Creating a New Position

Action: Manager

Create a new position

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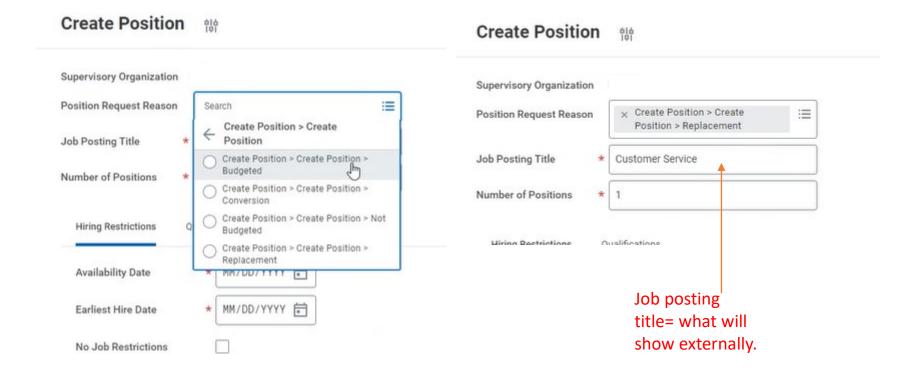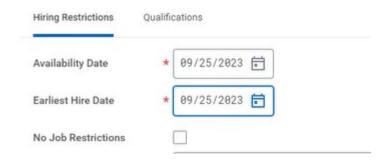
Fill out required fields

Position Request Reason

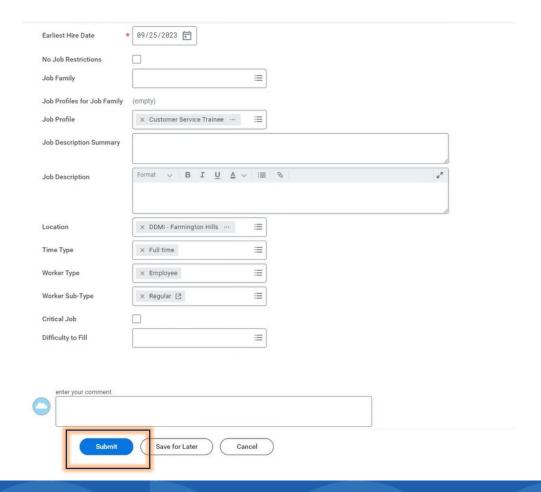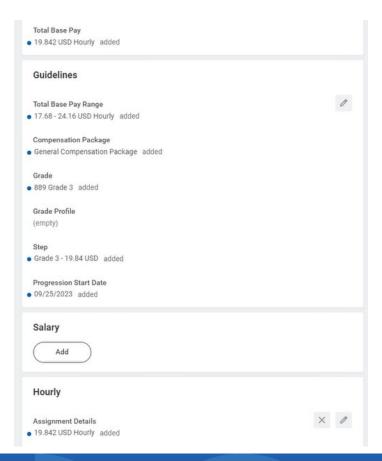Job posting title= what will show externally.

Add Required Dates

Availability date= when it will show on Workday

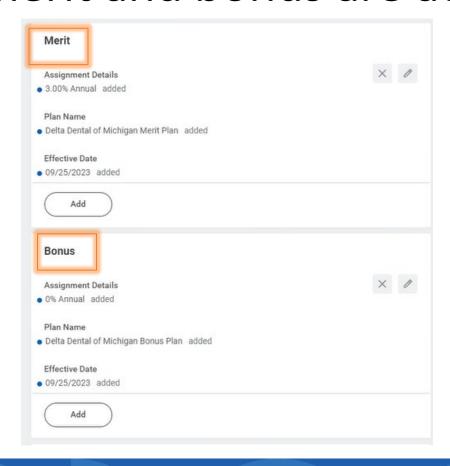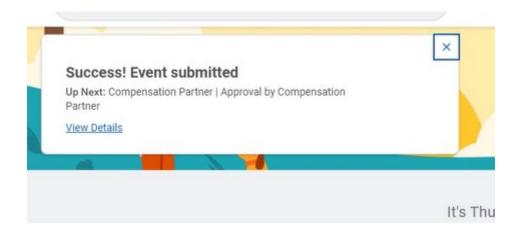Earliest hire date= can't hire prior to this date

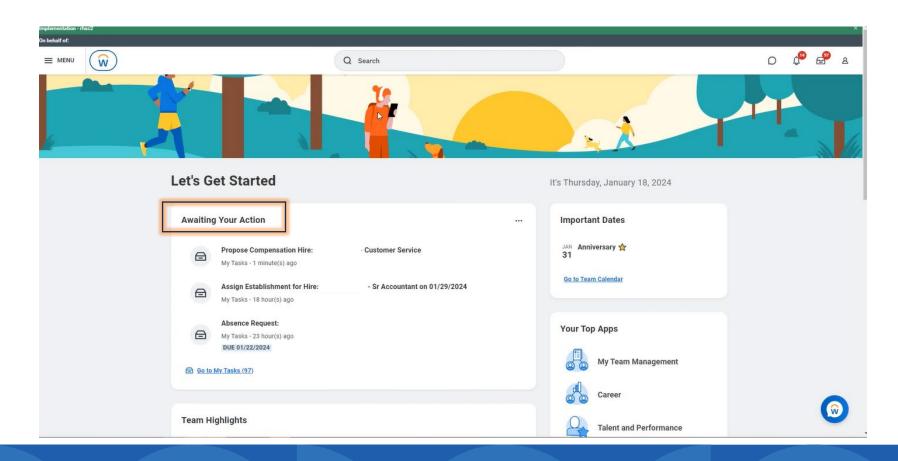# Add specifics around job role

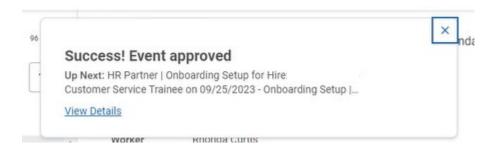# Fill in all blanks

Ensure merit and bonus are accurate
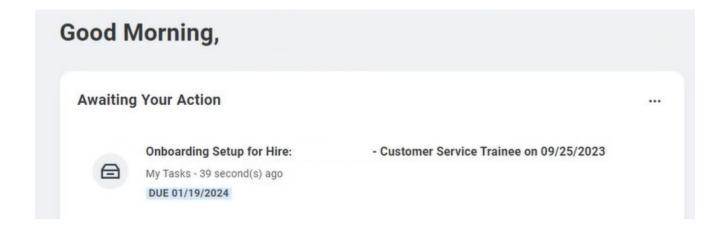
Approval by Compensation

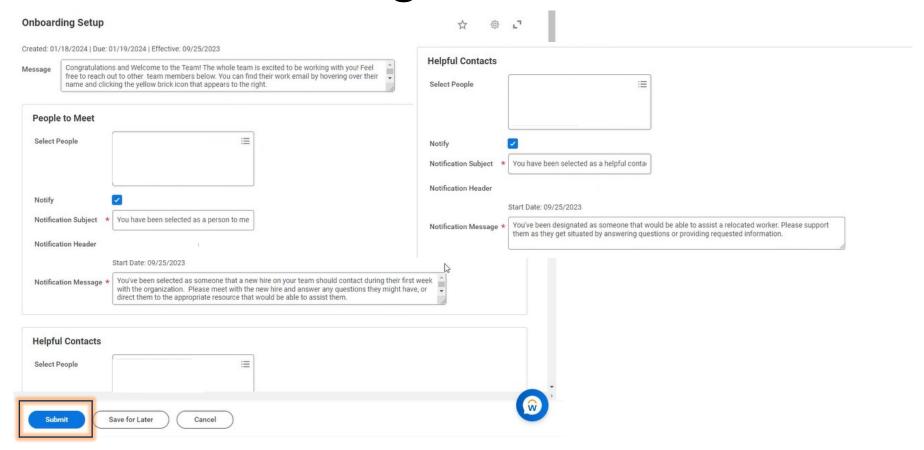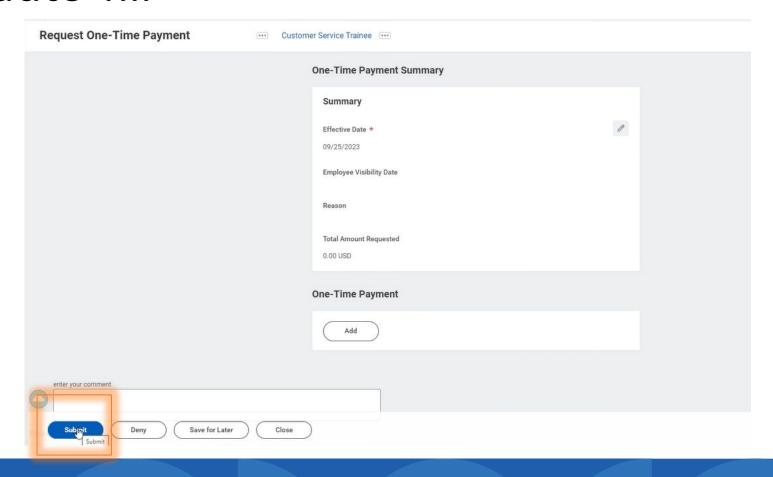# Review Tasks show under *Awaiting Your Action*
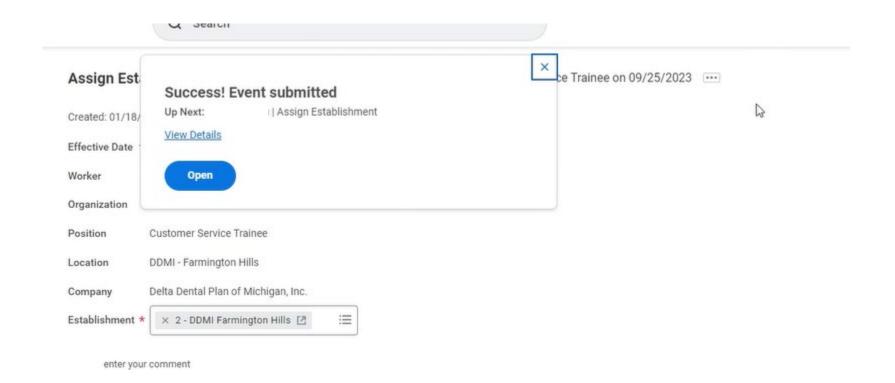
Success!

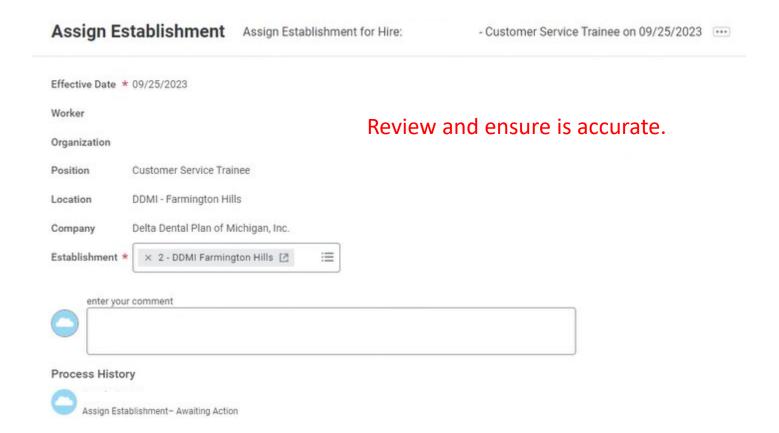# Review tasks *Awaiting Your Action*

Welcome Message Dashboard
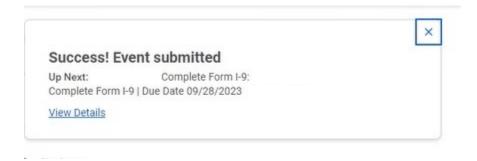
Submit One time bonus- this should auto-fill
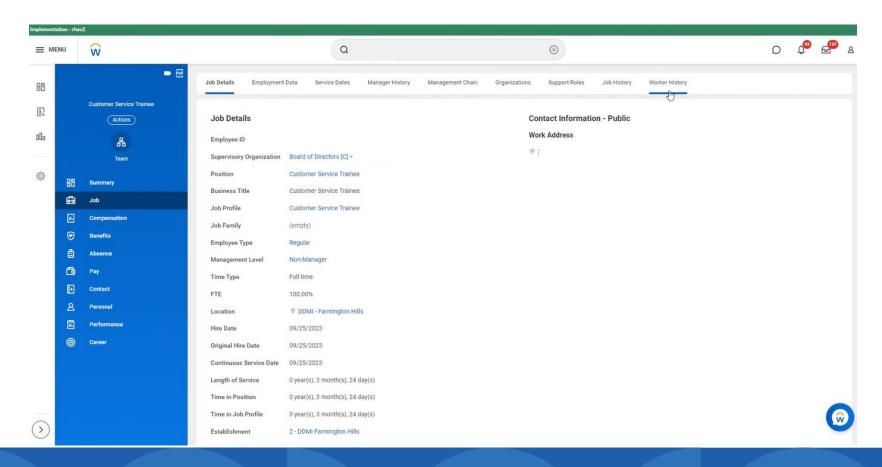
Success!

Review Assign Establishment

Assign Establishment   Assign Establishment for Hire: - Customer Service Trainee on 09/25/2023   ⋯

Effective Date * 09/25/2023

Worker

Organization   Review and ensure is accurate.

Position   Customer Service Trainee

Location   DDMI - Farmington Hills

Company   Delta Dental Plan of Michigan, Inc.

Establishment *   ☐ × 2 - DDMI Farmington Hills ☑   ☰

    enter your comment

☁

Process History

☁   Assign Establishment– Awaiting Action

Employee Actions

Next steps for employee

Employee view

Review Worker History