







Request Additional Headcount for an Existing Position in Workday Role: Hiring Manager

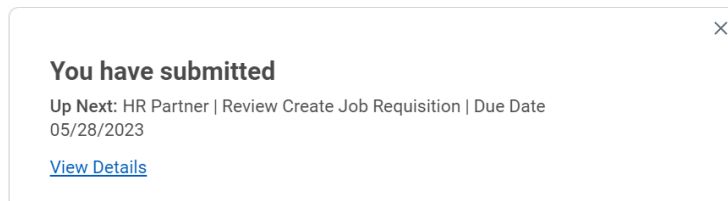
REQUEST ADDITIONAL HEADCOUNT FOR AN EXISTING POSITION

This process is used to request additional headcount for a position which already exists, and will be approved through the Compliment Meeting or through an ad-hoc request, as directed by the executive team.

1. In the search bar on the homepage, type in 'Create Job Req.' Click 'Enter' on your keyboard.
2. On a new screen called 'Tasks and Reports' a link to Create Job Requisition will show – click this link.
3. A box will appear with the Supervisory Organization pre-populated with the hiring manager's name.
4. Select 'Create New Position.'
5. Select Worker Type – Employee or Contingent Worker.
6. Click 'OK'
7. On the next screen, complete the Recruiting Information. Required information is marked with a red asterisk (*). Information can be edited by clicking the pencil  on the right-hand side of the box. To save updated information, click the check mark  on the right-hand side of the box.
8. Complete the number of openings being requested. Next, complete the Reason. Click the search bar, then click 'Create Job Requisition > New.' If the request is in preparation for a compliment meeting, select 'New > New – Compliment Meeting Request.' If the request is outside of the compliment meeting timeline and is an ad-hoc request, select 'New > New – Adhoc Request.'
9. You do not need to click 'Spotlight Job'
10. The Replacement For section does not need to be completed.
11. Under Recruiting Instruction enter if the position should be posted Externally Only, Internally Only, or Internally & Externally.
12. Select a Recruiting Start Date and a Target Hire Date. **Note: the job cannot be posted earlier than the date entered as the Recruiting Start Date.**
13. You do not need to populate the Target End Date.
14. Click 'Next'
15. Complete Job Details. Click the pencil  on the right-hand side of the box to make changes. To save updated information, click the check mark  on the right-hand side of the box.
16. Select the Job Profile by clicking the Job Profile search box and choosing from Suggested, Recent, or By Job Family.

17. After selecting the Job Profile, enter the Job Posting Title.
18. Enter a justification for the position request by completing the Justification field.
19. The Job Description Summary and Job Description should pre-populate. If it does not, connect with your HR Business Partner to receive the most recent job description; copy and paste the information from the job description to the fields in the requisition.
20. Enter Worker Sub-Type by clicking the Worker Sub-Type search bar, then selecting 'Worker Types.' Select the appropriate sub-type from this list.
21. Enter Time Type – Full-Time or Part-Time.
22. Enter Primary Location for where the incumbent will report and Primary Job Posting Location by clicking the Job Posting Location search box and selecting from 'Active Business Sites.'
23. Add any Additional Job Posting Locations. Complete the Scheduled Weekly Hours.
24. The Link to Evergreen Requisition should not be edited
25. Compensation Grade will pre-populate under Compensation Details and cannot be edited.
26. The Questionnaires should not be edited.
27. Click 'Next'
28. On the Organizations page, enter Company and Cost Center for the requested position.
29. Click 'Next'
30. On the Attachments page, add supporting documentation to justify the need for additional positions. Add this information by clicking 'Add,' then add a Comment in the comment box, and click Attach to attach a file from your computer. Click the check mark to save changes.
31. Click 'Next'
32. Compensation Guidelines attached to the paygrade will pre-populate. The Total Base Pay Range will display the minimum, mid-point, and maximum of the paygrade. The Grade and Grade Profile will attach from the job profile.
33. Enter the Salary or Hourly information by clicking the pencil  to edit. Estimated salary/hourly details are required for an accurate calculation of the additional cost of the position. Click the check mark to save the information.
34. Merit and Bonus information will pre-populate and are not editable.
35. Click 'Next'

36. On the Assign Roles page, add a recruiter responsible for posting the position. Click 'Add,' then under Role, click 'Primary Recruiter.' Next, under 'Assigned To' select Allowed Assignees → Recruiter → select the appropriate recruiter's name. Click the check mark in the right-hand corner to save changes.
37. Review the Job Requisition/Position Request in full. Edits can be made by clicking the pencil  in the right-hand corner of a box; not every section can be edited. Editing one section will require moving through the requisition again from that section forward. Comments can be entered at the bottom as necessary. Click 'Submit' to submit the requisition for next level approval, 'Save for Later' to finish at a later time, or 'Cancel' to cancel the requisition request altogether.
38. If any information is correct or missing, a red 'Error' or yellow 'Alert' will show on the right hand side of the screen. Clicking the Error or Alert will provide details on the issues. After fixing the errors, click the check mark to save changes.
39. After clicking 'Submit' a box will appear showing the Job Requisition/Position Requisition submitted and the next level approvers on the list. You can view the business process, to include the required routing levels, by clicking the blue link 'View Details.'
40. The next approver in this process is the HR Business Partner.



- a. The HR Business Partner has the ability to edit the requisition, as needed.
- b. When the review is complete, the HR Business Partner has the ability to Approve the requisition, Send Back, Add Additional Approvers, or Save for Later.

To Add Approvers, click this button then click 'Add Approvers'. You will then see a box allowing you to add approvers from the management chain, or add the recruiter, then add comments.

This requisition will route through to the management chain, stopping at the first vice president, then route to the Chief Human Resources Officer, and finally, the CEO.

41. When approved, this requisition will continue to route through the management chain, stopping at the first vice president within the span.
42. The requisition will then route to the Chief Human Resources Officer “CHRO”. The CHRO will wait to action on the requisition, pending the outcome of the Compliment Meeting.
 - a. If the request for additional headcount is approved at the Compliment Meeting, the CHRO will approve the requisition.
 - b. If the request for additional headcount is approved but requires edits to the requisition, the CHRO will choose the option to ‘Send Back’, and will have the option to send the requisition back to the hiring manager or the HR Business Partner. After edits are made to the requisition, it will go through the approval chain again.
 - c. If the request for additional headcount is denied at the Compliment Meeting, the CHRO will deny the request. The requisition will then be cancelled and will not be able to be reinstated.
43. If the requisition is approved by the CHRO, it will then route to the CEO as the final approver.
44. Once the CEO Approves the requisition, it will then route to the primary recruiter listed on the requisition, to post the position and begin recruiting.