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.