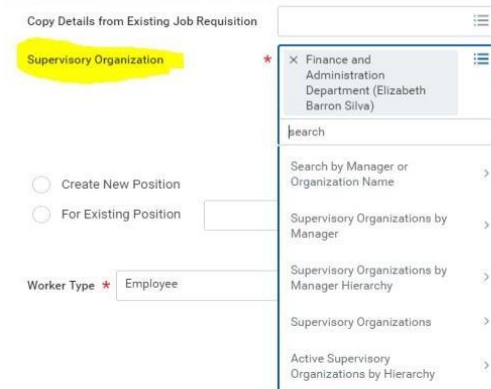


1. Login to **Workday**
2. Type in “**Create Job Requisition**” in the search bar. Click on the appropriate task

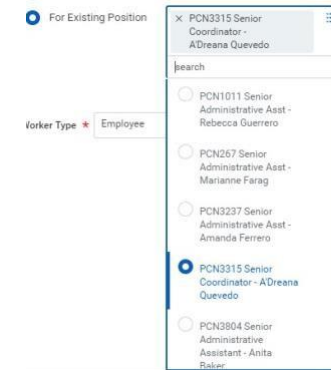


3. Assigning a supervisory organization to the requisition.
  - a. If you are the hiring manager then the Supervisory Organization will default to yours. If not, select from the drop down options to pick the correct organization.

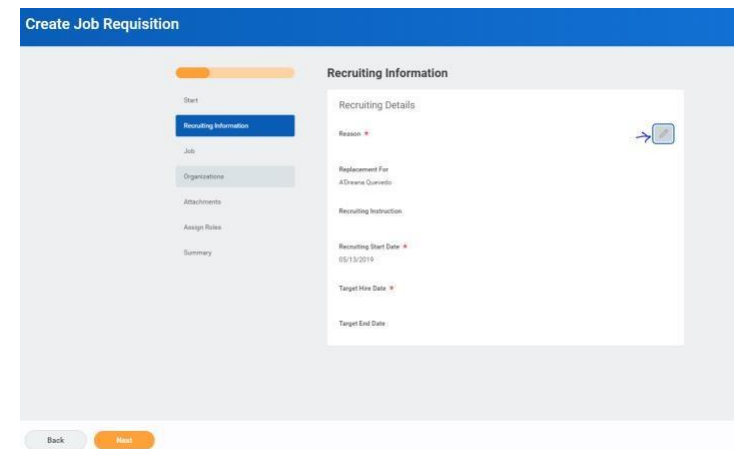
## Create Job Requisition



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**.

The screenshot shows the 'Create Job Requisition' interface. On the left is a navigation menu with options: Start, Recruiting Information, Job (highlighted), Organizations, Attachments, Assign Roles, and Summary. The main area is titled 'Job' and contains 'Job Details'. A note at the top states: 'For STAFF positions only: Please add the FTE and Part-Year Percentage in the Comments box found at the bottom of the Summary page.' The 'Job Posting Title' field contains 'Faculty&Operations Specialist'. Below it is a 'Justification' text area. At the bottom, there is a 'Job Profile' dropdown menu.

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”.

The screenshot shows a task titled 'Costing Allocation for Create Position: PCN12874 Test' with a due date of 01/22/2021. The 'Event Details' section shows the event name and effective date (01/20/2021). The 'Include Existing Allocations' section has a date range from 01/20/2021 to MM/DD/YYYY and a 'Refresh Costing Allocation Data' button. The 'Costing Allocation Details' section shows a 'Costing Allocation Level' dropdown set to 'Position Restriction' and an 'Add' button.

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

	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		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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.