

Workday Concept: Position Management



What is a staffing model?

*Staffing in Workday is driven by **staffing models**—each supervisory organization is assigned a staffing model that determines how workers are hired into that supervisory organization*

What are Workday's staffing model options?



Position Management

A single position must be created for each new employee. One position is approved at a time.

Headcount Management

A group is created with a number of allocated positions in which to hire employees. One headcount group is approved at a time.

Job Management

No position quantity is defined. Increased flexibility, decreased control.

Yale will employ Position Management in most departments, extending the method to encompass **faculty, post docs, staff and temporary hiring**

Workday Concept: Position Management

Position Management

- *Position Management allows a **manager** (or their designee) to:*
 - *Request that an **open or budgeted position be routed for review and approval***
 - *Request a new position*
 - *Change a position*
- ***Reporting in this model will allow visibility of open positions***
- *Funding or costing for positions will be maintained in Oracle Financials until July 2016*
 - *After 2016, this feature will be activated in Workday*

**Hire an
employee
in Workday**



hire empl

workday.

Hire Employee
Betty Smith
Human Resources

Hire Date * 02/26/2014

Reason search

Job Details

Position * search

Employee Type * Regular