**Create Position:** Create Position

**Keep in Mind:**
- This process is for when the student being hired has already been identified.
- No job postings, interviews or recruiting required.

1. Login to Workday
2. Select the Hiring icon
3. **Create Position** under **Actions**

4. Select the following:
   - **Supervisory Organization** (defaults to your supervisory organization) click OK

5. **Create Position**
   a. **Position Request Reason > Create Position** (Budgeted)
   b. Enter a **Job Posting Title** (Note: This will be the position actual job title)
   c. **Number of Positions**: Always one student per position
   d. **Availability Date**: Use current pay period, either 1st or 16th.
   e. **Earliest Hire Date**: Use same date from “Availability Date”
   f. **Job Profile > By Job Family > Student Group > Student** > Select general for all students 0015
   g. Job Description Summary: Department Description
   h. Job Description: Enter Qualifications and Duties & Responsibilities.
   i. Location: All Locations > Student Worker Location
   j. Time Type: Part Time
   k. Worker Type: Employee
   l. Worker Sub-Type: Student Fixed Term
   m. Click **Submit** (Note: All other fields can be left blank for student positions)

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**You have submitted**

**Create Position: Student Assistant 2 Testing 5/8**

**Up Next**

**Details and Process**
6. Click on OPEN to enter or edit information on the Change Organization Assignments:

   a. Click on the pencil icon to enter or edit information on the Organizations:
   b. Company: Santa Clara University
   c. Cost Center (Enter your Departments cost center)
   d. Costing: Use this for your funding string information (Grant / Program / Fund) (Note: FUND & PROGRAM is required; SPO needs to be approved first)
   e. Other: Fill out either Class or Activity if required for funding string.
   f. Click Submit to continue

7. Click on OPEN to enter or edit information on Compensation for Position Event:
   a. Scroll to the bottom section and use pencil icon to edit hourly rate (Note: defaults to minimum hourly rate)
   b. Click on APPROVE to continue
   c. Up Next: Student Employment for Approval

8. Check your inbox to complete Costing Allocation for Create Position (Note: Student Employment needs to approve first):
   a. If you are adding additional funding distribution information, click on Add if not click on Submit

9. Click on My Open Positions to view position

What’s Next?

- Now you are ready to Hire a student employee either through My Open Position or Find External Students
- All 13001 FUND will go to SPO for approval first