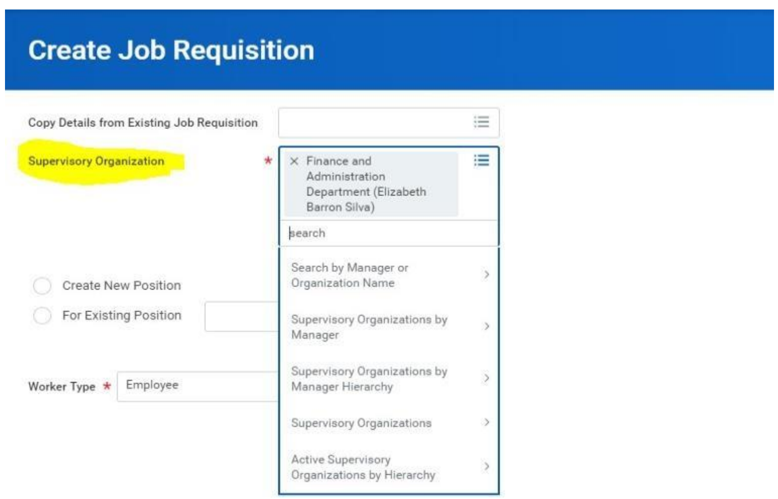
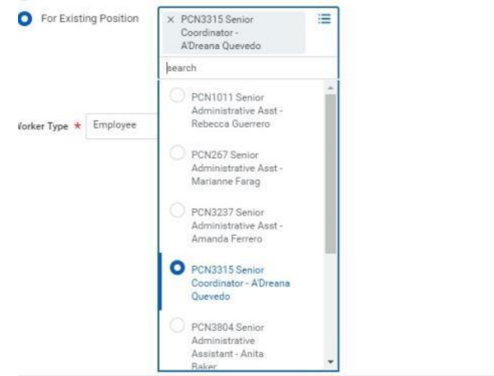
1. Login to **Workday**
2. Type in **"Create Job Requisition"** in the search bar. Click on the appropriate task

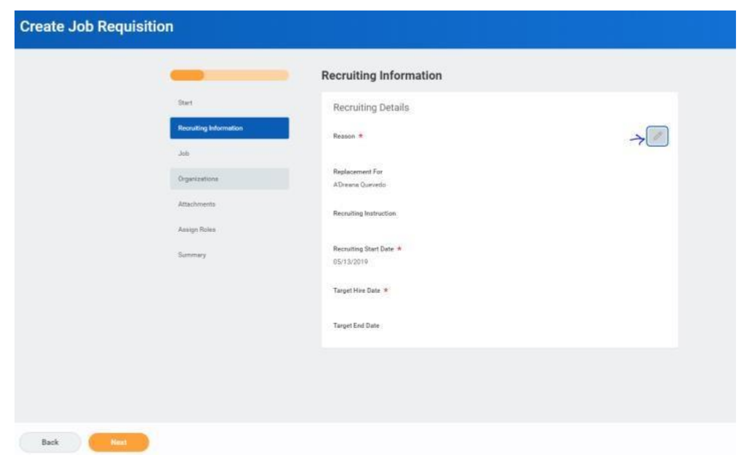
3. Assigning a supervisory organization to the requisition.
   a. If you are the hiring manager then the Supervisory Organization will default to yours. If not, select from the drop down options to pick the correct organization.



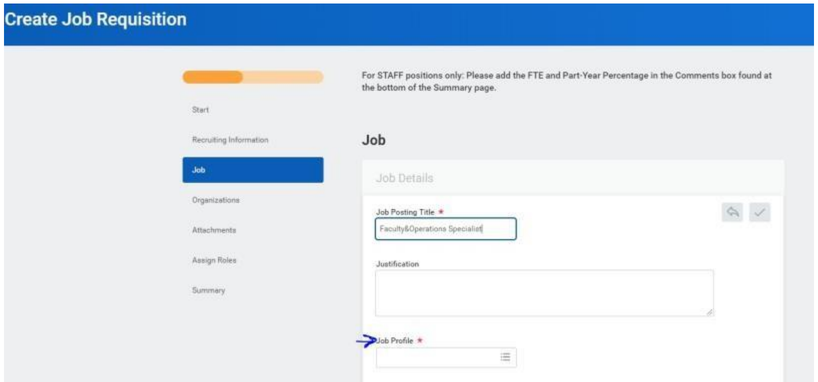
4. If the requisition is for a replacement, select **Existing Position** and pick the applicable position from the drop down and click **OK**.



5. If the position is new, select **Create New Position**
6. Select the Worker type as **Employee** and click on **OK**.
7. Click on the **Edit** button to enter all recruiting information and click **Next**.



8. Add all Job-related information and click **Next**.

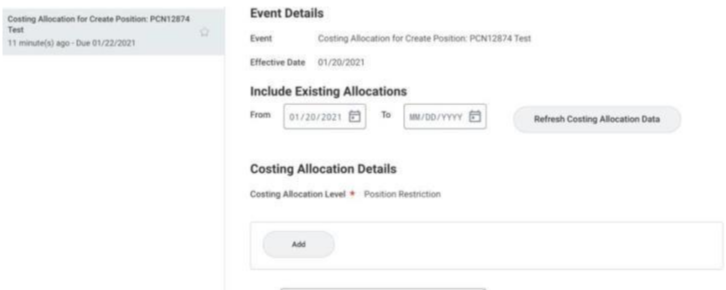


9. Attach all necessary documents like Job description.
10. Click **Submit** on the Summary Page to complete the requisition

Notes

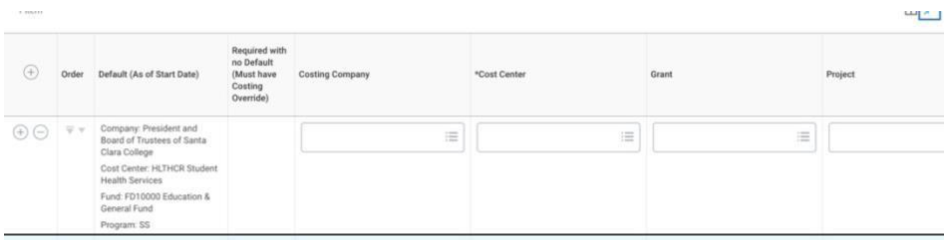
- Contact Senior HR Partner for Job Profile information.
- Most of Job-related information will auto-populate for existing positions.

11. 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".



workday. | EDUCATION

12. Select “add” to expand options to enter the funding resource, activity or project code



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.