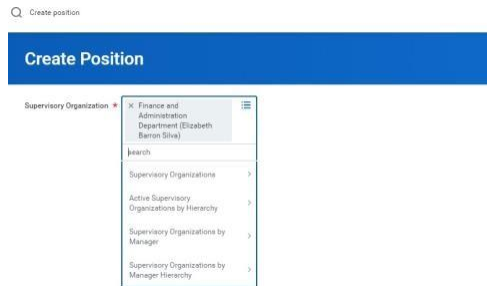
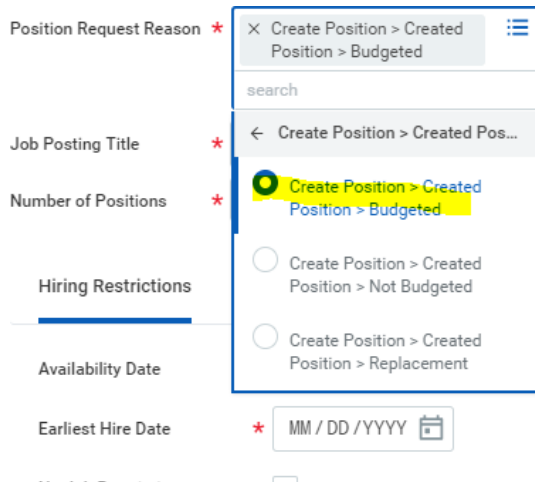


# Recruiting: Create Position

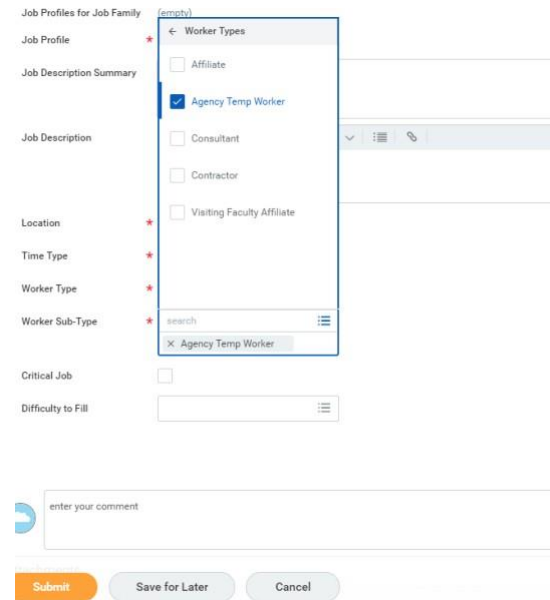
1. Login to **Workday**
2. Type in “**Create Job Position**” in the search bar. Click on the appropriate task
  - a. If you are the hiring manager then the Supervisory Organization will default to yours. If not, select from the drop down options to pick the correct organization



3. Enter the reason applicable reason for creating a position



4. Enter **Job Title**, **Earliest Start Date**, **Location**. Select “**Worker Type**” as **Contingent Worker**.
5. Select “**Worker Sub-Type**” as **Agency Temp Hire** and click **Submit** to complete the task for creating a new position



**Notes**

- Contact Senior HR Partner for Job Profile information.

6. After the position has been approved by the manager, VP and the Budget Office, HR Liaisons will then receive a task to complete the “Costing allocation”.

# Recruiting: Create Position

Costing Allocation for Create Position: PCN12874  
Test  
11 minute(s) ago - Due 01/22/2021

### Event Details

Event Costing Allocation for Create Position: PCN12874 Test  
Effective Date 01/20/2021

### Include Existing Allocations

From 01/20/2021 To MM/DD/YYYY Refresh Costing Allocation Data

### Costing Allocation Details

Costing Allocation Level \* Position Restriction

Add

7. Select “add” to expand the option to enter the funding resource, activity or project code and submit the task.

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	*Cost Center	Grant	Project
+	Company: President and Board of Trustees of Santa Clara College Cost Center: HLTHCR Student Health Services Fund: FD10000 Education & General Fund Program: SS					

## Notes

- Costing allocation needs to be completed only if there are additional worktags such as grant, activity or funding resource, otherwise the task can be submitted to move the process along. All other worktags such as program and fund default from the cost center during the Organization step.