

Hexcel's Workday User Manual

Chapter 2-01


JOB AND POSITION TASKS

This section of the manual provides information about the jobs and positions.

Creating a Position

1. In the search box enter **Create** and select the option **Create Position**.
2. Select the **Supervisory Organization**
 - a. Start typing the last name of the supervisor (*ask yourself, "Who is the Manager?"*)
 - b. Click the prompt icon
 - c. Organization should be displayed for you
3. Click **OK**
4. Complete the fields on the Hiring Restrictions tab

Field Names	Entry Values
Position Request Reason	Select appropriate reason
Job Posting Title	** Must match the Job Profile
Number of Positions	Typically 1 but may be more
Availability Date	Typically today but could be in the future if you <u>know</u> this will have to be a future hire for some reason
Earliest Hire Date	Typically the same as date above
No Job Restrictions	Leave this field blank
Job Family	Blank
Job Profiles for Job Family	Blank
Job Profile	Enter 4 digit job code (see tips below)
Job Description Summary	Blank
Job Description	Blank
Location	Click prompt and select location
Time Type	Click prompt and select full or part time
Worker Type	Click prompt and select employee
Worker Sub-Type	Click prompt and select sub-type
Critical Job	Blank
Difficulty to Fill	Blank

5. The fields on the Qualifications tab do not need to be entered
6. Add comments if desired
7. Click 

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Note: Selection of the job profile

If you click the prompt and select “In This Organization” you will see a list of all of the job codes which currently exist within the given supervisory organization.

If this is the first time the job will exist in the supervisory organization, you can search for the job code by clicking the prompt and selecting “Job Profiles.”

Since we currently have a very long list of job profiles, it might be easier to look up the job in the **HX Job Profile Overview Report**.



Note: Location field is very important! If you leave it blank, the position will be available for every location globally and will be visible to every HR Partner.



Note: HX Open Positions is a great report which will show you all of the open positions at the locations which you support.

8. Up Next: Change **Organization Assignments**

Field Names	Entry Values
Company	Click prompt and select a company ¹
Cost Center	Type the cost center and click prompt (Use CAS #'s)
Function	Click prompt and select a function
Time Tracker Type	Select this field if the employee will be entering request for time off in Workday (i.e. US salaried exempt and non-CGD salaried non-exempt)

¹ For USA: Select #1 (Default), #2 - Pottsville, #3 - Casa Grand

9. Click 

10. Click 

Date	Content Modified
8/6/14	Added clarification regarding US companies