday, January 18, 2024'. A section titled 'Awaiting Your Action' is highlighted with an orange box and contains a list of tasks:

- Propose Compensation Hire:** - Customer Service
My Tasks - 1 minute(s) ago
- Assign Establishment for Hire:** - Sr Accountant on 01/29/2024
My Tasks - 18 hour(s) ago
- Absence Request:**
My Tasks - 23 hour(s) ago
DUE 01/22/2024

Below the task list is a link: [Go to My Tasks \(97\)](#). To the right of the task list are two other sections: 'Important Dates' showing 'JAN 31 Anniversary ☆' with a link to 'Go to Team Calendar', and 'Your Top Apps' listing 'My Team Management', 'Career', and 'Talent and Performance'. A user profile icon is visible in the bottom right corner.


Success!



Review tasks *Awaiting Your Action*

Good Morning,

Awaiting Your Action ...

 **Onboarding Setup for Hire:** - Customer Service Trainee on 09/25/2023

My Tasks - 39 second(s) ago

DUE 01/19/2024

Welcome Message Dashboard

Onboarding Setup

Created: 01/18/2024 | Due: 01/19/2024 | Effective: 09/25/2023

Message: Congratulations and Welcome to the Team! The whole team is excited to be working with you! Feel free to reach out to other team members below. You can find their work email by hovering over their name and clicking the yellow brick icon that appears to the right.

People to Meet

Select People

Notify

Notification Subject * You have been selected as a person to me

Notification Header

Start Date: 09/25/2023

Notification Message * You've been selected as someone that a new hire on your team should contact during their first week with the organization. Please meet with the new hire and answer any questions they might have, or direct them to the appropriate resource that would be able to assist them.

Helpful Contacts

Select People

Submit

Save for Later

Cancel



Helpful Contacts

Select People

Notify

Notification Subject * You have been selected as a helpful conta

Notification Header

Start Date: 09/25/2023

Notification Message * You've been designated as someone that would be able to assist a relocated worker. Please support them as they get situated by answering questions or providing requested information.



Submit One time bonus- this should auto-fill

Request One-Time Payment Customer Service Trainee

One-Time Payment Summary

Summary

Effective Date * ✎
09/25/2023

Employee Visibility Date

Reason

Total Amount Requested
0.00 USD

One-Time Payment

Add

enter your comment

Submit Deny Save for Later Close

Success!

Search

Assign Est × Assign Trainee on 09/25/2023 ⋮

Success! Event submitted

Up Next: Assign Establishment

[View Details](#)

Open

Created: 01/18/2023

Effective Date

Worker

Organization

Position: Customer Service Trainee

Location: DDMI - Farmington Hills

Company: Delta Dental Plan of Michigan, Inc.

Establishment * × 2 - DDMI Farmington Hills 🔗 ☰

enter your comment

Review Assign Establishment

Assign Establishment

Assign Establishment for Hire:

- Customer Service Trainee on 09/25/2023 ⋮

Effective Date * 09/25/2023

Worker

Organization

Position Customer Service Trainee

Location DDMI - Farmington Hills

Company Delta Dental Plan of Michigan, Inc.

Establishment * ✕ 2 - DDMI Farmington Hills 🔗 ☰

Review and ensure is accurate.

enter your comment



Process History



Assign Establishment - Awaiting Action

Employee Actions

Next steps for employee

Success! Event submitted

Up Next: Complete Form I-9:
Complete Form I-9 | Due Date 09/28/2023

[View Details](#)

Employee view

The screenshot shows a web application interface for an employee view. At the top, there is a green header with the text "Implementation - rhsc2". Below this is a navigation bar with a "MENU" button, a search bar, and several notification icons (a speech bubble, a bell with "95", and an envelope with "157").

The main content area is divided into two columns. The left column is a blue sidebar with a "Customer Service Trainee" header and an "Actions" button. Below this are several menu items: "Team", "Summary", "Job" (which is highlighted), "Compensation", "Benefits", "Absence", "Pay", "Contact", "Personal", "Performance", and "Career".

The right column contains two sections: "Job Details" and "Contact Information - Public".

Job Details

Employee ID	
Supervisory Organization	Board of Directors [C] >
Position	Customer Service Trainee
Business Title	Customer Service Trainee
Job Profile	Customer Service Trainee
Job Family	(empty)
Employee Type	Regular
Management Level	Non-Manager
Time Type	Full time
FTE	100.00%
Location	DDMI - Farmington Hills
Hire Date	09/25/2023
Original Hire Date	09/25/2023
Continuous Service Date	09/25/2023
Length of Service	0 year(s), 3 month(s), 24 day(s)
Time in Position	0 year(s), 3 month(s), 24 day(s)
Time in Job Profile	0 year(s), 3 month(s), 24 day(s)
Establishment	2 - DDMI Farmington Hills

Contact Information - Public

Work Address

⌕ :

At the bottom right of the main content area, there is a small circular logo with a "W" inside.

Review Worker History

Job Details Employment Data Service Dates Manager History Management Chain Organizations Support Roles Job History **Worker History**

View Worker History by Category

Worker History 19 items

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Payment Election on 01/18/2024		01/18/2024 10:01:50 AM	01/20/2024		In Progress	
Personal Information Change: (United States of America)		01/18/2024 10:01:50 AM			In Progress	
Preferred Name Change:		01/18/2024 10:01:50 AM			In Progress	
Change Emergency Contacts for Onboarding: Chris Stewart		01/18/2024 10:01:50 AM	01/20/2024		In Progress	
ID Change		01/18/2024 10:01:50 AM	01/20/2024		In Progress	
Assign Establishment for Hire: Customer Service Trainee on 09/25/2023	09/25/2023	01/18/2024 10:01:50 AM		01/18/2024 10:05:07 AM	Successfully Completed	
Onboarding for	09/25/2023	01/18/2024 10:01:50 AM	01/19/2024	01/18/2024 10:01:50 AM	Successfully Completed	
Onboarding Setup for Hire: Customer Service Trainee on 09/25/2023	09/25/2023	01/18/2024 09:56:19 AM	01/19/2024	01/18/2024 10:01:50 AM	Successfully Completed	
Benefit Change - Hire: 09/25/2023	09/25/2023	01/18/2024 10:01:50 AM	02/17/2024		In Progress	