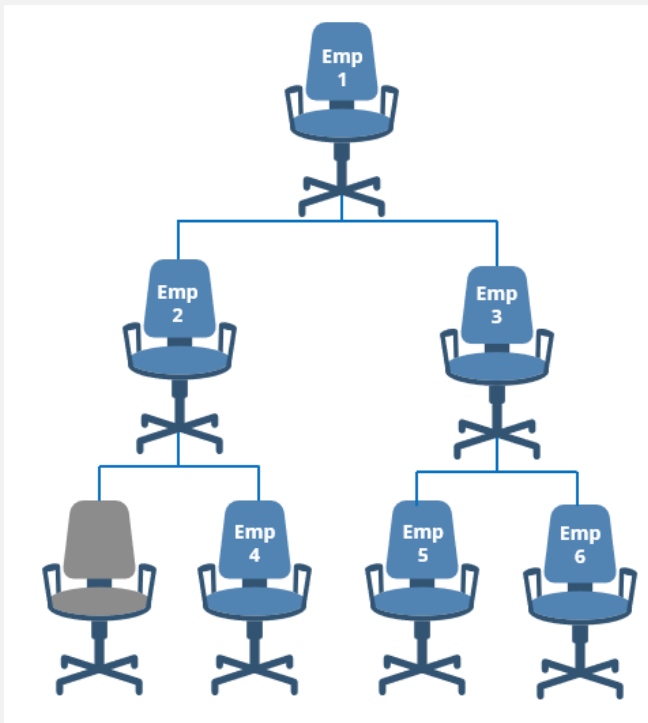


myURHR is live Monday, September 23

Position Management

About Position Management:

- Think of a position as a seat that an employee fills. There is one person per position, or seat.
- A position must exist before a person can be assigned to that position.
- Each position holds specific attributes, including security and access permissions.
- The seat, and all its attributes remain in place, even when the employee leaves the position.



- Open positions are visible in the Workday org charts.

Key things to know:

- Before a job opening can be filled, a position must exist in Workday.
- The **Create Position** process in Workday is the same for graduate student appointments, faculty, staff, and student workers.
- Initiators will select the appropriate job code/profile when creating or updating the position.

Position management allows for greater flexibility as job permissions and security access are readily available for the next person who fills the seat – they automatically inherit the attributes assigned to that position.

For additional information, including FAQs, please scan the QR code.

