

## When to Use This Event

Use this event to initiate the recruitment effort to replace a departing/transferring TSM or add a TSM to staff. There can only be one opening per Job Requisition.

### Create a Job Requisition

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

Click on the *My Team Application*:

1. Click **Create Job Requisition** under *Actions*.
2. Select **Create New Position** if the position is an addition to headcount. Select **for Existing Position** if the requisition is to replace someone or to fill existing headcount. Click on the **Prompt** button next to the **For Existing Position** field and select a position from the list.  
*\*Please Note – You can copy a Job Requisition from a prior request*
3. The Worker Type will default to TSM and should not be changed.
4. Click **OK** at the bottom of the page.
5. The **Create Job Requisition** page will appear.
6. Click on the **Pencil** button to enter information on the **Recruiting Information** page.
7. Click on the **Prompt** button next to the **Reason** field and navigate through the drop-down menus to locate and select the new **Reason** for the Job Requisition.
8. If the requisition is to replace someone, enter their name in the **Replacement For** field if it does not default in. If the requisition is not replacing anyone, leave this field blank.
9. Click in the **Recruiting Start Date** and **Target Hire Date** field to enter appropriate dates. Recruiting Start Date should be entered as the current date.
10. If creating a requisition for an existing position, job requisition details (i.e. Job Profile, Worker Sub-Type, Time Type, etc.) will default in from the position. If creating a requisition for a new position, all fields will need to be entered.
11. Click **Next** at the bottom of the page until you get to the **Summary** page.

When all fields are complete, click **Submit** at the bottom of the page.

The following fields should be entered as part of this process:

Section	Field	Explanation
<b>Start</b>	Create New Position / For Existing Position	Select the appropriate option for the Job Requisition. If choosing For Existing Position, also select the position that the Requisition is being opened for from the list.
	Worker Type	Worker Type will default to TSM. No changes are needed.
<b>Recruiting Information</b>	Reason	Enter Reason for the Job Requisition.
	Replacement For	Enter the name of the person the requisition is replacing. If the requisition is not replacing anyone, leave blank.
	Recruiting Start Date	Enter the current date.
	Target Hire Date	Enter an ideal start date for new TSM.
<b>Job</b>	Job Posting Title	Enter the title that will be used in the Job Posting.

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Section	Field	Explanation																								
	Job Profile	Enter the title that the TSM filling the requisition will hold. This field is important because it can affect eligibility for compensation elements for the TSM (i.e. Commission, Merit, Bonus, etc.).																								
	Worker Sub Type	Enter the Worker Sub-Type. <table border="1" data-bbox="711 409 1528 730"> <tr> <td><b>Regular</b></td> <td>TSM expected to continue employment with no known end date.</td> </tr> <tr> <td><b>Intern (Trainee)</b></td> <td>A student who works for a short duration in order to gain work experience.</td> </tr> <tr> <td><b>Apprentice/Extern (Trainee)</b></td> <td>A student who works for a short period of time and receives school credits in lieu of pay.</td> </tr> </table>	<b>Regular</b>	TSM expected to continue employment with no known end date.	<b>Intern (Trainee)</b>	A student who works for a short duration in order to gain work experience.	<b>Apprentice/Extern (Trainee)</b>	A student who works for a short period of time and receives school credits in lieu of pay.																		
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	Time Type	Enter Full Time or Part Time.																								
	Remote Type	Enter the Remote Type. <table border="1" data-bbox="711 856 1572 1228"> <thead> <tr> <th colspan="4"><u>Guidelines</u></th> </tr> <tr> <th>Remote Type</th> <th>Primary Location</th> <th>Additional Location</th> <th>Job Posting Title</th> </tr> </thead> <tbody> <tr> <td><b>Work from Home</b></td> <td>USA, Remote, USA UK-Remote, UK IRL-Remote, IRL</td> <td>None</td> <td>Add time zone preference in job posting title, if needed</td> </tr> <tr> <td><b>Hybrid</b></td> <td>Office Location</td> <td>Add state specific location, if needed</td> <td>None</td> </tr> <tr> <td><b>Onsite</b></td> <td>Office Location</td> <td>None</td> <td>None</td> </tr> <tr> <td><b>Field</b></td> <td>State remote location</td> <td>Add other state specific locations, if needed</td> <td>Add territory in job posting title</td> </tr> </tbody> </table>	<u>Guidelines</u>				Remote Type	Primary Location	Additional Location	Job Posting Title	<b>Work from Home</b>	USA, Remote, USA UK-Remote, UK IRL-Remote, IRL	None	Add time zone preference in job posting title, if needed	<b>Hybrid</b>	Office Location	Add state specific location, if needed	None	<b>Onsite</b>	Office Location	None	None	<b>Field</b>	State remote location	Add other state specific locations, if needed	Add territory in job posting title
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	Primary Location	Enter the location to which the TSM will be assigned.																								
	Primary Job Posting Location	Enter the location(s) where the job should be posted. Multiple locations can be selected.																								
	Scheduled Weekly Hours	Enter the number of hours the TSM will be scheduled to work each week. Will default correctly for Full Time TSMs but needs to be updated for Part Time TSMs.																								
	Work Shift	Enter only for Workers receiving a Shift Differential. <table border="1" data-bbox="711 1585 1576 1795"> <tr> <td><b>Shift 1</b></td> <td>Pay Rate 1 is .50/hour; Pay Rate 2 is .75/hour</td> </tr> <tr> <td><b>Shift 2</b></td> <td>Pay Rate 1 is 1.00/hour; Pay Rate 2 is 1.50/hour</td> </tr> <tr> <td><b>DC Shift Diff 1</b></td> <td>Pay Rate 1 is 1.00/hour; Pay Rate 2 is 1.50/hour</td> </tr> <tr> <td><b>DC Shift Diff 2</b></td> <td>Pay Rate 1 is 2.00/hour; Pay Rate 2 is 3.00/hour</td> </tr> </table>	<b>Shift 1</b>	Pay Rate 1 is .50/hour; Pay Rate 2 is .75/hour	<b>Shift 2</b>	Pay Rate 1 is 1.00/hour; Pay Rate 2 is 1.50/hour	<b>DC Shift Diff 1</b>	Pay Rate 1 is 1.00/hour; Pay Rate 2 is 1.50/hour	<b>DC Shift Diff 2</b>	Pay Rate 1 is 2.00/hour; Pay Rate 2 is 3.00/hour																
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<b>Organizations</b>	Company	Enter the Company to which the TSM will be assigned.																								

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	Cost Center	Enter the Cost Center to which the TSM will be assigned.
	Division	Enter the Division to which the TSM will be assigned.
	Workplace Location Category	Enter the Workplace Location Category the TSM will be assigned.
	Vaccine Requirement for Position	Enter the vaccine requirement for the position.
<b>Attachments</b>	Attachments	Include any attachments relating to the requisition that should be viewed by all approvers.
<b>Summary</b>	Multiple Fields	Summarizes all current and proposed changes entered as part of this transaction.

### Quick Tips:

Other ways to access *Create Job Requisition*: Use the *Search Box* to search for: *Create Job Req*